

THE JUDICIAL LEARNING CENTER

A Not-for-Profit Missouri Corporation

www.JudicialLearningCenter.org

Education and Transportation Grant Application

Purpose - The JLC will consider applications from teachers and school administrators whose schools are unable to fund the costs of transportation in connection with educational field trips to the Thomas F. Eagleton United States Courthouse. Each grant is limited to a \$500.00 maximum per school/teacher applicant, per academic school year.

Fund requests are considered by the JLC's Board of Directors throughout the year. Grant applications should be submitted at least three weeks prior to the event/need for the requested funding.

The JLC may not be able to fund all grant applications and may not meet the time constraints of some applications. Further, the JLC may award limited or partial grants. Any funds awarded and not used for the specified event/purpose (e.g. the event was canceled) must be returned to the Judicial Learning Center within ten days unless the event/purpose is rescheduled within the year awarded.

Instructions - Completed application packets must include the following required components:

1. Application form on page 2 of this document
2. Quote or estimate from transportation company
3. One-page cover letter including the following information:
 - a. **Organizational Background** - Provide a brief description of your school or organization, including size, geographic location (e.g. rural, county, metropolitan), education level of the students benefiting from the grant, and the course or citizenship education program the funding will be used in relation to.
 - b. **Purpose for Funding** - Briefly summarize specific goals and learning objectives, activities planned to meet goals and objectives, and anticipated outcomes from this visit to the Federal Court.

(e.g. The students are currently studying the United States Government and the separation of powers. The Students will tour the JLC and the TFE Courthouse, speak with government agency representatives. The students will gain an understanding of how the courts work, the importance of the Rule of Law in society, and the importance of an impartial judiciary.)

- c. **Budget and Invoice** - Provide the number of students who will benefit from the grant. The transportation service provider (bus company) must submit **in advance** a written statement, quote, or invoice as verification of the expected cost of the transportation service. **This must be included for application to be considered.**

(e.g. The grant will be used to provide transportation for 25 fifth grade students to and from the TFE Courthouse for a field trip relating to Citizenship Education. Transportation costs per bus: \$200.00. Total Funding Requested: \$200.00.)

IMPORTANT: Payments - Following the field trip, grant funds will be paid directly to the transportation service provider/bus company OR to reimburse your school/district based on receipt of a **final** invoice indicating the **actual** cost of the service provided. **Please submit a final invoice after the field trip to ensure prompt payment.**

If payment is required in advance, a statement from the service provider shall be submitted at least four weeks prior to the date of the event. If the student event is canceled for any reason, all funds paid in advance must be returned to the Judicial Learning Center Board within ten days, unless it is rescheduled within the year awarded.

Application Form

Amount of grant sought: \$ _____ (Provide written statement, quote, or estimate)

School Name: _____ District Name (if applicable): _____

School Address: _____ City, State, Zip Code: _____

School Telephone Number: (_____) _____ School Fax Number: (_____) _____

Teacher Applicant Name: _____ Teacher Phone Number: (_____) _____

Teacher Email Address: _____

Subject Area/Class: _____ Grade Level(s): _____ # of Students: _____

Transportation Company: _____ Contact Name at Company: _____

Contact Telephone Number: (_____) _____ Contact Email Address: _____

Transportation Company Mailing Address: _____

Is partial funding acceptable? ☐ Yes ☐ No How would partial funding affect the project?

Signature of Authorized Person - I certify that the information provided in this application is accurate and that I am authorized to submit this application on behalf of the organization/school with which I am affiliated.

Signature of Applicant: _____ Date: _____

Printed Name: _____ Title: _____

Application Submission - Mail the completed grant application form, transportation quote, and cover letter to:

The Judicial Learning Center
Thomas F. Eagleton United States Courthouse
111 South Tenth Street
St. Louis, MO 63102

Or, completed application packets can be emailed to the following address: Grants@JudicialLearningCenter.org

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For Official Use Only

☐ On behalf of the Board of Directors of the Judicial Learning Center, I hereby approve this transportation grant application in the amount of: _____ .

☐ Application denied _____ .

Signature, President, JLC Board