

## **School Programs Scholarship Information**

The Farmers' Museum and the 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 Strategic Financial Services and KeyBank Foundation, 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**

The 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 19<sup>th</sup> 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](http://FenimoreArtMuseum.org) and [FarmersMuseum.org](http://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 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**

The Fenimore Art Museum and The Farmers' Museum encourage one chaperone for every 10 children and we extend complimentary admissions to adult chaperones, including teachers, at this 1:10 ratio. 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

Please complete the application cover sheet and a narrative meeting the below criteria. Applications are accepted on a rolling basis for the 2017/2018 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, email, or fax 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](mailto:b.luhmann@farmersmuseum.org)  
Fax: 607-547-1499

### Example Budget

In your budget, indicate the matched and requested costs. 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
School Match	(-\$250)	Provided by PTO
<b>Total Scholarship Request</b>	<b>\$250</b>	

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

## School Programs Scholarship Application

Please type or print and attach your Narrative Criteria response.

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:** \_\_\_\_\_

---

**Budget**

Please indicate the requested costs, as well as any school contribution or other funding. See the Information sheet for an example budget.

Expenditure	Total Cost	Description
<b>Total Scholarship Request</b>		

---

**Narrative**

With your application, include a one- to two-page narrative addressing the following points:

- Your school's need for the scholarship.
  - The percentage of students in the district who receive free or reduced lunch.
  - If you have visited before, please explain why you choose to return.
  - If you have not visited before, please describe why you have selected the Fenimore Art Museum and/or The Farmers' Museum for your field trip.
  - Learning outcomes you hope will be accomplished through your visit.
  - The standards 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: \_\_\_\_\_