

The Upper Housatonic Valley Experience

An Overview of the Historical, Industrial, Cultural & Environmental Influences of the Region

2012-13 Application for Transportation Cost Reimbursement

Applicant organization: _____

Contact person: _____

Address: _____

City, State, Zip _____

Email address: _____

Heritage site & location to be visited: _____

Date of visit: _____

Purpose of the visit: _____

Transportation company: _____

Quoted cost of transportation: _____

Amount requested from UHVNHA: _____

Signature: _____

Submit application to: Upper Housatonic Valley National Heritage Area

24 Main Street

PO Box 493

Salisbury, CT 06068

P (860) 435-9505

F (860) 435-6662



Or email to info@HousatonicHeritage.org

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Guidelines for Applicants:

- Applications for reimbursement are accepted on a first-come first-served basis, though we will make every attempt to distribute the fund equitably among all known applicants.
- Applicant for reimbursement must be an accredited educational institution, and have its primary location within the boundaries of Upper Housatonic Valley National Heritage Area.
- Proposed site to be visited must be within the boundaries of Upper Housatonic Valley National Heritage Area.
- Proposed site to be visited shall have been included in at least one previous Upper Housatonic Valley Experience course.
- The purpose of the proposed field trip shall be primarily for the enlightenment and education of school-aged children who attend an educational institution within the boundaries of the Upper Housatonic Valley National Heritage Area.
- The transportation company selected to provide transportation shall be a recognized, insured transportation company, with proper credentials for the transport of school children within the Commonwealth of Massachusetts and / or the State of Connecticut.
- This application **may be submitted** and approved prior to contracting with the proposed transportation company to insure that you'll receive reimbursement of expenses.
- The Upper Housatonic Valley National Heritage Area will consider transportation cost funding or reimbursement **up to 100% of the total cost**. Soliciting other partnership sources of funding is highly encouraged but not required.

The Process:

- Complete the form and fax, mail or email it to the Upper Housatonic Valley National Heritage Area.
- Upon approval of your request for reimbursement (we'll generally provide an answer within two business days) you may contract with your transportation company.
- After completion of the student field trip, you must pay the transportation invoice, then submit a copy of the original invoice from your transportation company along with proof of payment (copy of the check or other proof that the bill has been paid). The Heritage Area will send you a reimbursement check for the pre-approved amount.
- Please indicate who paid the transportation company, and who the reimbursement check should be made payable to.
- If you've engaged another funding partner to cover the remaining cost of transportation - please include a copy of their payment too.