



Big Yellow School Bus Grant Program Guidelines

The Rhode Island State Council on the Arts' Big Yellow School Bus grant provides up to \$400 to Rhode Island schools and pre-schools. The grant helps underwrite the cost of field trips to attend arts events such as live music, dance or theatre performances, exhibits at art museums, etc., as well as the cost of coverage for classroom teachers involved in the field trip. There must be an arts component to the trip.

Grant Requirements

1. The applicant is eligible to apply (below).
2. The field trip involves travel to an arts or cultural performance, exhibit, activity or program in Rhode Island.
3. The student group lacks access to arts or cultural programs due to geography, economic conditions, ethnic background, disability, or age.
4. The application is fully and correctly completed.
5. We strongly suggest that you send an e-mail or letter to your local legislators stating that you are applying for a Big Yellow School Bus grant to take the trip. This allows policy makers to understand the importance of these funds in the Rhode Island State Council on the Arts' budget. **If you do this, please attach a copy of your email or letter to this application when you submit it.** You can find a link that will help you prepare this communication with your legislators – by school district - on the Big Yellow School Bus webpage (<http://www.arts.ri.gov/bus>).



Application Deadline and Notification

There is no application deadline. Here is the application process:

- Applications must be received at least 45 days prior to the event.
- Applications are reviewed daily during normal office hours on a "first-received, first-funded" basis (ONE GRANT PER YEAR, PER SCHOOL BUILDING) until available funds are awarded
- Within 2 weeks of receipt of the application, you will be notified by email or phone about the status of your application Shortly after that you will receive formal written notification.
- Availability of funds will be posted on the RISCA web site (<http://www.arts.ri.gov/bus>) until all funds are awarded

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Eligible Applicants

Rhode Island K-12 tax-exempt public or private schools with 501c(3) educational status, or a tax-exempt parent-teacher organizations (PTO) associated with a school.

Not Eligible to Apply:

- Applicants who have already received a Big Yellow School Bus grant within the same fiscal year (Note: Big Yellow School Bus Grants do NOT count toward the number of grants an organization can receive from the Rhode Island State Council on the Arts each fiscal year.)

Application Instructions... No Blank Lines Left Behind!

You must download the application, fill it in, print it out, and send it in. This is NOT an eGrant program! Big Yellow School Bus applicants use the Rhode Island State Council on the Arts' easiest application process. But it can go wrong if you don't follow instructions. Here are the top seven reasons for potential **delays** in the application process.

1. No Federal Tax ID number (we can't issue the check without it)
2. No signature of principal on the Application
3. No specific date given for the trip ("sometime in the Fall" will not do)
4. No indication of what the specific event is
5. No indication of where the event is (what city, town)
6. No phone or email for the contact person
7. No description of students attending (grade level, number of students) or the connection to the school's arts curriculum.

So, please... NO BLANK LINES LEFT BEHIND!

Please be aware, incomplete applications may be returned thus affecting your first-come, first-served status.

If you have any questions, please don't hesitate to contact Randall Rosenbaum, Executive Director, Rhode Island State Council on the Arts, at randy@arts.ri.gov.