

Herbert Hoover Presidential Library Association

Bus Travel Grant Application Form

Date Request Submitted _____ Address _____
School District _____ City _____
School Name _____ State _____ Zipcode _____
Class _____ Contact Email _____
Teacher Name _____ Contact Phone Number _____

When do you plan your visit? _____
Number of Participants _____
Number of Buses _____
Round Trip Mileage _____

Bus Travel Grant Requirements:

- All schools are eligible to apply for the Bus Travel Grant.
- Scholarships will be granted in the order they are received as long as there are funds to cover the request.
- The formula used to determine the grant amount is \$3.00/mile with a minimum of \$20.00 and a maximum of \$300.
- The Bus Grant will be used solely to visit the Herbert Hoover Complex
- Request for funding must be received by the deadline: Deadlines are:
 - September 30th -- Fall/Winter Trips (between September and February)
 - February 22nd -- Spring Trips (between March and June)
- Any requests received after the deadline will be taken into consideration as long as there are sufficient funds.
- The school will receive funds for the grant once the Hoover Presidential Library Association receives the Request for Reimbursement Form. The request must be received within one month after the trip.