

**SCHOOL BUS for the ARTS GRANTS**

**NOTE:** This information is provided as a reference for you to use as you prepare your Nebraska Arts Council (NAC) grant application. Grants to the NAC may only be submitted via the online grant system.

**Program Description**

The School Bus for the Arts Program provides grants for PK-12 students to underwrite the cost of field trips to attend professional arts events such as concerts, dance or theatre performances and cultural exhibits at museums or other venues. Allowable expenses include transportation, admission fees, and associated workshop fees, if applicable.

**Eligibility**

Nebraska accredited public or private schools, pre-K through grade 12 or nonprofit organizations that serve PK-12 students.

**Restrictions of the Category**

The field trip must involve travel to a professional arts or cultural performance, exhibit, activity, or program. Associated activities or workshops must be conducted by professionals in the art field and approved by NAC staff through the application process. Travel and expenses associated with student competitions and/or student performances, such as band festivals, choir and theatre performance tours, etc., are NOT eligible.

Priority will be given to schools and communities that lack access to arts or cultural programs due to geography, economic conditions, ethnic background or disability. The percentage of students utilizing free/reduced lunch will be one indicator of the level of need.

**How to Apply**

Your school or non-profit must first be registered in NAC's online grant system, which can be accessed by following [www.artsCouncil.nebraska.gov/grants/](http://www.artsCouncil.nebraska.gov/grants/). If you have any questions, please don't hesitate to contact NAC by email at [nac.grants@nebraska.gov](mailto:nac.grants@nebraska.gov) or call 1-800-341-4067 (statewide), or in Omaha at 402-595-2124.

Applications are reviewed in the order in which they are received. The program will close once all funds have been awarded.

**Deadline**

Applications must be submitted to NAC four weeks or more prior to the date of the field trip. A school or organization may submit one or more applications per year as long as the maximum amount listed above is not exceeded within the same school year. The application must be complete.

**Grant Amounts**

Schools or organizations serving 300 students or less      —————>      A maximum of \$500 per school year.

Schools or organizations serving more than 300 students      —————>      A maximum of \$1000 per school year.

**Payment**

The NAC Grants Administrator will notify the grant applicant via email about whether or not the grant is awarded. If awarded, it will be necessary to login to the online grant system to view details and accept the grant.

This is a reimbursement grant program. Actual payment of grant funds will not be made until after the field trip is completed and final report documents are submitted. Final reports are due within 30 days after the field trip and are submitted online.

Please assemble the following documents prior to submitting your final report:

1. A copy of the invoice from the bus company, or an invoice from the school district stating the exact cost of the bus (only if there were transportation costs).
2. A copy of receipts from the event admission fees (only if there were admissions fees).
3. Copies of letters or emails sent to elected officials such as [state legislators](#) or school board members. Letters should indicate that the school is a recipient of a NAC *School Bus for the Arts Grant* and should thank them for their support of the arts.
4. Photos of the event (optional): up to 3 photos and max file size 2MB each.

NAC will reimburse the grantee for actual costs up to the amount of the grant within 60 days after receipt of the final report.