

Date of application _____

Funding Program Information

Through grant writing efforts, Rancho Santa Ana Botanic Garden (RSABG) may have funds to supplement the cost of tour fees and/or reimbursement for transportation costs for Title I schools participating in RSABG Guided Tours and Programs. Distribution of funds will be determined based on this application. Total funding requests are limited to a **maximum of \$500 per eligible school**. Tour fees awarded will be credited directly to RSABG. Transportation costs may be issued only as a reimbursement, based on receipt of appropriate documentation and actual allowed costs.

Transportation Documentation Required

Your completed application does not guarantee funding. Any transportation reimbursement awarded will be issued following completion of a guided tour or program **only if RSABG receives and approves appropriate documentation which must include proof that transportation costs have been paid**. Proof of payment must show actual allowed cost paid by school/district to transportation provider (i.e. invoice or receipt showing payment received, general ledger, etc.) **Reimbursement requests with proof of transportation payment MUST be received prior to June 30, 2018 or funds may be forfeited. Reminders will not be sent. It is the sole responsibility of the applicant to work with their business office to submit documentation prior to deadline.**

Guided Tours and Programs

RSABG offers outdoor experiences that guide students through nature and the natural history of the Golden State. Tours and programs focus on the significance of native plants, cultures of indigenous people and the ecology of diverse habitats in California. Designed to engage students through sensory exploration and hands-on activities, tours and programs align with common core history-social science content standards for California public schools. **For tour or program fees, descriptions, start times and restrictions, please visit: www.rsabg.org/learn To make a reservation, email registrar@rsabg.org Please include Participant Information requested below and your first and second choice of visit dates.**

Rancho Santa Ana Botanic Garden – Mission

RSABG promotes botany, conservation and horticulture to inspire, inform and educate the public and the scientific community about California's native flora. The Garden is devoted to the collection, cultivation, study and display of native California plants and to graduate training and research in plant systematics and evolution. Through all its programs, the Garden makes significant contributions to the appreciation, enjoyment, understanding and thoughtful utilization of our natural heritage. RSABG is a nonprofit organization, and is tax-exempt under section 501(c)(3). RSABG is accredited by the American Alliance of Museums as well as an institutional member of the American Public Gardens Association.

Participant Information - A tour or program reservation is required prior to submitting this application.

School Name: _____ District: _____
 Mailing Address: _____
 City: _____ ST: _____ Zip: _____
 Applicant Name: _____ Title: _____ Signature: _____
 Email: _____ Contact Phone: (____) - _____
 1-Hr. Tour or 2-Hr. Program Title: _____ Reserved Tour Date: _____
 Grade level(s) _____ # of students _____ # of parents/chaperons _____ (2 adults per 10 students required)
 # of teachers and names, please _____

Funding Request and Cost Estimates

Tour fee funding requested: \$ _____.
 Transportation reimbursement funding requested: \$ _____. *Estimated roundtrip mileage:* _____.
 TOTAL amount requested: \$ _____. **TOTAL may not exceed \$500.**

If funded, how would this supplement serve to augment the students' learning experience?

Return completed application to:

Rancho Santa Ana Botanic Garden
 ATTN: Registrar, Education Department
 1500 N College Ave, Claremont CA 91711
 Email: registrar@rsabg.org / In Person: Deliver to California Garden Shop, 9 a.m.-5 p.m.