



THE CASTLE BUS FUND APPLICATION

Using this form, schools can apply to be awarded funding through The Castle's Bus Fund.

Here's some things to know before applying:

1. Before submitting this application, you should make your field trip reservations with our Education Director by calling 740-373-4180.
2. The Castle's Bus Fund is expressly to assist in covering travel expenses for schools. Funding can not be used to defray the costs of the educational program.
3. Funding will be awarded for travel expenses up to \$200. The Castle does ask that the applicant provide a receipt for the amount requested.
4. This fund will only be awarded once a year to applicants.
5. It remains the applicant's responsibility to schedule travel accommodations for their trip.
6. This form must be submitted no later than two weeks in advance of the date of the field trip.

Contact Information

School Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Teacher Name: _____

Phone: _____ Email: _____

Trip Information

Date of Field Trip: _____

Number of Students: _____ Number of Chaperones: _____

Funding Request

How much are you requesting to cover travel expenses? _____

I agree to provide a receipt in the amount requested for travel

I understand this form needs to be turned in two weeks prior to the date of the field trip

Signature: _____

Please mail or email this form no later than two weeks in advance of your field trip date. Applicants will be notified the status of this request at least one week prior to the field trip date.

The Castle Historic House Museum

418 Fourth Street | Marietta, Ohio 45750 | 740-373-4180 | education@mariettacastle.org