



Connect Kids
To Parks

A Program of New York Parks 2020

Connect Kids to Parks Field Trip Grant Guidelines

The Connect Kids to Parks Field Trip Grant Program (Connect Kids) is a field trip refund grant program connecting New York schoolchildren with nature and New York State history.

How Does It Work?

Connect Kids will refund up to \$1,000* of the field trip costs for visits to a New York State Park, Nature Center, or Historic Site (Parks), or a Department of Environmental Conservation (DEC) Environmental Education Center, fish hatchery, or selected DEC sites. Field trip locations covered under the program include:

- New York State [Parks](#), [Nature Centers](#) or [Historic Sites](#)
- Department of Environmental Conservation (DEC) [Environmental Education Centers](#) or [Fish Hatcheries](#)
- [Adirondack Loj](#)
- [SUNY College of Environmental Science and Forestry's Newcomb Campus](#)
- [Chittenango Landing Canal Boat Museum](#)
- [Maurice D. Hinchey Catskill Interpretive Center](#)
- [Montezuma Audubon Center](#)
- [Constitution Marsh Audubon Center and Sanctuary](#)

Grants are available on a first come, first served basis. Field trip costs eligible for a refund include transportation, program fees, entry fees, and/or pavilion fees. Schools, youth bureaus, or afterschool programs pay for services first and are then reimbursed their expenses after the trip. Chaperones that drive separately will not be refunded for any field trip expenses.

Eligibility

Any public school in a district with a Title 1 school (grades preK-12 including school-sponsored clubs), [Advantage After School Programs](#), [21st Century Community Learning Centers](#), and village, town, or county youth bureaus in communities with Title 1 schools are eligible to apply. Each class or afterschool/youth bureau group is eligible for one transportation grant per academic year.

Timeline

Online applications will be accepted starting June 1, 2019. Applications are accepted on a rolling basis for field trips that take place from July 2019 through June 2020.

How to apply

Prior to completing the field trip grant application, educators are required to make arrangements with staff at the field trip destination.

* Additional funding available for overnight trips on a case-by-case basis

Anyone interested in a special guided program should confirm the program date and time with State Park Nature Center or Historic Site staff or DEC Environmental Education Center staff. Self-guided trips should be confirmed with the State Park or Historic Site manager before the trip.

For self-guided programming ideas, contact Susan Carver at 518-474-6736 or susan.carver@parks.ny.gov. Educators wishing to visit a DEC state forest or wildlife management area that does not have DEC staff should contact Susan Carver.

When making your field trip arrangements, let the field trip location staff member know that you are applying for a Connect Kids grant.

After completing the field trip plans, complete the [online application](#).

Applications must be submitted before the field trip. Applications submitted after the trip will not be approved.

If the application is approved and funds are available, confirmation materials will be sent to the teacher/educator. If funds are not available or the application is not eligible for a grant, the teacher/educator will be informed. Applications may take up to three weeks to process.

On Date of Field Trip

Bring the application form with you to the site; a staff member from the site that you visit must verify the visit by signing the application. If the class is taking part in a guided program, the guide will sign to verify the visit. If the field trip is self-guided, onsite staff must verify the application.

Refunds

Once the field trip is finished, complete the application form (Refund Information) and submit the following original documentation to Parks within 60 days of the field trip:

1. Completed Connect Kids Transportation Grants Program Application
2. Proof of payment or invoice from a private bus contractor or fee for use of school-owned bus
3. Receipt(s) for any tolls, additional transportation, bus entry fee, program fee, or pavilion rental receipt

Submit to:

Ms. Susan Carver
NYS OPRHP, EMB, 2nd Floor
625 Broadway
Albany, NY 12207

Once the documentation is reviewed and approved, a direct deposit refund of up to, of not more than, \$1,000 will be made directly to the school district, afterschool program or youth bureau through the Statewide Financial Systems (SFS.)

Questions?

Contact Susan Carver at 518-474-6736 or susan.carver@parks.ny.gov.

NYS Parks administers the *Connect Kids Transportation Grant Program* in cooperation with Governor Andrew Cuomo's office. Funding is through the NYS Environmental Protection Fund.



**Parks, Recreation
and Historic
Preservation**

**Department of
Environmental
Conservation**