



# *Feed Their Imagination*

## Application Information & Instructions

### **Overview:**

The Reading Public Museum is doing its part to help school groups come for a visit. Thanks to our generous donors, we are pleased to be able to offer funds to help students of all ages and backgrounds come to The Museum.

Our *Feed Their Imagination* program has grown significantly over the past several years and we are looking forward to additional growth. With many schools having to eliminate field trips and other special programs due to budget cuts, this grant opportunity is more important than ever. Grants are available for all public, private, and parochial schools during designated times of the year. Opportunities for other groups are possible as well.

### **Eligibility:**

All public, private, and parochial schools in any state are eligible to apply for a *Feed Their Imagination Grant*. There will be no appeals.

### **Grant Contact:**

Wendy Koller, Manager of Humanities Education  
610-371-5850 x223  
Wendy.koller@readingpublicmuseum.org

### **Application Instructions:**

Please fill out the application completely – failure to do so may result in not receiving any funding. Please submit applications to: Education Department, Reading Public Museum, 500 Museum Rd. Reading, PA 19611 or email to: wendy.koller@readingpublicmuseum.org or fax to: 610-371-5632 Attn: Feed Their Imagination.

### **Other information:**

- Awarded funds are non-transferable, funds must be used in the allotted time frame by the requestor
- Transportation invoices **MUST** be received no later than 3 weeks after the date of the trip
- Funding for transportation is a reimbursement- school must provide proof of payment to be reimbursed
- Funds must be used for museum and/or planetarium admission first, remaining funds can be applied towards transportation if transportation was awarded
- Awarded funds will **NOT** exceed the actual costs associated with the visit
- Funding is available for visits fall visits between September 1<sup>st</sup> and November 15<sup>th</sup>, and spring visits between January 1<sup>st</sup> and March 15<sup>th</sup>. Visit dates may be extended at the discretion of The Museum
- The Museum requests that any group who is awarded funds sends a thank you note from the students after their visit – failure to do so may result in denied funding in following years
- All complete applications will be considered equally.



# **Feed Their Imagination**

## **RPM School Tour Grant Application**

### **2015-2016**

School Tour Grants are currently available for visits to The Museum and Neag Planetarium.

**Eligibility:** All public, private, and parochial schools in any state are eligible to apply for a *Feed Their Imagination* School Tour Grant. There will be no appeals.

**Mail to:** Education Department, Reading Public Museum, 500 Museum Road, Reading, PA 19611 or email to: [wendy.koller@readingpublicmuseum.org](mailto:wendy.koller@readingpublicmuseum.org) or fax to: 610-371-5632 attn: Feed Their Imagination

**Questions:** Wendy Koller, 610-371-5850 ext.223, [wendy.koller@readingpublicmuseum.org](mailto:wendy.koller@readingpublicmuseum.org)

Visit dates	Application deadline	Award Announcement Dates
<b>Fall 2015: September 1 - November 15</b>	<b>September 30</b>	<b>9/15/15 thru 10/5/15</b>
<b>Spring 2016: January 1-March 15</b>	<b>January 30</b>	<b>1/15/16 thru 2/15/16</b>

School information	
School name:	School phone:
School district:	County:
Mailing address:	City/State/Zip:

Contact information	
Teacher Name:	Principal/Administrator Name:
Email:	Email:
Phone:	Phone:

Request Information	
Percentage of students who are eligible for free or reduced lunch?	
<b><i>If grant is awarded, will your school require (Please check all that apply)</i></b>	
<input type="checkbox"/>	Admission Waiver for Museum (\$5/Student)
<input type="checkbox"/>	Admission Waiver for Planetarium (\$5/Student)
<input type="checkbox"/>	Reimbursement for bus transportation <i>Schools are required to submit proof of paid invoice NO LATER than 3 weeks after group visit. Any invoice submitted more than 3 weeks after visit may not be reimbursed. School is responsible for arranging transportation; The Museum will not provide transportation.</i>
<input type="checkbox"/>	If partial funds are awarded, will you still consider a group visit?

Budget			
Total number of students visiting the Museum		@ \$5/Student	\$
Total number of Students visiting the Planetarium		@ \$5/Student	\$
Estimated Cost of Transportation			\$
Total Cost of Visit			\$

Visit information
If grant is awarded, what galleries or planetarium shows are you most interested in seeing? <i>(complete lists of galleries, special exhibitions, and planetarium shows can be found on our web site)</i>

**Please tell us in the space provided: The grade level of students you are planning on bringing and how receiving this grant will support your classroom and curriculum goals.**