

# Cedarhurst's Art Wheels Program: 2019-20 Grant Details

Sponsored by Durham School Services

## Program Goals:

- To give schools/students expanded access to arts and cultural experiences by providing financial assistance to help pay for field trip transportation.
- To increase attendance at Cedarhurst education programs.

## Eligible Applicants:

- Illinois public or private schools, pre-kindergarten through 12<sup>th</sup> grade, with 501(c)3 educational status.



## Grant Guidelines:

- Schools are only eligible to receive one grant per school year.
- The amount of funding awarded will be based on distance, in miles, from the school to Cedarhurst.
  - **Schools within five (5) miles of Cedarhurst will receive \$25 grants.**
  - **Schools between five (5) and twenty-five (25) miles will receive \$50 grants.**
  - **Schools between twenty-five (25) and fifty (50) miles will receive \$85 grants.**
  - **Schools between fifty (50) and seventy-five (75) miles will receive \$125 grants.**
  - **Schools outside seventy-five (75) miles will receive \$175 grants.**
- Field trips must be booked with Cedarhurst in advance to ensure availability.
- Grant awards may be multiplied if a field trip requires more than one bus.
- Schools may download an application off the Cedarhurst Website: [www.cedarhurst.org](http://www.cedarhurst.org). This is NOT an eGrant program.
- Applications must be filled out completely to be considered.
- Schools will receive a notification about the status of their application by e-mail within two weeks after it has been submitted.
- Grants are made on a first-requested, first-funded basis, so schools are encouraged to apply in advance as there are limited funds available.
- Cedarhurst will reimburse schools within 60 days of the date the field trip is complete and only after all required paperwork/documents are received from the school.
- Schools schedule field trips and transportation according to their district policies.
- Cedarhurst does not have a bus, and the Art Wheels program only provides funding to help cover schools' transportation costs.
- The Art Wheels program is intended only to alleviate transportation costs; schools will still be responsible for paying Cedarhurst program fees.

- Cedarhurst cannot assume any unexpected costs resulting from trip delays or changes in schedules, and does not pay late fees.
- Any cancellations made by the school after funding has been approved will rule the institution ineligible for funding through the Art Wheels program the following year, except in the case of a school cancellation due to an act of God.

#### **Grant Requirements:**

- A school must be eligible for funding according to the guidelines listed above.
- A field trip must utilize school bus transportation for travel to Cedarhurst Center for the Arts for an educational program or activity.
- The application must be fully and correctly completed.
- Within 60 days after the trip, a teacher must complete and send the Art Wheels Final Report, including personal or student letters, drawings, reports, or other testimonials about their Cedarhurst experience. (These inspire donors to keep the buses rolling and also provide compelling evidence for grant applications.) These can be mailed to: Cedarhurst, Art Wheels, P.O. Box 923, Mt. Vernon, IL 62864.

#### **Application Instructions:**

- Applicants must read the program guidelines and make sure their school is eligible.
- Applicants must download an application from the Cedarhurst Website: [www.cedarhurst.org](http://www.cedarhurst.org) and fill it out. This is NOT an eGrant program.
- Applications must be filled in completely before submission. (Incomplete applications may be returned, thus affecting your first-requested, first-funded status.)
- **Applications will be accepted starting August 15, 2019** and may be applied to educational activities taking place between September 1, 2019, and May 31, 2020. Applications may be turned in by mail to: Cedarhurst, Art Wheels, P.O. Box 923, Mt. Vernon, IL 62864; by fax at 618.242.9530; or by e-mail to [vonda@cedarhurst.org](mailto:vonda@cedarhurst.org). Schools may call 242.1236 Ext. 225 to confirm receipt.

#### **Application Deadline and Notification:**

- There is no application deadline.
- Applications will be reviewed daily during normal office hours on a first-requested, first-funded basis until all available funds are awarded.
- Within two weeks of receipt of the application, you will be contacted by e-mail regarding the status of your application.

Please direct any questions to Vonda Jordan at 242.1236 Ext. 225 or [vonda@cedarhurst.org](mailto:vonda@cedarhurst.org).



**\* NOTE: Any cancellations made by the school after funding has been approved will rule the institution ineligible for funding the following year. \***