

Connect Kids to Parks Field Trip Grant Program- FAQ

Frequently Asked Questions	Answers
Can I change the date of my field trip?	To change the date of the approved field trip without submitting a new grant application, the following conditions apply: (1) the change of date can be no longer than 6 months past the initially scheduled date, (2) you must coordinate any changes to your field trip reservation with the staff contact at the field trip location, and (3) you must notify the Connect Kids to Parks Field Trip Grant Program team (parksbusgrant@parks.ny.gov) of any changes to your field trip date. Changing the date does not change your maximum value for reimbursement. The Applicant and its field trip participants shall comply with the Connect Kids to Parks Field Trip Grant Program Guidelines in all instances.
Can I add more children to our field trip?	Yes, however please be aware that adding children may increase the eligible costs related to the field trip. The maximum value for reimbursement is based on the information submitted in the original application and cannot be amended. If an Applicant chooses to submit a new application that reflects different information related to the approved field trip, they should notify the Connect Kids to Parks Field Trip Grant Program team (parksbusgrant@parks.ny.gov) to indicate that the original grant application is declined. All applications are subject to the Connect Kids to Parks Field Trip Grant Program Guidelines.
Is this "XXX" an eligible destination?	Please refer to the Connect Kids to Parks Field Trip Grant Program Guidelines to read more about eligible trip locations or refer to the appendix document ' <i>Connect Kids to Parks Field Trip Grant Program- Potential Destinations.</i> ' If the field trip location you are considering is not listed or if you are unsure about a specific location, please contact the Connect Kids to Parks Field Trip Grant Program team (parksbusgrant@parks.ny.gov) for more information.
Can the amount of funding I am requesting be increased on an already submitted application or after I received notice of an approved application?	No, you must contact the Connect Kids to Parks Field Trip Grant Program team (parksbusgrant@parks.ny.gov) to decline and cancel your grant award and submit a new application to change the amount of funding requested. All applications are subject to the Connect Kids to Parks Field Trip Grant Program Guidelines.
When can I expect my requested reimbursement to be paid?	Once a completed Reimbursement Request Form and all required attachments are reviewed and approved, you can expect payment within 4-6 weeks.
Can I change the field trip destination on an already submitted application or after I received notice of an approved application?	No, you must contact the Connect Kids to Parks Field Trip Grant Program team (parksbusgrant@parks.ny.gov) to decline and cancel your grant award and submit a new application to change your field trip location. All applications are subject to the Connect Kids to Parks Field Trip Grant Program Guidelines.
Can Parent Teacher Organizations (PTOs) or Parent Teacher Associations (PTAs) apply to this grant opportunity?	A PTO/PTA can apply. Non-profit entities are eligible to apply for this grant. You must prequalify in SFS have a NYS Vendor ID Number(VIDN) to apply, as the reimbursement funds are processed through SFS. Please see the program Guidelines for additional SFS resources.

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How does the Connect Kids to Parks Field Trip Grant Program work?	The Connect Kids to Parks Field Trip Grant Program is a reimbursement grant program. This means that each grant recipient must cover all initial field trip costs. Applications submitted on a rolling basis will be reviewed to ensure compliance with the Connect Kids to Parks Field Trip Grant Program Guidelines. If an Applicant receives a notification letter of approval, the reimbursement of approved eligible expenses, up to the maximum value for reimbursement, is only possible after: (1) the field trip has occurred and all incurred expenses have been paid, (2) approval of a submitted and complete Reimbursement Request Form with all required attachments.
Will the Connect Kids to Parks Field Trip Grant Program staff arrange my transportation or plan my field trip itinerary including reservations at the park?	No. The Applicant is solely responsible for planning the field trip including making arrangements at the eligible destination and for scheduling and paying for transportation services.
When is it acceptable to apply for this grant?	Applications for the Connect Kids to Parks Field Trip Grant must be submitted six (6) weeks before the field trip is planned to occur, and no longer than six (6) months prior to the field trip. Remember, the Applicant is solely responsible for planning the field trip including making arrangements at the eligible destination and for scheduling and paying for transportation services.
When should I expect to receive notice that my submitted Connect Kids to Parks Field Trip Grant application is approved?	Please expect to receive an e-mail response within 3 weeks of your submission.
What is a Vendor ID Number? And how can I get one?	A NYS VIDN is a 10-digit number that corresponds to each organization in the Statewide Financial System (SFS). Reimbursements are electronic and will only be made using the organization's NYS Vendor ID Number as submitted on the application. The NYS VIDN is not the organization's Tax ID Number/EIN. For Applicants that are public schools or BOCES, by entering your affiliated name, the NYS VIDN will be automatically filled on the application form. Applicants that are non-public schools, municipalities, or not-for-profit organizations are required to submit the organization's NYS VIDN. The Applicant's administrative or finance offices should be contacted for specific information about the organization's NYS VIDN. Please reach out to the helpdesk if you need further assistance with SFS: Email: helpdesk@sfs.ny.gov Phone: (518) 457-7717 or (855) 233-8363 (toll free)
Can the reimbursement be split between different payments?	No. Reimbursement will be transferred electronically to the grant recipient's account via their approved NYS VIDN. OPRHP does not send paper checks. Reimbursement payments cannot be divided and sent as partial payments to multiple NYS VIDNs; there are no split payments. Reimbursement for

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	expenses for a grant occurs one time; after reimbursement is processed, the associated grant is considered closed.
Who is eligible to apply for the Connect Kids to Parks Field Trip Grant program?	Applicant must be: - a public school (including public charter school), BOCES, non-public school (including non-public charter school), municipality, public library, or a not-for-profit organization that serves underserved, environmental justice, and/or inner-city communities in New York State, and - physically located within a New York State school district that receives Title I funds Ineligible entities include: - any entity that does not meet the eligibility criteria for Applicants - for profit entities - Federal or State agencies - Individual persons
Can the children participating in the field trip for which I'm seeking a Connect Kids to Parks Field Trip Grant be any grade or age?	The Connect Kids to Parks Field Trip Grant Program connects New York school age children (pre-K through grade 12) with nature, outdoor recreation, and history.
Does the Connect Kids to Parks Field Trip Grant Program reimburse chaperone wages?	No, chaperone wages are an ineligible expense. Eligible costs for the Connect Kids to Parks Field Trip Grant Program include costs related to transportation, parking, and specifically listed fees for field trip participants, including chaperones (refer to the ' <i>Connect Kids to Parks Field Trip Grant Program- Eligible Fees List</i> '.) However, chaperones who drive separately are not eligible for reimbursement of transportation costs.
Does the Connect Kids to Parks Field Trip Grant Program reimburse public transportation costs, for example buses and trains like Greyhound, CDTA, Megabus, MTA Regional Bus Operations, Amtrak, and Metro-North Railroad?	No, the Connect Kids to Parks Field Trip Grant Program does not reimburse costs incurred on public transportation or "common carriers" that serve the public and charge individual fares.
What modes of transportation are covered by the Connect Kids Grant?	The rental, use or service cost for a contract, charter, or private carrier of passengers by motor vehicle are eligible costs. Such qualifying motor vehicles are equipped for 15 or more passengers including the driver. Examples may include, owned or contracted public school busses, private charter busses, or the use of vans owned by a not-for-profit organization. Valid proof of payment or details related to expenditure will be required when submitting a Request for Reimbursement Form.