



GIFT Grant Program

Guidelines for Grant Request for Travel Expenses

The Request Must Include the Following Information:

- Number of student/child participants and chaperones attending the event
- Number of days the event is occurring
- If overnight accommodations are needed
 - Note that reasonable hotel expenses are calculated 4 students per room and 2 chaperones per room unless there are extenuating circumstances. (i.e. Student with disability who needs room with personal care attendant)
- If additional events are part of the funding request
 - Include what the events are
 - A breakdown of costs per student/child and chaperones
 - The reason they are included in the trip and funding request (educational opportunity, reward for accomplishment etc.)
- Please make sure all costs are broken down, so the board will be aware of them.