

August 2008

Dear Member,

The Bus Fund is a program of SJCA and is made possible by a grant from the Geraldine R. Dodge Foundation. It is a needs based program to help school groups grades K-12 not able to afford the transportation costs to a cultural event during the 2008-2009 school year. This program will help you in marketing to schools that would like to attend your programs but are not able to afford the transportation costs.

When a school group would like to attend one of your educational outreach programs during the school day, but cannot afford the cost of transportation, assist them in applying for a Bus Fund subsidy.

How to apply: After you and the school have decided on which event they want to attend and determined the date and time, fill out the top of the Application Form with this information and send it to the school for them to complete and sign. They must identify the bus company they have chosen to use, the number of buses they will need and the cost of the transportation. The school is completely responsible for contracting with the bus company, setting the price and making arrangements for pick-up and drop-off.

When the school has completed and signed the Application, they fax it to you. You check for accuracy regarding your event/program, number of students and then sign and date the form along side of the school representative's signature. Fax us the completed application to **(609) 645-2864**. We will process the application within 2 weeks and notify you by letter if the application has been accepted and the transportation budget approved. You can make your final arrangements with the school at that point. The school can then make their final arrangements with the bus company they have chosen.

After the school has attended your event/program: On the day of the event, have the Verification Form (enclosed) ready for the school to complete and sign. This confirms that they attended, the actual number of students, chaperones, buses and the name of the bus company that they used. Fax the form to SJCA. Advise the school to send the invoice from the bus company to SJCA and we will pay directly. The invoice must state the School Name and Cultural Organization Name, date of event, and number of buses. Invoices cannot be paid unless SJCA has a completed and signed Verification Form.

Thank you for being a key part in this program and we wish you much success. If you have any questions or would like additional brochures, please give me a call (609) 645-2760.

Sincerely,

Caz Boyd, Manager of Arts Education

cboyd@sjca.net

Bus Fund Program 2008-2009 **APPLICATION FORM**

Cultural Organization: After you and the school have decided the event they want to attend, fill out the top of this Application Form and send it to the school for them to complete. When you have received the completed form back from the school, sign, date and fax it to SJCA (609) 645-2864. We will notify you within two weeks if the Application has been accepted.

Name of Cultural Organization: _____ **Contact** _____

Organization's Address _____ **Phone** _____ **Fax** _____

Name of event _____ **Date** _____ **Time** _____

School Representative: Complete the information below and explain why you need the Bus Fund to be able to attend this cultural event. Sign the form and Fax or mail it to the Cultural Organization whose event you want to attend. Your school will be considered for a Bus Fund transportation subsidy and will be notified within two weeks. Please apply immediately for the best chance of consideration. Funds are limited and will be awarded on a basis of need. **Final deadline for applications is March 27, 2009.**

Yes! We'd like to go! Our school class would not be able to attend this event without financial help from the Bus Fund Program because (Please state special circumstances).

Name of School _____

Address _____ **County** _____

Contact _____ **E-mail** _____ **Phone** _____ **Fax** _____

of students to attend _____ **Grade Level** _____ **# of Chaperones** _____ **# of Buses needed** _____

Name of Bus Company we will be using _____ **Anticipated Cost: \$** _____

Our class will not be attending another cultural event during the 2008-2009 school year. We certify by our signatures below that, to the best of our knowledge, the information on this application is true.

The cultural organization and the school agree to indemnify and hold SJCA forever harmless from any damages which may arise from their part in the Bus Fund Program (BFP). They also indemnify and forever hold harmless any employees, board members, funders, associates, heirs or anyone else from any damages which may arise from the BFP. Agreed:

School Representative _____ **Cultural Organization** _____
(signature required) (signature required)

Date _____

Date _____

TO THE CULTURAL ORGANIZATION:

APPLICATION PROCESS

Use this application for schools who would be able to attend one of your events during the school day, but who cannot afford transportation. Encourage them to apply for funding assistance from the Bus Fund Program. Complete the top portion of the Application and have the teacher complete, sign and return to you. The school is responsible for choosing the bus company and making all arrangements with them.

APPLICATION REVIEW

Fax the completed application to SJCA (609) 645-2864. Applications will be reviewed and upon approval a letter will be sent to you within two weeks. The letter will state what the award is for, your organization and name of your event, the name of the school and grade level of students attending, the number of students and chaperones attending, name of the bus company the school is using, number of buses and the approved grant amount.

EVALUATION & VERIFICATION

As a condition of the Bus Fund grant, each school group will fill out a Verification form on the day of the event. Complete and sign the form and send it to SJCA. The purpose of this is to verify that the school group attended, how many students participated and to let SJCA know it can authorize payment to the bus company or school transportation department.

INVOICE & PAYMENT

Bus Company invoices will be paid after SJCA receives the Verification form and the invoice. Advise teachers that when they receive the invoice from the bus company to fax it to SJCA (609) 645-2864 or mail it to the address below.

South Jersey Cultural Alliance can not release funds to reimburse schools for transportation costs until the verification form is completed and the invoice received.

**South Jersey Cultural Alliance
6 West Glendale Avenue
Pleasantville, New Jersey 08232
Ph (609) 645-2760 Fax (609) 645-2864**