



## **IQhub TRANSPORTATION GRANT**

(Information about grant reimbursement for schools)

### **BACKGROUND:**

The IQhub is a 501c3 that values real-world and hands-on experiences for growing minds, specifically about Agriculture and the Environment. This is why the IQhub offers transportation grants to help school districts afford these important learning experiences because we understand how budgets can be a limiting factor in education. PNC Bank is the generous sponsor of the transportation grants.

### **HOW TO APPLY:**

When a group is interested in visiting the IQhub and needs assistance with transportation costs, they should go to the IQhub website and fill out the Transportation Grant Application: [www.iqhubag.org/transportion-grant-request](http://www.iqhubag.org/transportion-grant-request) IMPORTANT: Grants MUST BE applied for prior to the field trip date, applications received after a group visits will automatically be declined.

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 mileage, cost of fuel, driver's wages, driver's meal, etc. *Mileage should be calculated from the school's address to the IQhub's address and back. The grant does not cover travel from a remote bus garage or to other venues such as the St Johns City Park, local orchards, etc.*

### **APPROVAL PROCESS:**

The IQhub Grant Committee will review the transportation grant application and notify the applicant of the committee's decision via email.

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, cost exceptions may be considered by the committee based on special programming, educational impact on a large number of students and travel distance to/from St Johns, Michigan.

### **REIMBURSEMENT OF SCHOOL:**

After the group visits the IQhub, a final invoice for the trip should be submitted to the IQhub **within 45 days of the visit**. Please make sure the invoice is on school letterhead and sent to [susan.kadlek@agroliquid.com](mailto:susan.kadlek@agroliquid.com) for prompt payment.

The IQhub Grant Committee will review the final invoice to verify mileage, dates, etc.

## THANK YOU NOTES TO SPONSORS:

The IQhub Transportation Grants would not be possible, if not for the generous donations from our dedicated sponsors. Schools that receive Transportation Grants will be expected to write Thank You Notes to our sponsors.

- PNC Bank
  - 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. 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, cost exceptions may be considered based on travel distance to/from St Johns, Michigan.
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. Applying 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 the distance to/from only The IQhub portion.

### *About PNC Foundation-*

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