



# Transportation Grant Application for Full Facility Tours for Rhode Island K-12 Schools

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Pursuant to the Rhode Island Resource Recovery Corporation's Transportation Grant Policy, this form must be completed by K-12 schools in Rhode Island to apply for grant funding. Submission of this form does not guarantee reimbursement.

Resource Recovery's full-facility tour can accommodate up to two buses for each 90-minute tour booking. As such, each application is limited to one tour, and maximum of two buses. If a school requires more than two buses or is planning multiple tours, a separate application must be submitted for each tour.

All applications should be submitted via email to [programs@rirrc.org](mailto:programs@rirrc.org).

## Section 1: School information

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

School District: \_\_\_\_\_

School Address: \_\_\_\_\_

School Phone Number: \_\_\_\_\_

## Section 2: Primary Contact for the Tour

Name: \_\_\_\_\_

Title/Role: \_\_\_\_\_

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

Phone Number (direct or cell): \_\_\_\_\_

### Section 3: Tour Details

Requested Tour Date #1: \_\_\_\_\_

Requested Tour Date #2: \_\_\_\_\_

**NOTE:** Tour dates must be confirmed separately by submitting the online scheduling form on our website: <https://rirrc.org/education-program-support/tours-field-trips> When submitting both the online form and this application, please be sure to provide the same information (e.g., school name, primary contact, etc.). Also, be sure to indicate on the online form that you are applying for transportation grant funding.

Have you submitted the Tour Scheduling Form on our website?

- ☐ Yes
- ☐ Not yet

Number of Students Attending: \_\_\_\_\_

Grade Level(s): \_\_\_\_\_

Number of Teachers/Chaperones: \_\_\_\_\_

Any Accessibility Needs (Please specify): \_\_\_\_\_

### Section 4: Transportation Details

Transportation Provider: \_\_\_\_\_

Type of Vehicle (must comply with Resource Recovery's access rules as indicated in the Transportation Grant Policy):

- ☐ School Bus
- ☐ 10+ Passenger Van
- ☐ Other: \_\_\_\_\_

Number of Buses:

- ☐ 1 Bus
- ☐ 2 Buses
- ☐ Other: \_\_\_\_\_

**NOTE:** This application covers one tour and a maximum of two buses. In special cases (e.g., accommodations for students with mobility challenges), one additional bus may be included.

Estimated Transportation Cost: \$\_\_\_\_\_

**NOTE:** Grant amounts are reimbursable up to the **approved award amount** and are contingent upon funding availability. For example, if you request an estimated transportation cost of \$500 and are approved, you may receive reimbursement up to – **but not exceeding** – that amount.

Has your school visited Resource Recovery for a tour in the past 3 years?

- ☐ Yes
- ☐ No
- ☐ Not sure

Briefly describe how this funding will benefit your students:

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## Section 5: Reimbursement Agreement

By signing below, I acknowledge and agree to the following terms:

- Our school will pay transportation costs in advance and submit documentation for reimbursement within 90 days of the tour.
- Reimbursement is not guaranteed until formally approved by Resource Recovery.
- Reimbursement will be issued only to the school or school district (not to individuals).
- Reimbursement is subject to approved award amount and available funding.
- We will submit the following required documentation:
  - ☐ Paid, itemized invoice or receipt showing proof of payment
  - ☐ Completed W-9 (if not already on file)

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Section 6: School Administrator Approval

Please have this section completed by a school administrator, dean or principal.

Administrator Name: \_\_\_\_\_

Title: \_\_\_\_\_

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

Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## **Section 7: Optional Acknowledgement & Feedback**

While not required, we warmly encourage post-tour acknowledgments that help us showcase the impact of our educational programs. Examples include:

- A completed post-tour survey (sent electronically by Resource Recovery)
- A thank-you note or student artwork
- A social media post tagging Resource Recovery
- A teacher or student reflection

These gestures are sincerely appreciated and help support our educational initiatives.