

FRIENDS OF MAMMOTH CAVE
TRANSPORTATION GRANTS APPLICATION REQUIREMENTS

The grants will be awarded on a need basis. The Friends of Mammoth Cave will reimburse the school or group for actual cost up to the maximum amount of the grant awarded. Evidence of insurance coverage will be required before a grant is awarded, but does not need to be submitted with the application. After the trip is completed the group or school should send an itemized bill to the Friends of Mammoth Cave National Park. Upon receipt of the itemized bill a check will be issued.

Selection of groups to participate will be the sole responsibility of the Friends of Mammoth Cave National Park. The National Park Service will not participate in the selection process. Once the Friends notify Mammoth Cave National Park of a group's selection, the park staff will contact the group to schedule their visit. Ordinarily there is a discounted rate for school/youth groups of \$5.00 per student; however, for the first year of this program the National Park Service will waive this fee for the selected groups.

Because funds are limited, the Friends of Mammoth Cave National Park will award transportation grants to those groups that demonstrate the greatest need. Financial need as well as the group's socio-economic makeup will factor into the selection process. Preference will be given to groups which are traditionally underrepresented in National Parks. Examples of eligible groups are boys and girls clubs, scout groups, church groups, and classes from traditional schools. To be eligible, a group must have one adult chaperone for every ten children.

Applications should be double spaced and no more than 5 pages. They should include a narrative that explains the financial need, the group's educational objectives, and other relevant factors the applicant wants the Friends of Mammoth Cave to review while evaluating the application.

Suggested outline:

1. Cover page with contact information
2. Timing of trip (i.e., when does group want to make trip to Mammoth Cave?)
3. Purpose and need for the funding – explain situation that makes visit to Mammoth Cave unlikely without the grant.
4. Brief description of school or program (attach brochure if available)
5. Description of participants
 - a. Number of students
 - b. Number of teachers or adult chaperones (need one adult for every ten students)
 - c. Number of minorities and socio-economically disadvantaged children
6. Describe how school or organization will evaluate effectiveness of the activity
7. Itemized Budget including mileage cost for bus and driver salary or other expenses (for a school it is expected the mileage and driver cost would not exceed \$500)

Required Attachments:

1. a letter of support and authorization from the principal or organization administrator, and
2. information about the school or organization.

Applications should be mailed to: Friends of Mammoth Cave, P.O. Box 2, Mammoth Cave, Kentucky 42259. Questions should be addressed to Executive Director Gayle Giesecke at gaylegiesecke@gmail.com or by phone 270-597-7604.