With generous support from the John Ullrich Foundation, the Abraham Lincoln Presidential Library Foundation (ALPLF) will provide field trip grants to the Abraham Lincoln Presidential Library and Museum (ALPLM) to teachers in grades 4 through 12 in public and private schools in five Illinois counties: Moultrie, Coles, Douglas, Macon, and Piatt.

The purpose of the grant program is to offset the costs of visiting Lincoln’s presidential museum. Grant funding is provided by the John Ullrich Foundation and administered through the Abraham Lincoln Presidential Library Foundation.

Grants provide funding for students in eligible schools to visit the ALPLM at no or greatly reduced cost to the school district by covering or supplementing transportation costs, lunch costs, and any applicable student admission fees.

The goal of this grant is to bring as many students to the ALPLM as funds will allow; therefore, judges have the option of granting partial awards.

I. EDUCATION PRIORITIES
The ALPLM brings the story of Abraham Lincoln to life. As students experience the story of our 16th president through museum exhibits, they increase their learning in all subject areas. Field trips to the ALPLM ensure that students can be introduced to and empowered by Lincoln’s remarkable life and accomplishments.

II. CHAPERONE POLICY
The ALPLM requires a ratio of at least one teacher or chaperone for every 10 students. Teachers/chaperones assigned to a group of students will be admitted free and will have their lunches paid for through the grant. Aides accompanying special needs students will also be admitted free. Any additional teachers/chaperones over the 1 – 10 ratio will be charged the current adult admission fee at the door and will be responsible for their own lunch.

III. SCHEDULING A MUSEUM TOUR
Tour dates associated with a grant award may be requested from March 23-June 30, 2020. Grant money is not applied retroactively.

Teachers or field trip coordinators applying for this grant must fill out the section of the application listing their preferred tour dates. Each application must include three preferred tour dates. Final dates will be determined after the awards have been granted. ALPLM staff will contact award winners to book tour reservations. DO NOT make a reservation through the Springfield Convention and Visitors Bureau (SCVB) website.

NOTE: Indicating preferred tour dates does not imply a grant award. Recipients of a field trip grant will be notified by ALPLM education staff.

Please keep in mind the very high volume of students visiting the Museum in March, April and May.
IMPORTANT NOTE: Although students touring the museum during the months of March, April, and May are charged a fee of $4.00 per student, schools receiving a field trip grant will have this fee paid for by the grant. The ALPLM requires a ratio of at least one teacher or chaperone for every 10 students. Teachers/chaperones assigned to a group of students will be admitted free. Aides accompanying special needs students will also be admitted free. Any additional teachers/chaperones over the 1 – 10 ratio will be charged the current adult admission fee at the door. All other accompanying adults will be required to purchase a regular admission ticket. Also, if you plan to visit other historic sites on the day(s) of your museum tour, please remember to check each site’s dates of operation to confirm they will be open on the day of your visit.

IV. GRANT DISTRIBUTION

All applications must be postmarked by January 31, 2020. Grant award notification will be given by February 20, 2020. Fund distribution for grant recipients will be as follows: Funds will be distributed directly to the ALPLM to cover admission and lunch costs as specified within each school’s grant budget. Funds for travel costs will be distributed to each school according to the budget/invoice submitted with the grant application. Schools will be responsible for then paying bus costs. Transportation checks will be mailed to grant recipients in mid-March 2020.

V. FINAL REPORT and EVALUATION

A final report outlining how the grant/ALPLM tour was of educational benefit to students will be due no later than three weeks following the field trip, along with the Field Trip Grant Program Evaluation.

VI. SCHOOL GRANT ELIGIBILITY and REQUIREMENTS

- This grant is being made available to teachers of grades 4-12 in Illinois public and nonpublic schools within Moultrie, Coles, Douglas, Macon, and Piatt counties.
- Teachers from eligible schools may apply individually or collaboratively by submitting a joint application. Collaborating groups should be included on one application form.
- Grant applications must show that the visit to the Abraham Lincoln Presidential Library and Museum is aligned with the applicant’s State Learning Standards and includes all students in the class.
- The school principal and school district superintendent must provide evidence of their support of the field trip by signing the statement of support on the application cover sheet.
- The application must complete the attached budget showing transportation, lunch, and admission costs.
- The application must include three preferred tour dates, all between March 23-June 30, 2020.
- The original plus four copies of the completed and signed application are required.
- Applications postmarked after January 31, 2020 or those deemed by the judges to be incomplete will not be considered for a grant award.
- The Final Report and Field Trip Evaluation are due no later than three weeks following the date of the field trip to the ALPLM.
VII. APPLICATION NARRATIVE

Application Preparation
Please make your TYPED narrative responses concise and on a separate sheet(s). Narratives should be no more than **three single-spaced pages**, excluding the budget page and Application Cover Sheet. The font size should be no smaller than 12-point type. All margins should be one-inch from the edge of the page on all sides. All narrative pages should be numbered consecutively.

If collaborating with other teachers or organization coordinators, include the entire group on one application form.

General Project Description
A. State why you wish to visit the “Spies, Traitors, and Saboteurs: Fear and Freedom in America” and specific student educational needs that this field trip will address.
B. State how many students will be included in the field trip. Please include grade level and other demographic information.
C. Please share other relevant information about this field trip. Are you collaborating with other teachers? If so, give details. How will you share this experience with other teachers/students?
D. Provide your potential tour dates between **March 23 and June 30, 2020**. Keep in mind the very high volume of students visiting the Museum in April and May and that competition for time slots during these months is heavy.

Selection Criteria
The following selection criteria will be used to evaluate applications and make monetary awards. The maximum number of possible points for all selection criteria is 50 points. The maximum score for each criterion is indicated in parentheses.

1. **Goals and Objectives (10 points)**
   Identify at least two clearly defined goals with measurable objectives and show how they are tied to students’ academic or social needs. (Connect to needs identified under A in the General Project Description.)

2. **Applicant/School’s State Learning Standards (10 points)**
   Identify the learning objectives and the school’s specific State Learning Standards that the visit to the ALPLM’s bicentennial exhibition “From Illinois to the White House: Lincoln, Grant, Reagan, Obama” visit will address. Describe how the visit will address these learning objectives and learning standards, how it will increase student knowledge, and how it will assist in meeting the school’s State Learning Standards in Social Studies and English Language Arts.

3. **Student Assessment/Evaluation (10 points)**
   State how you will assess the impact of the visit on the students in regard to your teaching and learning activities. Include an evaluation tool to assess student impact in regard to proposed goals and objectives.

4. **Associated Activities (10 points)**
   Explain how students will be prepared for this visit to the ALPLM’s bicentennial exhibition “From Illinois to the White House: Lincoln, Grant, Reagan, Obama.” Detail all pre-visit activities/lessons. Also include a detailed list of planned onsite and/or post-trip activities connected to the learning objectives. Note: the ALPLM’s Education webpage will be posting pre/post activities that can be used for this purpose by mid-February; however, schools who list their own creative activities may receive a higher score from the grant reviewers.
5. Budget (10 points)

Fill out the attached budget worksheet and include the total amount requested for transportation, lunch, and admission costs related to your trip to the ALPLM.

**EXAMPLE BUDGET:**

<table>
<thead>
<tr>
<th></th>
<th># of Students</th>
<th># of Chaperones*</th>
<th>Cost/Student</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
<td></td>
<td>$500.00</td>
</tr>
<tr>
<td>(attach copy of quote or invoice)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td>45</td>
<td>x 7.00</td>
<td>= $315.00</td>
<td></td>
</tr>
<tr>
<td>(provided by Subway)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admission</td>
<td>45</td>
<td>x 4.00</td>
<td>= $180.00</td>
<td></td>
</tr>
<tr>
<td>(ONLY include admission fees if visiting during March, April or May - in other months, admission for school groups is FREE/$0.00)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extra Chaperones</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Chaperones beyond the required 1:10 student ratio. See note below regarding admission and lunches)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td></td>
<td></td>
<td>$1,030.00</td>
</tr>
</tbody>
</table>

*Grant funding will cover costs for chaperones within the 1:10 student ratio. Example: A school group of 32 students will receive 4 free chaperone admissions. Any additional chaperones will be responsible for their own lunch and admission costs. The adult admission cost is $15.00 per person.

**IMPORTANT BUDGET NOTE:** To receive consideration for a grant award, those groups traveling by bus must use local school buses or a private bus company for transportation. Tours must not be booked through a third-party agent or tour company.

**Administrator Support:** All school applications MUST be signed by the school principal and the district superintendent to show he/she has read, understands, and agrees the applicant school and/or district will be bound by the provisions, terms and conditions contained within this grant application should it receive funding.

**VIII. HOW TO APPLY**

Type or print the application cover sheet and complete responses to the narrative criteria. Please include the original plus FOUR copies of your application, including attachments.

Applications must be postmarked by **January 31, 2020.** REVIEW YOUR APPLICATION BEFORE MAILING. Incomplete applications will not be considered.

**Application checklist:**

- [ ] Cover Sheet
- [ ] Application Narrative
- [ ] Completed Budget Worksheet
- [ ] Preferred Tour Dates
- [ ] Transportation Quote
Mail the original application and FOUR copies to:
Abigail Cline
Division of Education
Abraham Lincoln Presidential Library and Museum
112 N. Sixth St.
Springfield, IL 62701

VIII. NOTE TO TEACHERS

REMEMBER: After grant awards are made, ALPLM staff will contact awards recipients to book tour reservations. Grant recipients should not make their reservations through the SCVB.
THE JOHN ULLRICH FOUNDATION FIELD TRIP INITIATIVE
GRANT APPLICATION COVER SHEET
(Please attach this page as the cover to your Narrative Criteria responses)

PLEASE TYPE OR PRINT and read all grant instructions carefully. Questions? 217/782-2981.

Complete Name of School OR Organization:
______________________________________________________________________________________________

Street Address: _________________________________________________________________________________

City: _____________________________ County_________________ State:______ Zip Code: __________________

School Phone#: (____) ________________________________

School District Name and #: (if applicable)
______________________________________________________________________________________________

School Fax #: (____) ________________________________

School Federal Employer Identification Number (FEIN #) REQUIRED
(Note: This number is NOT the same as the Tax I.D. #. Please consult your Business Office)

Primary Teacher Applicant Name: _________________________________________________________________

Primary Applicant’s E-Mail Address: (If school e-mail is blocked, please list alternate address.)
______________________________________________________________________________________________

Additional Teacher Applicants (list all):
______________________________________________________________________________________________

Number of Students Participating in Field Trip: _____________ Grade Level(s) ________________

Total Number Attending Teachers and Chaperones _____ (must correspond to 1 chaperone -10 students ratio).
Additional adults will be charged $15.00 upon arrival. Aides accompanying special needs students will be admitted
free.

Total Amount of Transportation Funding Requested: $________________________

Have classes from your school visited the ALPLM in the past? _____________________
**AGREEMENT**

Execution of this application by the Abraham Lincoln Presidential Library and Museum (ALPLM) constitutes a grant agreement and creates specific obligations on the part of the grantee (successful applicant), including but not limited to, an understanding that: the awarding of all grants and the amount of any grant, shall be subject to the sole discretion of the ALPLM Field Trip Grant Review Committee (Committee); that field trip applications become the property of the Committee and if awarded a grant the Committee shall have the right to supply others with a description of the “field trip” and to disseminate its underlying concepts and/or ideas. If awarded a grant, I agree to submit an expense accounting, including copies of receipts for expenses when the field trip is completed. Any funds not expended for this field trip will be returned. I understand and agree on behalf of the Primary Applicant that the Committee and sponsors (State of Illinois, ALPLM, ALPLF) and/or any of their agents, officials and employees shall assume no responsibility or liability for claims of damage of any kind to property and/or claims of personal injury or death to any person in connection with said grant and field trip. Grantee further indemnifies and holds harmless the Committee and sponsors (State of Illinois, ALPLM, ALPLF) and/or any of their agents, officials and employees for any and all claims of property damage and/or claims of personal injury or death. Grantee agrees to comply with all requirements of this grant application and of the instruction form provided by the ALPLM which are incorporated as part of this agreement.

Printed/Typed Name of Primary Applicant(School Name): __________________________________________

Signature of Authorized Representative of Primary Applicant: __________________________________________

Date: ______________________________

---

**SCHOOLS: REQUIRED OFFICIAL SCHOOL APPROVAL**

I have reviewed the completed application and agree that the applicant school and/or district, of which I’m an authorized representative, will be bound by the provisions, terms and conditions stated in this grant application.

_________________________________  __________________________________________
Signature of Principal        Name of Principal (please print)

Title: ______________________________

Date: ______________________________

_________________________________  __________________________________________
Signature of Superintendent       Name of Superintendent (please print)

Title: ______________________________

Date: ______________________________
THE JOHN ULLRICH FOUNDATION FIELD TRIP

BUDGET WORKSHEET

<table>
<thead>
<tr>
<th></th>
<th># of Students</th>
<th># of Chaperones*</th>
<th>Cost/Student</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transportation</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(attach copy of quote or invoice)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lunch</td>
<td></td>
<td></td>
<td>7.00</td>
<td></td>
</tr>
<tr>
<td>(provided by Subway)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Admission</td>
<td></td>
<td></td>
<td>4.00</td>
<td></td>
</tr>
<tr>
<td>(ONLY include admission fees if visiting during March, April or May - in other months, admission for school groups is FREE/$0.00)</td>
<td></td>
<td></td>
<td>0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>TOTAL</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Extra Chaperones</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Chaperones beyond the required 1:10 student ratio. See note below regarding admission and lunches)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Grant funding will cover costs for chaperones within the 1:10 student ratio. Example: A school group of 32 students will receive 4 free chaperone admissions. Any additional chaperones will be responsible for their own lunch and admission costs. The adult admission cost is $15.00 per person.

For help filling out the Budget Worksheet, see example budget on page 4.

PREFERRED TOUR DATES
(MARCH 23-JUNE 30, 2020)

Date #1: ________________________

Date #2: ________________________

Date #3: ________________________

Reminder: Final dates will be determined after the awards have been granted. ALPLM staff will contact award winners to book tour reservations. DO NOT make a reservation through the Springfield Convention and Visitors Bureau (SCVB) website.
THE JOHN ULLRICH FOUNDATION FIELD TRIP
FINAL REPORT

Complete School Name: _________________________________________________________________

School Street Address: ___________________________________________________________________

City: _________________________County______________ State: ________Zip Code: ______________

Phone # of School: (________) _____________________________________

School District Name and No. (if applicable)
_______________________________________________________________________________________________________

Primary Applicant Name: _________________________________________________________________

Primary Applicant’s E-mail address: ________________________________________________________

Total # of Students Who Visited Museum: ____________ Grade(s) of Students _________________

Amount of Funding Received: $_______________________________

Date of Field Trip: ____________________________       Year _________________

ASSESSMENT: Submit up to two typed pages describing the student activities undertaken as part of the field trip. Include:

❖ description of field trip goals and measurable objectives
❖ concepts learned, how they were incorporated into existing school curriculum or youth program and how student knowledge was assessed
❖ pre-visit, onsite, and/or post-visit activities
❖ School’s State Learning Standards met or supported
❖ list of partners and/or community resources used
❖ how funds were expended

INCLUDE AS ATTACHMENTS:
❖ all receipts documenting expenditures
❖ photographs (with releases) of students at ALPLM
❖ student reports and/or artwork reflecting ALPLM field trip
❖ completed Museum Field Trip Grant Program Evaluation Form

The Final Report is due no later than three weeks following your field trip date along with the enclosed Field Trip Grant Program Evaluation. Please mark your package JOHN ULLRICH FIELD TRIP FINAL REPORT and mail to:

Abigail Cline, Education Department
Abraham Lincoln Presidential Museum
112 N. Sixth St.
Springfield, IL  62701
THE JOHN ULLRICH FOUNDATION FIELD TRIP
EVALUATION

Please submit this Evaluation with your FINAL REPORT due three weeks following your field trip.

1. What is your grade level? ____________________

2. What impressed you most about your exhibition tour?
________________________________________________________________________________________
________________________________________________________________________________________

3. How did this tour help you meet your field trip Goals & Objectives? __________________________
________________________________________________________________________________________
________________________________________________________________________________________

4. Did you utilize ALPLM on-line classroom materials as pre- or post-activities associated with this tour?____
   If so, which ones? __________________________________________________________________________
   _______________________________________________________________________________________

5. Please rate the ALPLM grant program application for “user friendliness” with 5 being the best.

   1  2  3  4  5

6. Suggestion(s) for making the grant application process easier/simpler?
________________________________________________________________________________________
________________________________________________________________________________________

Thank you for participating in our grant program. Please visit our website for lesson plans and information about upcoming educator events and library/museum programming.

Want to join our electronic newsletter? Your e-mail address:

_________________________________________________________