



Montana WILD Transportation & Lodging Grant For Montana Schools Grades K - 12

About the Grant

Montana Fish, Wildlife & Parks offers annual reimbursement grant funding to Montana schools for travel and lodging expenses to visit FWP's Education Center, Montana WILD, in Helena. Montana WILD offers high quality, hands-on educational programming (field trips) for K - 12 students related to fish, mammals, macroinvertebrates, conservation, careers in wildlife, archery, birding, fishing, live birds of prey, and more!

This is a reimbursement grant and requires itemized invoices of travel and lodging expenses paid. The application period generally opens in April and closes by June 14. Successful applicants can use funds between August and May of the following year. The maximum award amount for outlying schools is \$2,500. The maximum award amount for local schools (within the Helena city limits) is between \$100 to \$500.

Grant Criteria and Information

Grant Deadline: The application window opens in April and the deadline is June 14. FWP will notify grant recipients of the status of their application before August of the following school year.

Eligible Applicants: Montana Public Schools, Grades K - 12. Please note, FWP can only reimburse schools, not third-party vendors (i.e., hotels or bus companies).

Eligible Expenses: FWP can only reimburse for lodging and transportation expenses. To qualify for lodging reimbursement, schools must be more than 150 miles, one way, from Helena. Please note that awarded grant funds are available as reimbursement (not in advance) and require itemized receipts of eligible expenses (e.g., hotel invoice, bus company invoice).

Minimum Visitation Time: Outlying schools must spend a minimum of 2.5 hours at Montana WILD. Local schools must participate in at least one program.

Supplemental Education: We encourage schools to incorporate their visit to Montana WILD into other classroom units or lessons on fish, wildlife, habitat, outdoor recreation, stewardship, and similar topics. Visit Montana WILD's Educator Resources webpage for ideas and activities to do before or after your visit! Committing to a pre-or-post lesson will strengthen your application.



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Applicant Information

Applicant (School)

School Mailing Address

<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>
City	Zip Code	County

Contact Name and Title (for details regarding your visit)

Contact Name and Title (for details regarding your reimbursement)

Contact Mailing Address (if different than above)

<input type="text"/>		
<input type="text"/>	<input type="text"/>	<input type="text"/>
City	Zip Code	County

Contact Phone(s)

Contact Email(s)

Organization Tax ID Number



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Applicant Information Continued

Number of Students

Grade of Students

Number of Adults (1 adult/15 students)

Total Amount Requested for Transportation and Lodging (estimated)

Transportation

Lodging

Schools must be 150 miles one way from Helena to be eligible for lodging reimbursement.

Lodging Calculation (estimated)

Number of Students x \$30

Number of Adults x \$60

Total Cost (students & adults)

Total Projected Cost of Lodging & Transportation

How did hear about this grant?



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Screening Questions

1. How many times has your class visited Montana WILD in prior years?
 - 0 times
 - 1-2 times
 - 3+ times

For Outlying Schools Only (outside Helena city limits):

2. How far is your school (one-way) in miles from Helena?
 - 251+ miles
 - 151 - 250 miles
 - 51 - 150 miles

3. Is your school providing any match funding for your visit? If so, what portion of the total cost of your trip is the school able to cover?

4. How will you incorporate your visit (and field trip programming) to Montana WILD into a larger theme, unit, or other content that you'll cover in class?

5. What will it mean to you and your students to visit Montana WILD?



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Authorization

I (we) hereby certify that the information contained in this grant application is accurate.

Applicant(s) signature

Date

Please note the following when applying:

- Your application represents an estimation of travel and lodging expenses; FWP will only reimburse for expenses actually incurred - up to \$2,500 per outlying school and up to \$500 per local school.
- Montana WILD can only accommodate up to 60 students at one time. If you want to bring more than 60 students, you'll need to rotate groups through programs and will need to occupy the other students off-site or at least outside the building.
- Please keep chaperones to one adult for every 15 students. For local schools or younger students, we can accommodate a slightly smaller ratio of chaperones to students.
- We do not allow food and drink (except water) in the exhibit hall. Please plan lunches accordingly. There are picnic tables at the Montana WILD gazebo and a short walk away at Spring Meadow Lake State Park. You must contact State Parks to reserve the Spring Meadow Group Use Pavilion.
- Within two weeks following your visit, you must submit to MontanaWILD@mt.gov:
 - An invoice from your school to FWP (we cannot accept third party invoices)
 - All receipts verifying the travel or lodging costs of your trip
 - W-9 form filled out by your school administration/accounting department