



Busing Mini-Grant

Grant Guidelines

The following guidelines will be used by the Busing Mini-Grant Committee to determine eligibility and during the recipient selection process for the Busing Mini-Grant Program. As a reminder, the Busing Mini-Grant is to be used for transportation to and from the Chino Creek Wetlands and Educational Park in order to partake in the Water Discovery Field Trip Program.

Guidelines for Qualification and Selection

- Busing Mini-Grants are up to \$500 each.
- All applicants must submit a complete Busing Mini-Grant application form. Forms are available online via IEUA's website, www.ieua.org. Forms may also be requested by phone, (909) 993-1704 or mail: Attn: Summer Winters, Inland Empire Utilities Agency, 6075 Kimball Avenue, Chino, California, 91708.
- Application must demonstrate need for funds in writing. A space is provided on the Busing Mini-Grant application form. "Need for Funds" is qualified as low-income status with lack of transportation funds.
- Proof of funding need must be submitted in attachment form. Accepted forms include but are not limited to school or organization budgets. The California Department of Education's Dataquest website may also be used for referencing need.
- All applications can be submitted on an annual basis until busing grant funds are depleted.
- The Busing Mini-Grant Committee will meet on the second Wednesday of every month to select recipients. Applications received after the second Wednesday of the month will be reviewed the following month.
- All applicants will be notified of decisions via email and/or mail within 1-2 business weeks of the monthly committee meeting.
- Recipients must contact the Busing Mini-Grant Committee within one week of receiving their award notifications to confirm notification. Upon notification, a field trip must be scheduled within one month of receiving notification and the field trip must take place within twelve months of notification.
- Awards will be distributed in the form of reimbursement. Recipient must submit an invoice to the Busing Mini-Grant Committee for the busing fees of up to \$500 to receive reimbursement.
- Only two grants will be awarded to a school or organization chapter per year. (Each grant application within the same school or organization must have a different applicant).
- Past recipients are encouraged to apply on an annual basis.

The Chino Creek Wetlands and Education Park is funded in part by a grant from The State Water Resources Control Board.
The Water Discovery and Mini Busing Grant Program is partially funded by a grant from The California Department of Parks and Recreation.

