



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 in order for students to attend arts and cultural events throughout the state. Additionally, as venues engage new audiences and are given the opportunity 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 (not school shows or student groups).

Finding Events and Exhibits

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, so be sure to contact them directly to check their offerings and make arrangements.

Grant Awards

Schools may request up to \$300 toward travel expenses, to include buses, fuel, parking, and tolls associated with these trips. Grants are paid to the school as a reimbursement of eligible expenses after the Final Report is received by the Division. Schools are responsible for paying bus companies and other vendors directly.

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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) Download and complete the [TranspARTation Application \(PDF\)](#).
- 2) Send your completed **application and transportation quote/estimate** via email to Program Officer Sheila Dean Ross at Sheila.ross@state.de.us. **Applications will not be reviewed until the application AND quote/estimate are received.**
- 3) Applications will be reviewed by the Division and applicants will be notified via email of funding decisions.

Final Report Deadline

Final Reports are due within 30 days of the completed trip or by June 1, 2017 (*whichever comes first*). Submit the following to Sheila Dean Ross (Sheila.Ross@state.de.us).

- 1) Completed [TranspARTation Final Report \(PDF\)](#), **AND**
- 2) Copy of final transportation receipts/invoices

The Division will reimburse the school or school district **upon receipt of the Final Report and receipts/invoices**. 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.

NOTE: Failure to submit a Final Report and receipts/invoices by the deadline may result in forfeiture of the grant.

Summary of Grantee Responsibilities

- Ensure that the appropriate school district officer signs and submits 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, 2017, whichever comes first.

Contact

All inquiries concerning the TranspARTation Program should be directed to Sheila Dean Ross, Program Officer, Arts in Education - Sheila.Ross@state.de.us - 302-577-8286