



NEBRASKA ARTS COUNCIL

Nebraska Experience School Bus grant program

Guidelines & Application Form



Please read the following carefully before completing the grant application form.

The Nebraska Experience School Bus (NESB) grant program is an initiative that celebrates our sesquicentennial by providing fourth grade students studying Nebraska history with the opportunity to visit the State Capitol or another designated Nebraska historical or cultural site during the 2017-18 schoolyear.

Eligibility

Eligible organizations are:

- Nebraska accredited public or private schools, or
- Nebraska-based nonprofit organizations with federal tax-exempt status 501(c)(3) that serve homeschool students residing in Nebraska.

Restrictions

Participation is limited to students enrolled in 4th grade during the 2017-18 schoolyear (August 1, 2017 through June 30, 2018) including their teachers and chaperones.

The field trip must involve travel to the Nebraska State Capitol or another approved site. For a list of approved sites, click [HERE](#).

An individual school building may receive only one NESB grant during the 2017-18 schoolyear for all of its 4th grade students.

School districts with multiple elementary schools are encouraged to combine school buildings into one application.

All grants applications must be submitted online by the district superintendent or a designated representative.

Any unused grant funds must be reported and returned to the NAC within 60 days of the final field trip.

A final report will be required within 30 days of the completion of the final field trip.

Grant Request Amount

The following table determines the maximum allowable grant request per student based on a combination of the distance from the school building to the field trip destination.

Distances should be calculated based on mileage ONE WAY from the school address to the field trip destination address.

| Distance from school to venue | Maximum per student request |
|-------------------------------|-----------------------------|
| 0 to 10 miles | \$6 |
| 11 to 75 miles | \$12 |
| 76 to 50 miles | \$18 |
| over 150 miles | \$24 |

Examples:

| Distance from school to site destination | Maximum per student request | Number of 4th graders | Total grant request amount |
|--|-----------------------------|-----------------------|----------------------------|
| 7 miles | \$6 | x 120 | = \$ 720 |
| 56 miles | \$12 | x 45 | = \$ 540 |
| 92 miles | \$18 | x 67 | = \$ 1206 |
| 170 miles | \$24 | x 33 | = \$ 792 |

Deadline

The deadline is the first of each month beginning July 1, 2017. Applications must be received at least four weeks prior to the start date of the trip. For example, if your field trip is scheduled for March 15, the application must be submitted no later than February 1st. You could also apply as early as July 1, but no later than the February 1 deadline. Incomplete applications will not be funded.

How to Apply

All applications must be submitted through the Nebraska Experience website: <http://www.artscouncil.nebraska.gov/nebraska-experience/>

- Each school must have proof of a confirmed reservation with one of the approved sites prior to submitting the grant application. A digital copy of this confirmation will be required to complete the online grant application process.
- Schools in districts with multiple elementary schools should contact their central administration prior to submitting an application.
- Questions? Don't hesitate to contact the NAC by email at nac.grants@nebraska.gov or call 1-800-341-4067 (statewide), or in Omaha at 402-595-2122. Applications are reviewed in the order in which they are received. The program will close once all funds are awarded.

Notification and Payment

Applicants will receive an automated email receipt once the online grant application is submitted. Notification of funding will be provided via email within two weeks of receipt of the application, providing there are no errors or corrections. Payment of the grant award will be made within 30 days of grant notification. For applications that contain multiple field trips, payment will be made within 30 days of notification of funding.

Terms and Conditions

Applicant organizations agree to abide by the program guidelines described above. In the case of cancellations or changes to your trip after the grant is awarded, please inform the Nebraska Arts Council of these changes in writing at nac.grants@nebraska.gov. Any unused grant funds are to be returned to the NAC within 60 days of the final field trip. A final report will be required within 30 days of the district's final field trip. Instructions for completion of this final report will be included in the grant notification email.