

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, <a href="https://www.ieua.org">www.ieua.org</a>. 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.



## Busing Mini-Grant Grant Application Form (Due Date: Ongoing)

Name(s) of Applicant(s):		
First	Last	
School/Organization:	_School District (If School):	
Address:	City/Zip:	
School/Organization Phone:	Cell Phone:	
Email:	Grade Level(s)/Age(s):	
Requested field trip date(s):		
Please complete the following for fu	ıll evaluation. You may use additional sheets of	paper if necessary.
Water Discovery Field Trip Program Objective	ves:	
Explanation and Proof of Needed Funds (Atta	ach Proof to Application):	
Applicant's Signature:	Date:	:
Principal's Signature (If School Applying):	Date	

Applications must be filled out completely with all required attachment(s). Describe objectives in detail as well as proof of needed funds. Attach needed funds to application. Field trip Objectives must show how the Busing Mini-grant to the Chino Creek Wetlands and Educational Park will help you achieve your goal. Refer to Grant Guidelines for important information pertaining to the Busing Mini-Grant.

Mail Completed Application to:
Summer Winters
Inland Empire Utilities Agency
6075 Kimball Avenue
Chino, California 91708