



IQhub TRANSPORTATION GRANT

(Bussing reimbursement for schools)

The IQhub is a 501c3 nonprofit educational center for agricultural history, innovation and exploration. For growing minds, we offer real-world and hands-on experiences specifically centered-around agriculture and the environment. To support educators and remove financial barriers for school districts, the IQhub offers transportation grants which are designed to help pay for the costs of transporting students/members to and from their district to the IQhub in St. Johns, Michigan.

HOW TO APPLY:

When a group is interested in visiting the IQhub and needs assistance with transportation costs, they should go the IQhub website and fill out the *Transportation Grant Application*.

- www.iqhubag.org/transportion-grant-request

Prior to applying, group leaders should contact their transportation department for a cost estimate to travel to the IQhub. Estimates should include details such as round-trip mileage, cost of fuel, driver's wages, etc.

APPROVAL PROCESS:

The IQhub Grant Committee will review the grant request and notify the applicant of the committee's decision via email. Grant requests are typically reviewed on a weekly basis and are awarded based on available funds.

PNC Foundation is the generous sponsor of the transportation grants. Grant requests should not exceed \$500.00 so that we may assist as many schools as possible.

REIMBURSEMENT OF SCHOOL:

Upon completion of the group's visit to the IQhub, a final invoice for the trip should be submitted **within 45 days**. Please make sure the invoice is on school letterhead and sent to the IQhub Email: IQ.hub@agroliquid.com

Accounting staff will compare the final invoice against the committee-approved grant request. If the final invoice is at the approved amount or lower, a check will be issued to the school district. Checks are typically issued twice each month.



THANK YOU NOTES TO SPONSORS:

Transportation Grants would not be possible without generous donations from our dedicated sponsors. Groups that receive Transportation Grants are expected to write Thank-You Notes to our sponsors:

- PNC Foundation
 - o Jennifer Sturdy
 - 120 N Washington Square, Suite 500
 - Lansing, MI 48933



- Troy & Jill Bancroft
 - o 3055 W. M-21
 - St Johns, MI 48879



GUIDELINES TO REMEMBER:

1. In an attempt to serve as many groups as possible with our available grant funds, applicants are encouraged to look for matching funds whenever possible. (PTO or community foundations are examples of matching fund partners) This is not a requirement, but a suggestion.
2. Limit one grant per grade level, per district, to help with trip costs such as mileage, fuel, driver's wages, etc. up to a maximum of \$500.
3. Applications are accepted year-round.
4. Grant applications are reviewed by a committee of IQhub volunteers.
5. Grants are awarded based on applications and available funds. Submitting an application does not guarantee funds will be awarded.
6. IQhub Transportation Grants are limited to the cost of transportation originally approved in the initial grant application.
7. Grant funds are disbursed after your group's visit to the IQhub and a final invoice has been received and approved by the IQhub, **within 45 days** of your IQhub visit.
8. Grant funds will be made payable to the requesting organization. (No checks will be issued to individuals)
9. Grant recipients are expected to send thank you notes to grant sponsors. (Listed above)
10. If the group is visiting the IQhub on their way to or from another activity/event the grant amount will be prorated based on request and length of stays at each activity or event.

About PNC Foundation-

The PNC Foundation's priority is to form partnerships with community-based nonprofit organizations in order to enhance educational opportunities, with an emphasis on early childhood education, and to promote the growth of communities through economic development initiatives.