



### **Nature Express Transportation Assistance Funding Request**

School Name:

Principal Name:

Teacher Name:

Field Trip Date:

Number of Students:

Number of Adults:

Any special needs?

Bussing Provider\*:

Number of Busses:

Estimated cost of transportation:

\*Only yellow school busses are eligible for funding.

Please attach a letter of eligibility from the school principal, on school letterhead, verifying that the school receives Title One funding and providing a percentage of students eligible to receive free and reduced lunches. Greater than 60% of students must be eligible to receive a free or reduced lunch to qualify for funding.

Return this form and letter of eligibility via email to: [Nick.Dian@metroparkstoledo.com](mailto:Nick.Dian@metroparkstoledo.com)

Questions? Please call 419-407-9789.

Apply early. Funding is not guaranteed. Requests for funding will be considered in the order they are received.

Teachers will be notified within seven days of submitting a Nature Express Funding Request and all documentation if they have been awarded transportation assistance.

Metroparks *requires* a transportation provider invoice that shows:

- 60% payable by Metroparks Toledo
- 40% payable by the school

If Metroparks is not paying the transportation provider directly, a separate invoice from the school or parent teacher organization is required. Metroparks is a tax exempt organization and does not reimburse for taxes.

All invoices for payment must be submitted within 30 days following the field trip. Invoices received after 30 days will not be paid.