

Big-Yellow-School-Bus_BYSB_FY23

Rhode Island State Council on the Arts - Organizations

Guidelines

Welcome to the **Big Yellow School Bus Program (BYSB) Application for School Year 2022-23!**

For more information about grant support for in-person field trip transportation costs and virtual field trips, refer to the Big Yellow School Bus Program (BYSB) - School Year 2022-23 Grant Guidelines: https://risca.online/wp-content/uploads/2022/08/BYSB_FY23_All-Fieldtrips_Guidelines.pdf

Field Trip Overview

Please answer the next 3 questions to identify the type of field trip request.

Field Trip Type*

Choices

In-person field trip

Virtual field trip

Is this a request for funds to cover transportation costs to an In-person Field Trip?*

Maximum grant award of \$750 towards transportation costs.

Choices

yes

no

Is this a request for funds for a Virtual Field Trip?*

Maximum grant award of \$350.

Choices

Yes

No

Amount Requested

Amount Requested cannot be more than:

- **\$750 for In-person Arts & Cultural Field Trip Transportation Costs**
- **\$350 for Virtual Arts & Cultural Field Trips**

Character Limit: 20

Field Trip Grade Level*

Specify the grade level participating in this field trip. Only one grant per grade level per school can be awarded a BYSB FY23 grant. *Note: If your school would like multiple grade levels to participate in this field trip, you must submit a separate grant application for each grade level grant request.*

Choices

Pre-K

KG

Grade 1

Grade 2

Grade 3

Grade 4

Grade 5

Grade 6

Grade 7

Grade 8

Grade 9

Grade 10

Grade 11

Grade 12

Other

Date of Field Trip*

Enter the date of field trip the students will be attending.

Character Limit: 10

Field Trip Name*

Please enter the name of field trip in space below, using this format: "BYSB_GrX_Art Org" (without quotes). After "BYSB", add the participating grade level followed by the name of the individual artist or arts and cultural organization as shown. *Note: Schools may apply for more than one grade level, so this Field Trip Name helps us to identify each field trip inquiry.* For e.g. BYSB_Gr1_FestivalBallet

Character Limit: 100

Field Trip Description*

Character Limit: 2000

Vendor & Payment Information

Note: Funds will be sent to the approved vendor only (school or school-affiliated non-profit organization).

Rhode Island K-12 tax-exempt public or private schools with 501c (3) educational status, or

parent-teacher organizations (PTO) associated with a school are eligible to apply for Big Yellow School Bus grants.

School Name*

Character Limit: 250

SAM-UEI:*

SAM-UEI is a 12-character Unique Entity Identifier (UEI) assigned by the federal System for Awards Management (SAM). As of April 2022, SAM-UEI is required of any entity receiving federal funds, including RISCA grants. SAM-UEIs replace DUNS numbers.

Character Limit: 12

Vendor Name*

Please enter the full name of organization eligible to receive the funds.

The payment must be made to an approved vendor in the **State of Rhode Island Ocean State Procures (OSP) system**.

If you are a public school in the state of Rhode Island, payments often need to be sent to your school district's main address. Private schools and PTO's may be the vendor. The payee name and address must match approved address on the W-9 submitted and approved via the Rhode Island Ocean State Procures (OSP) system. Refer to the BYSB Guidelines for details on how to register with Rhode Island Ocean State Procures (OSP) system.

For details on how to register as a vendor (if not already in the OSP system): <https://www.ridop.ri.gov/documents/vendor-self-registration-quick-start-guide.pdf>

Character Limit: 250

Mailing Address at Vendor Organization (must match W-9):*

Enter street, city, state, zip code.

Character Limit: 250

Vendor Type*

Please select which type of organization will be receiving the payment.

Choices

School
City/Town
School District
PTO
Other

Is vendor name and address the same as the applicant?*

Choices

Yes

No

Primary Contact Name at Vendor Organization (first and last name):

Character Limit: 250

Primary Contact Position at Vendor Organization:*

Character Limit: 250

Primary Contact Email at Vendor Organization:*

Character Limit: 250

In-person Arts & Culture Field Trip Transportation

Number of Buses*

List the number of buses you will be using for transportation to this event.

Character Limit: 2

Cost per Bus

Please enter the cost for EACH bus, not the total cost for all buses.

Character Limit: 20

Location of Field Trip*

Please enter the name of the Arts and Culture Organization or Venue hosting the field trip.

E.g. "Trinity Rep" or "RISD Auditorium"

Character Limit: 250

Name of Arts and Cultural Event*

Name of arts and cultural event the students will be attending.

E.g. "Hip-Hop Hamlet performance"

Character Limit: 250

Students and Adults Attending*

For Big Yellow School Bus applications, provide the total number of students and teachers/chaperones/adults who will be attending the event.

Character Limit: 3

Students ONLY Attending*

For Big Yellow School Bus applications, list the total number of students (only) who will be attending the event.

Character Limit: 3

Virtual Arts & Culture Field Trips

Name of RI Arts or Cultural Organization or Individual Artist leading Field Trip*

Please enter the name of the Rhode Island arts or cultural organization the students will be attending, or name of individual artist students will be working with. For e.g., "Trinity Rep" or "Everett Dance" or "Jenna Brown."

Character Limit: 250

This is a/an:*

Choices

Individual Artist
Arts Organization/University
Other

Field Trip Format*

Choices

Pre-recorded virtual experience
Live virtual experience
Artist virtual classroom visit
Other

Data Required for Federal Reporting

Applicant Status*

Legal status of applicant - most public schools are "08 - municipal", most private schools are "02 - organization - non-profit". Some Parent Teacher organizations may be "02 Organization - Non-Profit".

Choices

1 Individual
2 Organization - Non-Profit
03 Organization - Profit
04 Government - Federal
05 Government - State
06 Government - Regional
07 Government - County
08 Government - Municipal
09 Government - Tribal
99 None of the Above

Applicant Institution*

Use the codes below to describe the specific type of organization or person receiving funds. Use the codes below to describe the specific type of organization or person receiving funds. Please note: School codes are 19-24, 26 or 48.

Choices

- 01 Individual - Artist
- 02 Individual - Non-artist: Include technical consultants.
- 03 Performing Group: Group of artists
- 04 Performing Group - College/University
- 05 Performing Group - Community
- 06 Performing Group for Youth
- 07 Performance Facility
- 08 Museum - Art
- 09 Museum - Other
- 10 Gallery/Exhibition Space
- 11 Cinema
- 12 Independent Press
- 13 Literary Magazine
- 14 Fair/Festival: Seasonal program of arts events.
- 15 Arts Center
- 16 Arts Council/Agency
- 17 Arts Service Organization
- 18 Union/Professional Association
- 19 School District
- 20 School - Parent-Teacher Association
- 21 School - Elementary/Grammar school
- 22 School - Middle/Junior high school
- 23 School - Secondary/Senior high school
- 24 School - Vocational/Technical: Trade school
- 25 Other School
- 26 College/University
- 27 Library
- 28 Historical Society/Commission
- 29 Humanities Council/Agency
- 30 Foundation
- 31 Corporation/Business
- 32 Community Service Organization
- 33 Correctional Institution
- 34 Health Care Facility
- 35 Religious Organization
- 36 Seniors' Center
- 37 Parks and Recreation
- 38 Government - Executive
- 39 Government - Judicial
- 40 Government - Legislative (House)
- 41 Government - Legislative (Senate)
- 42 Media - Periodical
- 43 Media - Daily Newspaper
- 44 Media - Weekly Newspaper
- 45 Media - Radio
- 46 Media - Television
- 47 Cultural Series Organization
- 48 School of the Arts
- 49 Arts Camp/Institute

- 50 Social Service Organization
- 51 Child Care Provider
- 99 None of the above

Arts Education*

Use this field to describe the arts education designation of each award, according to the following definition: Arts Education: An organized and systematic educational effort with the primary goal of increasing an identified learner's knowledge of and/or skills in the arts with measurable outcomes.

Choices

- 01 50% or more of this project's activities are arts education.
- 02 Less than 50% of this project's activities are arts education.
- 99 None of this project involves arts education

Project Discipline*

Select the primary numeric code that best describes the main art form of the field trip.

Choices

- 01 Dance
- 02 Music
- 03 Opera/Musical Theatre
- 04 Theatre
- 05 Visual Arts
- 06 Design Arts
- 07 Crafts
- 08 Photography
- 09 Media Arts
- 10 Literature
- 11 Interdisciplinary
- 12 Folklife/Traditional
- 13 Humanities (including storytelling)
- 14 Multidisciplinary
- 15 Non-Arts/Non-Humanities

Population Benefited by Age*

Select all categories that, by your best estimate, made up 25% or more of the population that directly benefited from the award during the period of support. These responses should refer to populations reached directly, rather than through broadcasts or on-line programming.

Choices

- 01 Children/Youth (0-18 years)
- 02 Young Adults (19-24 years)
- 03 Adults (25-64 years)
- 04 Older Adults (65+ years)
- 99 No single age group made up more than 25% of the population directly benefited.

U.S. Representative District

To look up who your elected officials are, please visit the Rhode Island Secretary of State website: <<http://www.sos.ri.gov>>

Address Lookup

- From the dashboard on the RI Secretary of State website, click “**Find Your Elected Officials**”.
- **Next, enter the address** in the fields provided (on the voter website) in which your business address (or that of your fiscal sponsor, if you are using one) is located. This must be a street address and NOT a post office box. Click “CONTINUE”.

U.S. Representative

Please select your U.S.Congressional District from the list below:

Choices

01
02

Approval of School Administrator

Signature*

Indicate that this application is being submitted with the approval of your School Administrator and you acknowledge and understand that this is a reimbursement grant. Funds are only released upon receipt and approval of the Field trip follow up form. *

We need to ensure that this application is being submitted with the approval of your school's administrator. In the text box below, type the full name and title of your administrator, followed by the date you are submitting this application and your administrator's email address.

This would look like this: **John Smith, Principal / 9-1-12 / johnsmith@yourschool.net** This entry will serve as the electronic signature for this application.

Character Limit: 200