



Office use only: Purchase Order #:	Approved by: Date:
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**Nature Express Application for Transportation Funding Assistance**

School Name: \_\_\_\_\_ Principal Name: \_\_\_\_\_

(First Last)

Teacher Name: \_\_\_\_\_ Accountant: \_\_\_\_\_

(First Last)

(First Last)

Email: \_\_\_\_\_ Email: \_\_\_\_\_

Field Trip Date(s): \_\_\_\_\_ Park(s): \_\_\_\_\_

(mm/dd/yyyy)

Number of Students: \_\_\_\_\_ Number of Adults: \_\_\_\_\_

Bussing Provider\*: \_\_\_\_\_ Number of Busses: \_\_\_\_\_

\*Only school busses are eligible for funding.

Estimated total cost\* of transportation: \$ \_\_\_\_\_

\*Metroparks is a tax exempt organization and does not reimburse for taxes.

60% of total cost to be reimbursed to school by Metroparks: \$ \_\_\_\_\_

**Letter of Eligibility**

Please attach a letter of eligibility from the school principal, on school letterhead containing:

1. Verification that the school receives Title One funding.
2. The percentage of students eligible\* to receive free and reduced lunches. \*Greater than 60% of students must be eligible for a free or reduced lunch to qualify for funding.
3. The date(s) of the program.

**PLEASE ACKNOWLEDGE**

- Funding is not guaranteed. Requests will be considered in the order of which completed application documents are received.
- Your school must pay 100% of the transportation cost to the transportation provider in order to receive reimbursement from Metroparks Toledo for 60% of the total.
- Metroparks requires a transportation invoice from your school no later than 45 days following the program. It must show: the total cost paid by the school, and the 60% (excluding tax) owed to the school by Metroparks.
- Invoices received after forty-five (45) days after the program will not be paid.

Return this form and letter of eligibility via email to [Nick.Dian@metroparkstoledo.com](mailto:Nick.Dian@metroparkstoledo.com) at least one month before your program, or as soon as possible.

Questions? Please call 419-407-9789