

## **TranspARTation Grant Program Guidelines**

***Please read through these guidelines prior to submitting an application.***

### **Purpose**

The Delaware Division of the Arts recognizes the importance of connecting schools with cultural institutions to promote creative learning experiences critical to a child's academic development and a well-rounded curriculum.

Live arts performances and exhibitions provide opportunities for learning in the arts that foster creativity and innovation. In many cases, a school field trip may be the first time a student is provided with such an experience.

This grant program is designed to subsidize transportation costs that schools incur so that students can attend arts and cultural events throughout the state. Additionally, as venues engage new audiences to cultivate awareness and future participation from the next generation, there is a positive impact on Delaware's creative economy.

### **Eligibility**

All Delaware nonprofit K-12 public, private, or charter schools are eligible to apply for funding. Pre-K programs affiliated with public schools are also eligible to apply. Schools may receive only one TranspARTation Grant per school year. Title I schools may be considered for more than one TranspARTation Grant per school year if funding is available.

### **Allowable Expenses**

The TranspARTation Grant supports travel costs to Delaware arts and cultural institutions and venues so that students may attend events, performances, and exhibits that have high quality arts components. Eligible programs include the exhibition or presentation of guest artists or ensembles (does not include school shows or student groups).

### **Finding Events and Exhibits**

[www.DelawareScene.com](http://www.DelawareScene.com) is an online calendar of arts and cultural events and exhibits that might be helpful in identifying events to attend. However, keep in mind that arts organizations may offer additional school programs and shows not listed on [www.DelawareScene.com](http://www.DelawareScene.com), so be sure to contact them directly to check their offerings and make arrangements to visit.

# TranspARTation Grant Program

## Guidelines

### Grant Awards

Schools may request up to \$500 toward travel expenses, to include buses, fuel, parking, and tolls associated with these trips. If approved, the Division will reimburse the school or school district **upon receipt of the final report with final bus receipt or invoice**. The actual grant amount will be calculated based on transportation receipts/invoices received with the Final Report and will not exceed the pre-approved grant amount. **The Division will not pay bus vendors directly on the school's behalf.**

### Deadlines

Applications must be submitted at least 6 weeks prior to the field trip date. Applications are reviewed on a first-received, first-reviewed basis starting August 15, until all available funds have been awarded.

### Application Procedure

- 1) Submit completed application **(to include an estimate from the transportation company you will be using, on their letterhead)**. The TranspARTation application form may be accessed at [smARTDE](#).
- 2) Applications will be reviewed by the Division, and applicants will be notified via email of funding decisions.

### Reporting Requirements

Final Reports for TranspARTation grants must be submitted through [smARTDE](#) within 30 days of the completed trip or by June 1 (*whichever comes first*). Failure to submit a Final Report on time may result in forfeiture of the grant award and may impact future funding.

### Summary of Grantee Responsibilities

- Ensure that the appropriate school officials approve and submit the grant application within the deadline stated.
- Notify the school/district business office of the grant award and payment procedures.
- Acknowledge the Delaware Division of the Arts in any public communications about the field trip. Crediting guidelines are available on the [Division's website](#).
- Submit a final report with transportation receipts/invoices to the Division within 30 days after completion of the field trip, or by June 1, whichever comes first.

After completing the trip, we encourage you to thank your local legislators for providing funding for the trip through the Delaware Division of the Arts. Raising their awareness of this funding and its impact on your school is essential in order to sustain public support for the arts. To find out how to take action and see a sample letter, read: [How to Acknowledge Public Support for the Arts](#)

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## **Statement of Assurances**

The Statement of Assurances, which is a required part of the application, is the contract that all Division applicants must sign. Grant applicants must indicate that their organization's authorizing official has read and agreed to the obligations of grant recipients should a grant be awarded. Receipt of state and federal grants carries with it certain obligations and responsibilities. By submitting a Division of the Arts grant application, applicants are affirming that they are familiar with the requirements of the Delaware Division of the Arts and the National Endowment for the Arts, as presented in the Division of the Arts [Statement of Assurances](#).

## **Contact**

Please direct all inquiries concerning the TranspARTation Program to Sheila Dean Ross, Program Officer, Arts in Education - [Sheila.Ross@delaware.gov](mailto:Sheila.Ross@delaware.gov) - 302-577-8286.