



## Hoover Presidential Foundation School Bus Travel Grant Program Guidelines

The Hoover School Bus Travel Grant provides funds to help schools meet the transportation costs of educational field trips to the Hoover Presidential Library-Museum and the Hoover National Historic Site. The grant is specifically intended to promote public education about and appreciation for Herbert Hoover. While we would like to cover all the costs of visits to the Hoover campus, these funds are intended to subsidize travel costs.

### Travel Grant Requirements:

- Applicants are responsible for making all transportation and destination arrangements
  - Contact Hoover Presidential Library-Museum – 319-643-5301 for Museum tours or
  - Hoover National Historic Site Park Service - Interpretation– 319-643-2541 or go to the following URL to schedule a field trip:  
<https://www.nps.gov/heho/learn/education/classrooms/fieldtrips.htm>
- The grant does not cover other related costs including any admission fees.
- Schools may receive only one grant between August 1 and June 15 of each school year.
- To be eligible to apply, the school must be a non-profit and tax-exempt public, private, home or charter school that provides daily education to K-12 grade students.
- Schools with a Title I status or high reduced lunch percentage will be given priority.
- The formula used to determine the grant amount is \$3.00/mile.
  - A grant for the same school for a 2<sup>nd</sup> bus may be considered if funds are available.
- The Bus Grant is used solely to tour the Herbert Hoover Presidential Library and Museum and the Hoover National Historic Site.
- Within 2 weeks of receipt of the application, you will be notified by email or phone about the status of your application.
- The school will receive funds for the grant only when the Hoover Presidential Foundation receives the Request for Reimbursement form. The request must be received within the same fiscal year as the trip. Funds will not be available prior to the trip. Reimbursements will not be made to individuals.
- After the trip teachers are encouraged to send student letters, drawings, digital photos and poems about their experience to the Hoover Presidential Library-Museum and Hoover National Park and one individual scan of a document to Hoover Presidential Foundation. These will inspire donors to keep the buses rolling.

Enjoy your visit to the Herbert Hoover campus!

The Hoover Presidential Foundation promotes and supports the Herbert Hoover Presidential Library and museum, National Historic Site and other programs that enhance the understanding of Herbert Hoover as president and humanitarian.