

2024 Youth Summit Transportation Grant Application

Grants Specifics

Funding Range:

- Award amounts, up to \$800, are dependent upon the number of applications received.
- Please view the "2024 Youth Summit Transportation Funds from MAEOE" presentation prior to completion of the grant application. Viewing this presentation is a requirement to apply for this grant. *See Page 2 for more information.*

Eligibility Requirements:

- Any public or private Maryland school can apply.
- Any non-profit organization working with a school can apply.
- One grant will be awarded per school and/or organization.
- Both a school and an organization cannot apply for funds to cover the same field experience.
- Costs associated with this field experience **MUST** be paid by the school first. *Costs incurred will be reimbursed after a final report is submitted.*
- Your school principal/administrator **MUST** know you are applying for transportation funds. *If your administrator/principal is NOT aware that you are applying for this grant and that the costs incurred will be reimbursed, your application could be declined.*
- A quote from the bus transportation company prior to grant approval is mandatory.
- Your school's Form W9 is required.

Funding Guidelines:

- A final report **MUST** be submitted by 6/7/2024. *Final reports submitted after this date run the risk of not being reimbursed.*
- An award agreement must be reviewed and signed.
- Limited funds are available. Awards will be granted on a rolling basis until all funds are allocated.

Distribution of Funds

- A final report must be submitted by 6/7/2024 with a detailed budget, proof of payment by the school to the transportation company (e.g., evidence of paid invoice to bus company), and receipts for any other approved expenses.
- The school will be reimbursed by MAEOE after the final report is reviewed and approved.

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Please view the "[2024 Youth Summit Transportation Funds from MAEOE](#)" [google slideshow \(with audio\)](#). Viewing this presentation is a requirement to apply for this grant.

Additional Resources:

["2024 Youth Summit Transportation Funds from MAEOE" \(without audio\)](#)

[Transcript to "2024 Youth Summit Transportation Funds from MAEOE" google slideshow](#).

* 1. Did you view the "2024 Youth Summit Transportation Funds from MAEOE" google slideshow (link provided above)?

- Yes, I have viewed the "2024 Youth Summit Transportation Funds from MAEOE" google slideshow.
- No, I have not viewed the "2024 Youth Summit Transportation Funds from MAEOE" google slideshow.

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School Principal or Financial Administrator Approval

If your administrator/principal is NOT aware that you are applying for this grant and that the costs incurred will be reimbursed, your application could be declined.

* 2. Do you have administrator approval for attending the Youth Summit?

- I have talked with my administrator/principal and they are aware I am applying for transportation funds and that the costs associated with attending the Youth Summit must be paid by the school first. After I submit the final report with receipts and proof of payment to the bus company, my school will be reimbursed for these costs.
- I haven't talked with my school's principal/administrator yet, but I plan to in the near future.

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Grant Application Questions

* 3. Primary Contact Name

First name

Last name

* 4. Primary Contact School Email Address

Email address

5. Primary Contact Personal Email Address (*in case we do not get a response from your school email address*):

Email address

* 6. Primary Contact Phone Number (*provide a number that can be used to easily reach you if we have questions*)

Country code

Phone number

* 7. School Principal or Financial Administrator Contact Name (*this contact must be the person responsible for the financial transactions at your school*)

First name

Last name

* 8. School Principal or Financial Administrator Contact School Email Address

Email address

* 9. School Principal or Financial Administrator Contact Phone Number (*provide a direct phone number for this person where they can be reached if we have questions*)

Country code

Phone number

* 10. School/Organization Name:

* 11. School/Organization Mailing Address (*this is where the transportation reimbursement check will be mailed*):

Street Address

City:

State:

Zip Code:

* 12. County where your school/organization is located:

* 13. How many students will attend the Youth Summit?

* 14. Indicate the grade(s) of the students (check all that apply):

Kindergarten

1st

2nd

3rd

4th

5th

6th

7th

8th

9th

10th

11th

12th

Other

* 15. What is the goal of attending the Youth Summit?

* 16. How will attending the Youth Summit increase environmental awareness in your students?

* 17. How will attending the Youth Summit impact your teaching and curriculum?

* 18. How will you evaluate attending the Youth Summit?

* 19. Enter the amount of money you are requesting.

* 20. Budget:

- Download [2024 Youth Summit Transportation Funding Budget Worksheet](#)
- Complete the information requested on the tabs located at the bottom:
 - Timeline - The timeline is a planning document and must include specific dates and details about planning to attend the Youth Summit
 - Budget Spreadsheet - Do not include sales tax (schools and nonprofits should use tax exemption certificate when making purchases). *Sales tax will not be reimbursed.*
 - Transportation Quote - A quote from the bus transportation company prior to grant approval is mandatory.
- Share **a link** to the complete worksheet. *Make sure the link has no restrictions and can be viewed by anyone.*

* 21. Form W9:

Share **a link** to your school's Form W9. Reimbursement funds cannot be sent to your school unless this form is provided. Since the time frame to distribute these funds is very short, we are requesting this form now. *Make sure the link has no restrictions and can be viewed by anyone.*