**MET ROPARKS
TOLEDO**

Nature Express Application for Transportation Funding Assistance

School Name: _____ Principal Name: _____
(First Last)

Teacher Name: _____
(First Last)
Field Trip Date(s): _____
(mm/dd/yyyy)
Number of Students: _____ Number of Adults: _____

Bussing Provider*: _____ Number of Busses: _____
    *Only yellow school busses are eligible for funding.

Estimated total cost* of transportation: _____
*Metroparks is a tax exempt organization and does not reimburse for taxes.

60%* paid/reimbursed by Metroparks: _____ 40% paid by School: _____

Select one of the following:
- o My school will pay 100% of the transportation cost to the transportation provider and receive reimbursement from Metroparks Toledo for 60% of the total.
- o My school will pay 40% of the transportation cost to the transportation provider directly and Metroparks will pay 60% to the transportation provider directly.

Letter of Eligibility
Please attach a letter of eligibility from the school principal, on school letterhead containing: **1.** verification that the school receives Title One funding; **2.** the percentage of students <u>eligible</u>* to receive free and reduced lunches; **3.** the date(s) of the program.
    *Greater than 60% of students must be eligible for a free or reduced lunch to qualify for funding.

Return this form and letter of eligibility via email to Nick.Dian@metroparkstoledo.com at least one month before your program, or as soon as possible.
    Questions? Please call 419-407-9789

PLEASE NOTE:
- Funding is not guaranteed. Requests will be considered in the order of which completed application documents are received.
- Metroparks requires a transportation invoice (by bus provider/school, whoever Metroparks will owe) no later than <u>45</u> days following the program. <u>It must show:</u> the total cost, 60% (excluding tax) owed by Metroparks, and 40% owed by school. Invoices received after thirty (45) days will not be paid.
- Teachers will be notified of approval status within seven days of submitting a completed form and eligibility letter.