



***Secondary Education Program
Matching Travel Grant Procedures***
Updated 01-08-08

The WV HEAT Matching Travel Grant Program was created to make possible educational trips for students enrolled in WV HEAT sponsored programs. ProStart or Lodging Management Programs are required to use the matching grant funding for trips to sites related to those curriculums. Travel WV Programs, however, may use the matching grant funding for trips to any West Virginia tourism site and/or attraction. The grant application should make the educational purpose clear to any reader. While the trips should be enjoyable, these state grant funds will be distributed based on educational value, not entertainment value.

Rules and Regulations

- 1. For every dollar requested in the grant and spent, the recipient must match one dollar. Grant funds will supply half of your budget up to a total grant of \$500.** While the match can come from a variety of sources, the sources must be reflected on the grant application. County funds expended for bus/bus driver or substitute teacher expenses may be counted toward the match. If you request more than one grant, you may not request more than \$500 in any one year. You may request funds for multiple trips in one application, not to exceed \$500 total.
- 2. No matching grant will be approved for a trip that has already occurred.**
- 3. No matching grant will be approved that is received by the Office of Hospitality Education and Training after May 1, 2008.**
4. Matching travel grants may be used only for travel expenses for students enrolled in *Travel West Virginia*, *ProStart*, or the *Lodging Management Program*, their teachers and chaperones. Others may go on the trip if they pay their own way. Travel expenses may include bus expenses, gas or mileage paid to an adult driver, tolls, meals, lodging, or trip insurance. Matching grant funds may also be used to pay for a substitute teacher while the *TWV*, *ProStart* and *Lodging Management Program* teacher is on the trip. This is intended only as a guide, not an all-inclusive list. **Matching grant requests must be received at least 14 days prior to trip date.**
5. Travel West Virginia matching grants may be used to visit **West Virginia sites only**. In some cases, travel through other states to reach a West Virginia tourism location will be allowed. Matching grant funds issued to *ProStart* or *Lodging Management Programs* may be used for in-state and out-of-state travel.

6. Matching travel grants may not be used to pay for rafting packages, ski packages or lift tickets, tickets to performances or any type of recreational/entertainment-oriented admissions.
7. Any such expenses must be paid out of local matching funds.
8. Your grant funds will most likely arrive after you have taken the trip. Be sure your school will advance the money upon approval of the grant. ***If you must have the grant money before the trip, we must receive your application eight weeks (8) before the trip date.***
9. Matching grant funds are for travel costs only. They are not to be used for classroom materials, equipment or any other costs not associated with educational trips.
10. All grants, by law, must be awarded to the county board office. When the grant is approved, the grant number, (ex.: C123456) can be given to you. This should help you track the grant through your local school board office. If you intend to take several trips, you may include multiple trips in one grant request. However, on your Post-Trip Report, you will need to complete a trip description of each trip. The total actual expenditures must be reported after all trips have been taken. The total requested still may not exceed \$500 in one school year.
11. ***If you cancel or do not use all funds from an approved grant, the remaining funds must be returned to the WV HEAT office within 30 days.*** Make check payable to West Virginia Department of Education, using the Grant number as a reference number.
12. In order to qualify for future grants, you must, *upon completion of the trip*, complete a Post-Trip Report and submit the report to WV HEAT. You will find a blank copy of the Post-Trip Report form attached to this grant package. ***In addition to filing the Post-Trip Report, you must attach at least one photo taken during your trip, preferably to include students/teachers/chaperones engaged in some activity during the trip.***
13. **Please retain one blank copy of the grant application for your convenience to copy for future trips.**
12. The grant must be filled out completely and mailed to:

Greg Atkinson, Lead Coordinator
Office of Hospitality Education and Training
WV Department of Education
1900 Kanawha Blvd E
Building 6, Room 243
Charleston, WV 25305

OFFICE (304) 558-3896
FAX # (304) 558-9062



Matching Travel Grant Program Application

Please retain one blank copy of the grant application for your convenience to copy for future trips.

Teacher Name _____ Amount Requested \$ _____

School Name _____ County _____

School Phone _____ Trip Date _____

Approved by _____, Principal Date _____

Please check for which program applying:

_____ Travel West Virginia

_____ ProStart

_____ Lodging Management Program

1. **Trip Description** - Attractions to be visited, activities planned, trip agenda, mode of transportation, number of students involved, number of chaperones, etc. (Continue on additional pages if necessary)

2. Expected **Educational Outcomes** of this trip: *(Please list CSO's addressed in this activity)*

3. **Planned Expenses** - This grant will assume a **one-to-one** match to include all expenses, including those to be paid from this grant and those paid by the matching funds. If you are applying for the maximum \$500 grant, you should indicate \$1,000 in planned expenses. Also indicate the source of the matching funds. If additional lines are needed, continue on another sheet.

From Grant Funds:

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____
- 5. _____ \$ _____

Total Grant Requested \$ _____

From Matching Funds:

- 1. _____ \$ _____
- 2. _____ \$ _____
- 3. _____ \$ _____
- 4. _____ \$ _____
- 5. _____ \$ _____

Total Matching Requested \$ _____

Total Travel Budget \$ _____

Source(s) of Matching Funds _____



Matching Travel Grant Program Post-Trip Report

Teacher Name _____ Grant # _____ Date of Trip _____

School Name _____ County _____

1. **Trip Description** - What were the successful and not-so-successful aspects of the trip? What did the students learn? Include any departures from the description given in the grant application. (Continue on an additional sheet if necessary)

2. **Actual Expenditures** - List the actual expenditures for the trips. Be sure expenditures equal the total budgeted amount shown on the grant application.

From Grant Funds:

From Matching Funds:

1. _____	\$ _____	1. _____	\$ _____
2. _____	\$ _____	2. _____	\$ _____
3. _____	\$ _____	3. _____	\$ _____
4. _____	\$ _____	4. _____	\$ _____
5. _____	\$ _____	5. _____	\$ _____
Total Grant Funds Spent	\$ _____	Total Matching Funds Spent	\$ _____

- Photo Enclosed** (*new 2005/2006*) – See Matching Travel Grant Program procedures released 7-1-05

