

School Programs Scholarship Information

The Farmers' Museum and Fenimore Art Museum have been a school field trip destination for many years, and are committed to ensuring that this tradition continues. With funding from donors including KeyBank Foundation, The Cooperstown Community and other generous donors we are able to offer field trip scholarships to assist schools with their admission and transportation costs.

If you are looking for financial assistance, please review the below information and fill out the attached application. Scholarships are awarded on a case-by-case basis.

OVERVIEW

Fenimore Art Museum and The Farmers' Museum offer unique experiences to study the art, history, and culture of New York State. We have a variety of school programs based in our historic 19th century village, our world-class collection of American Art, and our Native American historic buildings.

BOOKING PROCESS

We offer a variety of tours and workshops. Please review our programs online at FenimoreArtMuseum.org and FarmersMuseum.org.

In general, student costs are \$4.00 for a guided tour or \$6.00 for both museums during the Museum Quest Spring Program. Hands-on workshops cost \$6.00. These are all outlined in our school programs brochure.

To be considered for a scholarship, please call 607-547-1461 or email, schoolprograms@nysha.org to make a tentative reservation. Please indicate that you plan on applying for a scholarship. **Booking a program is not an indication of a scholarship award.**

CHAPERONE POLICY

Fenimore Art Museum and The Farmers' Museum require one chaperone for every 10 children and we extend complimentary admissions to adult chaperones, including teachers, at this 1:10 ratio for our tours and Museum Quest Program. For workshops, we ask for one adult per workshop, and extend complimentary admission to these necessary chaperones. There is also no charge for one-on-one aides assigned to a specific student.

Additional adults above this ratio will be charged an adult group rate, which is \$9.00 for tours and workshops, and \$14.50 for Museum Quest (which includes admission to both museums) and combination tours/workshops. This adult admission must be included with student admission as one lump payment. **Please include the cost of additional adults in your prepared budget.**

HOW TO APPLY

As your first resource, please contact your BOCES Arts and Education office for specific programs they may offer. For your second resource, please complete the application cover sheet meeting the below criteria. Applications are accepted on a rolling basis for the 2018/2019 school year, and must be submitted at least one month before your proposed trip. Incomplete applications will not be considered.

Funding is awarded on a case-by-case basis, based on your application materials.

Transportation Type: To receive consideration for a scholarship award, groups traveling by bus must use local school buses or a private bus company. Tours cannot be booked through a third-party agent or tour company.

Administrative Support: All school applications MUST be signed by the school Principal or district Superintendent to show he/she has read, understands, and fully supports the scholarship application and field trip should it receive funding.

Please note: The contact name on the booking should be the same as the Primary Teacher Applicant Name on the Scholarship Application Cover Sheet.

Mail or e-mail the completed application to:

Barbara Luhmann
Education Program Coordinator
The Farmers' Museum & Fenimore Art Museum
P.O. Box 30
Cooperstown, NY 13326

Phone: 607-547-1461
b.luhmann@farmersmuseum.org

Example Budget

In your budget, indicate the total cost and requested funds. The museums reserve the right to award both full and partial funding. All funds will be paid upon receipt of an invoice from the requesting school.

Expenditure	Total Cost	Description
XYZ Bus Company	\$300	Transportation to the Fenimore Art Museum and The Farmers' Museum
Admission*	\$200	50 students at \$4 each
Program Cost	\$500	
Total Scholarship Request	\$350	(Total less \$150 provided by PTO)

* Please note that we encourage schools to use their BOCES Arts in Education Funding for admissions first.

School Programs Scholarship Application

Read all instructions carefully, and call (607) 547-1461 if you have any questions.

Name of School: _____

Street Address: _____

City: _____ State: _____

Zip Code: _____ County: _____

School District (if applicable): _____

School Federal Employer Identification Number (FEIN #) (**Required**):

(Note: This number is NOT the same as the Tax I.D. #. Please consult your Business Office if you are unsure of this number.)

Primary Teacher Applicant Name: _____

E-mail Address: _____

Phone Number/Extension: _____

Number of Students Participating in Field Trips: _____ Grade Level(s): _____

Number of Free Adult Chaperones (including teachers): _____

Note that we offer complimentary admission to adult chaperones at a ratio of one chaperone per 10 students. Please refer to the information sheet for more details on this policy.

Number of One-on-One Aides: _____

Aides assigned to a specific student receive free admission.

Number of Additional Adult Chaperones: _____

Total Number of Attendees: _____

Have you visited our museums before: Yes No (please circle one)

If you have visited before, please explain why you choose to return: _____

Budget

Please indicate the requested expenditures for admission and busing. See the Information sheet for an example budget on page 2.

Expenditure	Total Cost	Description
Program Cost		
Total Scholarship Request		

Percentage of Free or Reduced Lunch

Number of Students	Percentage

What curriculum objectives do you hope to meet through your visit? _____

Agreement

If awarded a scholarship, I agree to comply with all requirements of this scholarship application and to submit a detailed invoice, including applicable copies of receipts for expenses upon completion of the field trip. Any funds not expended for this field trip will be returned. I also agree to have all classes receiving scholarship funding send thank you notes to the museums within 60 days of the trip which can be shared with the donors who fund scholarships.

Printed Name of Primary Applicant: _____

Primary Applicant Signature: _____

Date: _____

Required Official School Approval (to be completed by Principal or Superintendent)

I have reviewed the completed application and support this field trip project.

Signature: _____

Printed Name: _____

Title: _____ Date: _____