



Capitol Art Field Trip Grants FY2023 Application Preview

This document is a preview of the grant application. It is meant to be used for reference purposes only and cannot be submitted as an official grant application. All grant applications must be submitted by your organization's Grant Contact through the online grant system at arts.ok.gov.

Application Deadline: March 1, 2023 at 5:00 p.m. Central Time

Project Information

- 1. What date is the scheduled field trip?** The confirmed field trip date was emailed to you when you scheduled your tour online. If you haven't scheduled your tour yet, please visit <https://arts.ok.gov/tours/>.
- 2. What time is the scheduled field trip?** The confirmed field trip time was emailed to you when you scheduled your tour online. If you haven't scheduled your tour yet, please visit <https://arts.ok.gov/tours/>.
- 3. How many students will be attending the field trip?**
- 4. How many adult chaperones/teachers will be accompanying students on the field trip?**
Note: There must be at least two adult chaperone/teacher for every 15 students.
- 5. What grade level(s) will be attending the field trip? Select all that apply.**

<input type="checkbox"/> Pre-Kindergarten	<input type="checkbox"/> Sixth Grade
<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Seventh Grade
<input type="checkbox"/> First Grade	<input type="checkbox"/> Eighth Grade
<input type="checkbox"/> Second Grade	<input type="checkbox"/> Ninth Grade
<input type="checkbox"/> Third Grade	<input type="checkbox"/> Tenth Grade
<input type="checkbox"/> Fourth Grade	<input type="checkbox"/> Eleventh Grade
<input type="checkbox"/> Fifth Grade	<input type="checkbox"/> Twelfth Grade
- 6. What is your method of transportation? Select all that apply.**

<input type="checkbox"/> Official school transportation (school buses, vans, etc.)
<input type="checkbox"/> Rental services (charter buses)

7. Primary Field Trip Contact Information

Name

Title

Email Address

Phone Number

8. Secondary Field Trip Contact Information

Name

Title

Email Address

Phone Number

9. Distance from school site to the Capitol ([2300 North Lincoln Blvd, Oklahoma City, OK 73105](#)):

- 0-50 miles from the Capitol: Up to \$400
- 51-100 miles from the Capitol: Up to \$550
- 101-200 miles from the Capitol: Up to \$850
- Greater than 200 miles from the Capitol: Up to \$1,100

Project Budget

Capitol Art Field Trip Grants can be used to reimburse schools for school-approved transportation, drivers, mileage, substitute teachers and additional school support staff. Payments are made on a reimbursement basis after the field trip has occurred and a grant final report is submitted through the grant system. A final budget showing accrued costs will be required with the final report. Maximum award limits are listed above and determined by distance from the State Capitol. Due to limited funding, grants are awarded on a first-come, first-served basis. Please see the Program Guidelines for more details on how grant recipients are selected by funding priority.

List full dollar amounts only.

10. \$_____ School-approved transportation, driver, and mileage

11. \$_____ Substitute teacher and/or additional school support staff costs

\$_____ Total Expenses (system calculated)

\$_____ Total Grant Request (cannot exceed the cap amounts above):

Who to Contact for Help

For questions about this grant program, contact Amanda Harmer, Curator of Education and Engagement, at amanda.harmer@arts.ok.gov or 405-521-6813.

For questions about grant system access, contact Martyna Sandoval, Grants and Programs Associate, at martyna.sandoval@arts.ok.gov or 405-521-2040

For questions about managing your grant award, contact Thomas Tran, Grants Director, at thomas.tran@arts.ok.gov or 405-521-2041