



## The Olana Partnership

P.O.Box 199 . Hudson, New York 12534 . Telephone: 518 - 828 - 1872 . Fax: 518 - 828 - 6742 . Email: [codonnell@olana.org](mailto:codonnell@olana.org)

### **Transportation Grant Funding for Schools**

We are delighted to provide grants on a first come-first served basis to enable school groups to visit Olana State Historic Site, home of Frederic E. Church, in Hudson, NY. Here are some general rules and guidelines to assist you in applying for these funds:

- Your school group must have 12 students or more (all school groups, including home school groups, may apply).
- **The representative from each school must first schedule a field trip with Olana State Historic Site at 518-828-0135.**
- Once the field trip date and time are confirmed, you may mail in the attached application form, filled out and signed by the school's field trip representative as soon as possible to:  
**The Olana Partnership**  
**Attn: Cheryl O'Donnell, Program Director**  
**PO Box 199**  
**Hudson, NY 12534**
- All schools, when applying, must provide a quote from their transportation company.
- ½ of the total transportation cost reimbursement (up to \$300) will be available on a first come-first served basis to all schools. We will review your application form in the order it is received, and let you know immediately if there is still funding available.
- In order to receive the funding (if still available and granted), you will be required to send The Olana Partnership either a paid invoice for the full cost of transportation for your field trip and we will reimburse the school, or, arrange for the bus/transportation company to send us an invoice for ½ of the total cost.
- The receipt or actual invoice submitted to The Olana Partnership (address above) must reflect the same date and time-frame that the field trip took place at Olana.

**Application for 1/2 Transportation Cost Reimbursement from The Olana  
Partnership for a Field Trip to Olana**

School's Name: \_\_\_\_\_

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

Contact person in charge of field trip: \_\_\_\_\_

Contact person's phone # and email address:

\_\_\_\_\_

Date and time-frame of field trip scheduled at Olana State Historic  
Site: \_\_\_\_\_

\_\_\_\_\_

# of students and # of adults who will be  
attending: \_\_\_\_\_

\_\_\_\_\_

Grade(s) of students: \_\_\_\_\_

Estimate of cost/quote from transportation company from your school to Olana and back:

\_\_\_\_\_

How will this field trip experience at Olana incorporate into your current classroom  
curriculum and/or add to it?:

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Signed \_\_\_\_\_

Date \_\_\_\_\_