

# EXCURSION GRANTS



## Who

Teachers at low-income public schools, grades TK-12th, working in Alameda, Contra Costa, San Mateo, and San Francisco Counties. A maximum of three grants will be awarded to a school, and one grant per teacher per school year.

## What

Grants of up to \$1,000 are available to fund 1-day classroom excursions; funds can cover the cost of transportation, admission fees, and food. The purpose of this program is to open new vistas to students.

Examples: go to the beach, visit a museum, take a bay ferry, or go on a hike. Please note: we do not fund overnight field trips.

## How

We've made it easy! Simply submit a description of your idea on school letterhead, including the following information:

- Date and notation on top that request is for an Excursion Grant
- School and district name, address, telephone and fax numbers
- Your name, grade level, email address
- Description of your field trip, including how it will enhance your classroom program and when it will take place
- Total amount requested
- Item by Item listing of how the money will be spent. *Please note that if you are requesting funds for bus transportation, you are required to include a quote from the bus company with your application.*
- Applications must be signed by both the submitting teacher and principal
- Who the check should be made payable to (**school, district or PTA only**) and the address the check should be mailed to.

Scan and email it to [aperez@venturesfoundation.org](mailto:aperez@venturesfoundation.org). Please do not fax.

## When

Send your request in as soon as it is ready. If approved, funds will immediately be disbursed. Please check our website at [www.venturesfoundation.org](http://www.venturesfoundation.org) before writing up a proposal to ensure funding is still available.

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