KMTA Reimbursement Request

Field Trip Mini-Grants

**Date of Request:**

**Name of Teacher/ School Contact:**

**Name of School:**

**Mailing Address:**

**Phone Number:**

**Email Address:**

*\*If person making this request is different than teacher information above, please provide name, affiliation, and contact info below***:**

**Date of Field Trip:**

**Reimbursement Request Amount: $\_\_\_\_\_\_\_\_\_\_\_**

**Match amount: $\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_(#) of Participating Students**

**\_\_\_\_(#) of Paid Teachers Involved**

**$\_\_\_\_\_\_\_Total cost of all Teacher contribution (i.e. daily salary).**

Was any of the teacher’s salary used as match? If so, what amount?\_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_(#) of Volunteer Chaperones \* \_\_\_\_\_\_(# of hours) = \_\_\_\_\_\_Total volunteer hrs (insert below)**

**\_\_\_\_Total volunteer hrs \* volunteer rate ($27.88/hr) = $\_\_\_\_\_\_\_\_\_ Total volunteer in-kind match**

**Admission Fees per student (if applicable, please list all admission fees and multiply by # of students)**

**$ \_\_\_\_\_\_Total cost of admission fees**

Were any of the admission fees used as match? If so, what amount? \_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Transportation Fees (if applicable, please list all transportation fees and associated costs)**

**$\_\_\_\_\_\_Total cost of transportation**

Was any of the transportation used as match? If so, what amount? \_$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Description of Field Trip. Please note any changes in your field trip that might vary from the original proposal.** (1-2 paragraphs)

**Please answer the following questions:**

1. How did your project increase public awareness and appreciation for the natural, historic, scenic, and cultural resources of the KMTA National Heritage Area?

3. Please list any partner organizations involved and their associated role in the field trip:

4. How was KMTA recognized in the project?

\*Include photographs if available. Unless specifically prohibited by the grantee KMTA CCA may include this information and photos in press releases and promotional material.

When complete, email to amandasassi@kmtacorridor.org accompanied with Budget Spreadsheet and proper documentation.

If you have any questions, please contact Amanda Sassi at amandasassi@kmtacorridor.org (Program Manager), or Jessikatherineschake@kmtacorridor.orgca Szelag at jessicaszelag@kmtacorridor.org (Executive Director).katherineschake@kmtacorridor.org