

# Fall 2018/2019 Application Guidelines

The Boca Raton Museum of Art (BRMA) is proud to announce its 12th offering of Field Trip Funds. These funds are designed to reach out to large numbers of students throughout Palm Beach, Broward and Miami-Dade Counties.

Field Trip Funds are for use in connection with a BRMA field trip ONLY and may not be used for equipment such as computers or video cameras. Applications must be submitted electronically by **October 31, 2018**. Only one submission per applicant will be accepted.

## Guidelines

### What Are Field Trip Funds?

BRMA Field Trip Funds program is an innovative, non-restrictive transportation initiative designed to fund field trips for students in South Florida. Forty awards of \$250 each will be conferred.

### How Can Field Trip Funds Be Used?

Field Trip Funds may be used for one or all of the following: transportation costs to/from the Museum, substitute teacher costs, related studio art activity supplies to be used by the students in the classroom and related reference materials.

\*Attention SDPBC Educators - BRMA is an Approved Field Trip Provider. The School District of Palm Beach County Fine Arts Department may have funds for grades K-12 for bus transportation. Please apply through the Fine Arts Office for free busing.

### How do I Apply for the Funds?

Download or print the form and **complete the entire** application. Incomplete applications will not be reviewed. Email the application as an attachment to: [lglickman@bocamuseum.org](mailto:lglickman@bocamuseum.org). Many school computer networks have strict security filters. Be sure to add us to your friendly senders list to avoid having notification messages filtered or blocked.

### When Do I Apply for the Funds?

Applications will be accepted until **October 31, 2019**. Submission activity will be extremely high on and right before the deadline. We recommend you complete and submit your application as early as possible to avoid any technical difficulties caused by high traffic at the application site. Only one submission per teacher/educator will be accepted.

### How Many Awards Will Be Conferred?

BRMA Field Trip Funds program will confer forty \$250 awards.

## How Will I Be Notified If I Have Been Awarded the Field Trip Transportation Money?

All applicants will be notified of their status by e-mail. Recipients will also be notified by USPS.

## How Are Funds Paid?

The fund check will be made **payable to the school** and will be **mailed to the Field Trip Fund awardee's principal prior to the actual trip**. The school administrator will be notified by the Museum's Education Department that the funds are designated for use by the applicant.

## When Must the Funds Be Used?

The funds must be used for the proposed field trip between **September 2018 and May 2019**. In the event a recipient does not implement the field trip by **May 2019**, the money will be forfeited and the funds must be returned to the BRMA. Any tax liability is the responsibility of the school.

## Who Is Eligible for the Award?

Education professionals, 18 years or older, who are employed by an accredited K-12 public, private or charter school in the **Miami, Broward or Palm Beach counties** that maintain a 501(c)(3) or a 509(a)(1) tax exempt status are eligible to apply for a BRMA Field Trip Fund. Educators, teachers, principals or certified staff of these institutions must be willing to plan and execute a field trip that will provide a demonstrable learning experience for students.

## How Are Field Trip Funds Recipients Selected?

The BRMA Field Trip Funds program is managed and administered entirely by BRMA. BRMA will evaluate applications and make a final selection of award recipients based on the following criteria:

- Applicant's description of the field trip and its objectives.
- Benefits to students, including overall student learning experience, relevance to curriculum and number of students who will benefit from the award.
- Use of funds.

If selected to receive BRMA Field Trip Funds, the applicant must provide verification by the school superintendent, principal or immediate supervisor that the proposed trip date and other information given in the application has been approved.

## Rules and Eligibility

### Application Deadline:

Applications must be submitted electronically, by mail or by fax to BRMA by **October 31, 2018**. BRMA is not responsible for late, misdirected or incomplete applications or applications not received by BRMA. All applicant submissions become the property of BRMA and will not be returned. By submitting an application, applicants agree to provide other information and documentation as may be reasonably requested by BRMA. Applications will be judged by the BRMA, whose decisions will be final in all respects.

**Additional Terms:**

By participating, entrants agree: a) to the rules and decisions of BRMA, which shall be final in all respects; b) where legal, to the use of their names and/or likeness for advertising, promotional and publicity purposes without written consent or compensation; and c) to release, discharge and hold harmless BRMA damages or claims arising out of their participation in the Field Trip Funds program or use of the award.

All rights, title and interest, including copyrights of information submitted as part of the application, belong to BRMA. BRMA reserves the right to edit, adjust, modify, abridge, condense, publish and/or excerpt application information.

BRMA is not responsible for electronic transmission errors resulting in omission, interruption, deletion, defect, delay in operations or transmission, or for technical, network, telephone equipment, electronic, computer, hardware or software malfunctions of any kind or failure to receive entry information by BRMA.

**Transportation Funds Restrictions:**

No substitutions or transfers permitted. Recipients may receive only one award during the posted time period. Funds are to be used to cover field trip costs and fees. In the event the costs and fees are less than the award amount, the balance of the money may be utilized for other education costs such as materials, books and resources related to the curriculum. Funds may not be used to supplant expenditures that are the normal responsibility of the school district. BRMA reserves the right to interpret these rules and to make decisions concerning the funds, its acceptance and use, in situations not covered by these rules. Applicants must be 18 years of age or older.