



Abraham Lincoln Presidential Library and Museum and Midwest Generation **FIELD TRIP GRANT PROGRAM**

The Abraham Lincoln Presidential Library and Museum (ALPLM) provides grant opportunities to teachers of grades 4-12 in Illinois public and nonpublic schools that have a low-income student enrollment greater than 30 percent, as well as not-for-profit youth organizations that serve economically disadvantaged children in Illinois. Low-income students are defined as students who: 1) come from families receiving public aid, 2) live in institutions that serve neglected or delinquent children, 3) are supported in foster homes with public funds, or 4) are eligible to receive free or reduced-price lunches. The purpose of the grant program is to offset the cost of visiting the ALPLM. Grant funding is provided by Midwest Generation through the Abraham Lincoln Presidential Library Foundation.

Grants provide funding for students in eligible schools and organizations to visit the ALPLM at no or greatly reduced cost to the school district or sponsoring organization by covering transportation and other specific costs. There is no museum admission fee for school groups.

The goal of this grant is to bring as many students to the ALPLM as funds will allow; therefore, some grant requests **may receive only partial awards**. Funds will be distributed in the following priority, dependent upon the number of applications received and the total amount of funding available: 1) transportation to/from the ALPLM, 2) cost of one meal, 4) pre- or post-field trip materials, 5) other materials specific to the trip. Judges have the option to make partial awards.

I. EDUCATION PRIORITIES

The ALPLM brings the story of Abraham Lincoln to life. As students experience the story of our 16th president through museum exhibits, they increase their learning in all subject areas.

II. CHAPERONE POLICY

The ALPLM requires a ratio of at least one teacher or chaperone for every **10** students. Only teachers/chaperones **assigned to a group of students** will be admitted free. Aids accompanying special needs students will also be admitted free. Any additional teachers/chaperones will be charged the current **adult rate** at the door. Please include the cost of additional chaperones in your prepared budget.

III. SCHEDULING A MUSEUM TOUR

Teachers or field trip coordinators applying for this grant must book their ALPLM tour through the Springfield Convention and Visitors Bureau (SCVB) before or at the time this application is submitted. The official SCVB Student Reservation Form can be downloaded at <http://www.visit-springfieldillinois.com/Tours/Youth/>. Any school or group not awarded a grant can easily cancel this reservation, if necessary.

Grant applicants must include a copy of the enclosed two-page Grant Application Cover Sheet when mailing the reservation form to SCVB. Also, a copy of the SCVB reservation form must accompany the grant application. NOTE: SCVB confirmation of a tour date does not imply a grant award. Please do not contact SCVB regarding the status of your grant application. Recipients of a field trip grant will be notified by ALPLM education staff.

Tour dates associated with a grant award may be requested from November 1 through August 31. Keep in mind the very high volume of students visiting the Museum in April and May. It may not be possible to secure a date in these busy months. Although the SCVB reservation form asks for four possible tour dates, flexibility by adding additional dates (up to eight) may result in quicker acceptance. You may write the additional four dates in the margin or on a separate sheet of paper. Also, if you plan to visit other historic sites on the day(s) of your museum tour, please remember to check each site's dates of operation to confirm they will be open on the day of your visit.

IV. GRANT DISTRIBUTION

A committee made up of one member each from the ALPLM Education Advisory Board, the Illinois Association of Museums as well as an educator at-large will read/award grant applications. All applications must be **postmarked by September 1**. Grant award notification will be given by October 1 and payment mailed by October 30. Grant awards will be mailed directly to grant recipients; it is the responsibility of the grant recipients to pay all invoices associated with their ALPLM tour. NO invoices will be paid by ALPLM staff. A final report outlining how the grant/ALPLM tour was of educational benefit to students will be due no later than two weeks following the field trip, along with the Field Trip Grant Program Evaluation.

V. GRANT ELIGIBILITY and REQUIREMENTS

SCHOOLS

- This grant is being made available to teachers of grades 4-12 in Illinois public and nonpublic schools that have a low-income student enrollment greater than 30 percent (30%). Low-income students are defined as students who: 1) come from families receiving public aid, 2) live in institutions that serve neglected or delinquent children, 3) are supported in foster homes with public funds, or 4) are eligible to receive free or reduced-price lunches.
- Teachers from eligible schools may apply individually or collaboratively by submitting a joint application. Collaborating groups should be included on one application form.
- Grant applications for schools must show that the visit to the ALPLM is aligned with the *Illinois Learning Standards* and includes all students in the class.
- The school principal and district superintendent must provide evidence of their support of the field trip by signing the statement of support on the application cover sheet.
- The application must include a budget listing itemized expenditures to be covered by the grant.
- **The original plus four copies of the completed and signed application are required.**

- Applications postmarked after September 1 or those deemed by the judges to be incomplete will not be considered for a grant award.
- All applications must be accompanied by a copy of the SCVB Student Reservation Form.
- The Final Report and Field Trip Evaluation are due no later than two weeks following the date of the field trip to the ALPLM.

NOT-FOR-PROFIT ORGANIZATIONS

- This field trip grant is open to not-for profit youth organizations that serve economically disadvantaged children in Illinois.
- Organizations/groups must include a copy of their 501(C)(3) certification with the application.
- Groups are to provide their official mission statement that shows that their organization targets/benefits economically disadvantaged constituency. Include printed brochures, pamphlets, or website address demonstrating these objectives.
- The organization administrator must provide evidence of his/her support of the field trip by signing the statement of support on the application cover sheet.
- The application must include a budget listing itemized expenditures to be covered by the grant.
- **The original plus four copies of the completed and signed application are required.**
- Applications postmarked after September 1 or those deemed by the judges to be incomplete will not be considered for a grant award.
- Eligible organization educators, counselors, or coordinators may apply individually or collaborate with others in their organization by submitting a joint application. All collaborating groups should be included on one application.
- All applications must be accompanied by a copy of the SCVB Student Reservation Form.
- The Final Report and Field Trip Evaluation are due no later than two weeks following the date of the field trip to the ALPLM.

VI. APPLICATION NARRATIVE

Application Preparation

Please make your TYPED narrative responses concise and on a separate sheet(s). Narratives should be no more than **three single-spaced pages**, excluding the budget page and Application Cover Sheet. The font size should be no smaller than 12-point type. All margins should be one-inch from the edge of the page on all sides. All narrative pages should be numbered consecutively.

If collaborating with other teachers or organization coordinators, include the entire group on one application form.

General Project Description

- A. State why you wish to visit the ALPLM. State what specific student educational needs that this field trip will address.
- B. State how many students will be included in the field trip. Please include grade level and other demographic information.
- C. Please share other relevant information about this field trip. Are you collaborating with other teachers or organization coordinators? If so, give details. How will you share this experience with other teachers/students?
- D. Provide your potential tour dates between November 1 and August 31. Although the SCVB reservation form asks for four possible tour dates, adding additional dates (up to eight) may result in a quicker acceptance. Keep in mind the very high volume of students visiting the Museum in April and May and that competition for time slots during these months is heavy.

Selection Criteria

The following selection criteria will be used to evaluate applications. The maximum number of possible points for all selection criteria is 50 points. The maximum score for each criterion is indicated in parentheses.

1. Goals and Objectives (10 points)

Identify at least two clearly defined goals with measurable objectives and show how they are tied to students' academic or social needs. (Connect to needs identified under A in the General Project Description.)

2. Illinois Learning Standards (10 points)

Identify the learning objectives and the specific *Illinois Learning Standards* that the ALPLM visit will address. Describe how the visit will address these learning objectives and learning standards, how it will increase student knowledge, and how it will assist in meeting the *Illinois Learning Standards* in social studies and English language arts.

3. Student Assessment/Evaluation (10 points)

State how you will assess the impact of the visit on the students in regard to your teaching and learning activities. Include an evaluation tool to assess student impact in regard to proposed goals and objectives.

4. Associated Activities (10 points)

Explain how students will be prepared for this visit to the ALPLM. Detail all pre-visit activities/lessons. Also include a detailed list of planned onsite and/or post-trip activities connected to the learning objectives.

5. Budget (10 points)

Provide a clear, categorized, budget, including item-by-item use of grant funds. Include all costs associated with this field trip and how the requested amount will be spent. If the requested amount will not cover the entire field trip cost, please discuss how you will fund the remaining costs. Identify all other funding sources for this field trip. **(Use whole numbers only.)**

<i>Sample Budget</i>		
Expenditure/Vendor	Cost	Purpose
XYZ Bus Company	\$250	Transportation to ALPLM
Mr. Robert Smith	\$100	Substitute Teacher to Act As Chaperone
Disposable Camera	\$5	Class pictures at ALPLM
Total Grant Request	\$355	

IMPORTANT BUDGET NOTE: To receive consideration for a grant award, those groups traveling by bus must use local school buses or a private bus company for transportation. Tours must not be booked through a third-party agent or tour company.

Administrator Support: All applications MUST be signed by the school principal or organization administrator to show he/she has read, understands, and fully supports the grant application should it receive funding. The school district superintendent will also be asked to sign the final grant agreement.

VII. HOW TO APPLY

Type or print the application cover sheet and complete responses to the narrative criteria.
Please include the **original plus four copies** of your complete application, including attachments.

Applications must be postmarked by **September 1. REVIEW YOUR APPLICATION BEFORE MAILING. Incomplete applications will not be considered.**

Include **one** copy of the completed SCVB Student Reservation Form. The contact name on the SCVB form should be the same as the Primary Teacher Applicant Name on the Grant Application Cover Sheet.

Mail the original application plus four copies to:

**Erin Bishop, Ph.D.
Department of Education
Abraham Lincoln Presidential Library and Museum
212 N. Sixth St.
Springfield, IL 62701**

ABRAHAM LINCOLN PRESIDENTIAL LIBRARY AND MUSEUM and
MIDWEST GENERATION

Field Trip Grant Application Cover Sheet

(Please attach this page as the cover to your Narrative Criteria responses)

PLEASE TYPE OR PRINT Please read all grant instructions carefully. Questions? 217/558-9016.

Complete Name of School OR Organization: _____

Street Address: _____

City: _____ ZIP Code: _____ County: _____

Is your school district in the Midwest Generation utility customer base? (Do they provide your electricity?)

___ YES ___ NO

School or Organization Phone#: (____) _____

School District Name and #: (if applicable) _____

School or Organization Fax #: (____) _____

School or organization Federal Employer Identification Number (REQUIRED) _____

Primary Teacher/Youth Leader Applicant Name: _____

Applicant's E-Mail: _____

Other Teacher Applicants (list all): _____

Number of Students Participating in Field Trip: _____ Grade Level(s) _____

Total number of attending teachers and chaperones _____ (must correspond to 1 chaperone -10 students ratio). Additional chaperones will be charged the **current adult rate** upon arrival. Aides accompanying special needs students will be admitted free.

Total Amount of Funding Requested: \$ _____

List all additional funding source(s): _____

Total amount donated by additional funding source(s): \$ _____

List any particular restrictions or parameters placed on the additional money:

Original application plus four copies should be mailed by **September 1** to the ALPLM. Include one copy of the completed Springfield Convention and Visitors Bureau (SCVB) Student Reservation Form. The contact name on the SCVB form must be the same as the Primary Applicant Name on the Grant Application Cover Sheet.

AGREEMENT

Execution of this application by the Abraham Lincoln Presidential Library and Museum (ALPLM) constitutes a grant agreement and creates specific obligations on the part of the grantee, including but not limited to, an understanding that: the awarding of all grants and the amount of any grant, shall be subject to the sole discretion of the ALPLM Field Trip Grant Review Committee (Committee); that field trip applications become the property of the Committee and if I am awarded a grant the Committee shall have the right to supply others with a description of the “field trip” and to disseminate its underlying concepts and/or ideas. If awarded a grant, I agree to submit an expense accounting, including copies of receipts for expenses when the field trip is completed. Any funds not expended for this field trip will be returned. The Committee and sponsors and/or any of its agents, officials and employees shall assume no responsibility or liability for claims of damage of any kind to property or for claims of injury to any person in connection with such a grant. Grantee agrees to comply with all requirements of this grant application and of the instruction form provided by the ALPLM which are incorporated as part of this agreement.

Printed/Typed Name of Primary Applicant: _____

Primary Applicant Signature: _____

Date: _____

SCHOOLS: REQUIRED OFFICIAL SCHOOL APPROVAL

I have reviewed the completed application and support this field trip project.

Signature of **Principal**

Title: _____

Date: _____

I have reviewed the completed application and support this field trip project.

Signature of **Superintendent**

Title: _____

Date: _____

**NOT-FOR-PROFIT YOUTH ORGANIZATION (other than a school):
REQUIRED OFFICIAL ADMINISTRATOR APPROVAL**

I have reviewed the completed application and support this field trip project.

Signature of Organization Head Administrator

Title: _____

Date: _____

Abraham Lincoln Presidential Library/Museum and Midwest Generation
Field Trip Grant Program
FINAL REPORT

This report is due no later than 2 weeks following the field trip tour date.
(Questions? 217/558-9016)

*****NOTE: Failure to submit the Final Report may result in your school not receiving future grants.*****

Complete School or Organization Name: _____

School or Organization Street Address: _____

City: _____ ZIP Code: _____ County: _____

Phone # of School or Organization: (_____) _____

School District Name and No. (if applicable) _____

Primary Applicant Name: _____

Applicant's E-mail address: _____

Total # of Students Who Visited Museum: _____ Grade(s) of Students _____

Amount of Funding Received: \$ _____

Date of Field Trip: _____ Year _____

ASSESSMENT: Submit up to two typed pages describing the activities undertaken as part of the field trip. Include:

- ❖ description of field trip goals and measurable objectives
- ❖ concepts learned, how they were incorporated into existing school curriculum or youth program and how student knowledge was assessed
- ❖ pre-visit, onsite, and/or post-visit activities
- ❖ *Illinois State Learning Standards* met or supported (if you represent a school)
- ❖ list of partners and/or community resources used
- ❖ how funds were expended

INCLUDE AS ATTACHMENTS:

- ❖ all receipts documenting expenditures
- ❖ photographs of students at ALPLM
- ❖ student reports or artwork reflecting ALPLM field trip
- ❖ completed Museum Field Trip Grant Program Evaluation Form

The **Final Report** is due no later than two weeks following your field trip date along with the Field Trip Grant Program **Evaluation**. Please mark your package FIELD TRIP FINAL REPORT and mail to:

Erin Bishop, Ph.D.
Department of Education
Abraham Lincoln Presidential Museum
212 N. Sixth St.
Springfield, IL 62701