

Guidelines for Curriculum Enrichment Grants Requesting Travel

rev December 2024

Grants requesting travel will be considered on an individual basis. Please review the following guidelines when submitting grants involving travel.

1. Any grant requesting travel needs to align to either an existing or planned school-wide (at minimum) or district-wide (ideal) initiative. The grant should:
 - a. Clearly state how the project will be incorporated into the curriculum and how it will impact students.
 - b. Detail the connection to grade-level standards and adopted curriculum.
 - c. Specify long-range goals beyond one school year.
2. Travel to destinations categorized by the US Department of State as “3 – Reconsider Travel” or “4 – Do Not Travel” will not be approved. [Please check current travel advisories](#) before applying.
3. All costs must be clearly stated including air travel, lodging, meals, ground transportation, guest teacher coverage, etc. If additional funding sources will be used (e.g., personal funds, school funds), these should be specified.
4. Preference will be given to travel that occurs on non-student days. If travel will occur on student days, the grant writer must work with their building principal to discuss time off and coverage and include the plan in their grant proposal. This includes making sure the budget includes associated guest teacher costs or indicates the source of guest teacher cost coverage if not directly through the grant.
5. Grant recipients will be required to give a presentation and share their project at a corporation professional development day.