



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

Pursuant to the Rhode Island Resource Recovery Corporation's Transportation Grant Policy, this application must be completed by K-12 schools in Rhode Island seeking transportation grant funding for a Resource Recovery Full Facility Tour (FFT). Submission of an application does not guarantee transportation funding. Transportation funding is subject to approval by Resource Recovery.

Resource Recovery's full-facility tour can accommodate up to two buses per 90-minute tour booking (an additional bus may be approved in special circumstances, as described below). Each application is limited to one tour, and a maximum of two buses. Schools requiring more than two standard buses or requesting multiple tours must submit a separate application for each tour.

All applications should be submitted via email to programs@rirrc.org.

Section 1: School information

School Name: _____

School District: _____

School Address: _____

School Phone Number: _____

Section 2: Primary Contact for the Application and Tour

The primary contact should be the person who will serve as the point of contact for both the transportation application and the Full Facility Tour (FFT). This person must also complete the FFT booking form on the Resource Recovery website.

Name: _____

Title/Role: _____

Email: _____

Phone Number (direct or cell): _____

Section 3: Booking a Tour

To complete your application, you must also visit the Resource Recovery website and submit a Full Facility Tour (FFT) booking form. The tour form can be found here:

<https://rirrc.org/education-program-support/tours-field-trips>

When submitting both the online FFT booking form and this transportation application, please be sure to:

- Provide the same information on both forms (e.g., school name, primary contact, etc.).
- In the last section of the online form titled “Do you have any additional comments or questions for us?” indicate that you are applying for transportation grant funding.
- Ensure that the requested tour date falls within the fiscal year for which funding is being requested. Resource Recovery’s fiscal year runs from July 1 through June 30. So, for example, an application submitted in October 2026 must be for a tour that takes place no later than June 30, 2027.

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:

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

- ☐ 1 Bus
- ☐ 2 Buses
- ☐ Additional bus for accessibility accommodation, please explain: _____

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:

Section 5: Reimbursement Agreement to be signed by School Administrator

This section must be completed by a school administrator, dean or principal.

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
 - A reimbursement invoice addressed to Resource Recovery for the total cost of busing
 - Completed W-9 (if not already on file)

Administrator Name: _____

Administrator Signature: _____

Title: _____

Email: _____

Date: _____

Section 6: 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.