



James A. Michener Art Museum Bus Scholarship Program Policy

Who is eligible for the Bus Scholarship Program?

The Michener Art Museum Bus Scholarship Program is available for qualifying PreK-12 public, private, magnet, charter, alternative, independent or other schools demonstrating Title I status and/or having 28% or more of the student body participating in Free Lunch programs. Scholarships are awarded on a first-come, first served basis and are subject to availability. To see if your school district is eligible, see below.

What is covered under the Bus Scholarship Program?

- The Bus Scholarship Program only covers expenses for transportation costs (which can include rental fees, bus drivers, mileage and/or gas) from school, to museum and back.
- Funding is for busing only and cannot be used for Museum school programs that include a fee.

How do I apply?

1. Complete the **School Visit Reservation Form and the Application for the Bus Scholarship Program** at least four weeks in advance of your desired visit date.
2. Check to confirm your school district's **eligibility** for free bus transportation.
3. Requests will not be accepted via phone or direct email.

When will I find out about the status of my application for the Bus Scholarship Program?

You will find out about your status within seven to ten days of submitting your online application.

If awarded the Scholarship, what are the next steps in arranging bus transportation?

Accepted schools are **required** to arrange bus transportation for their school visit on their own. The Michener Art Museum is not responsible for arranging transportation for accepted schools.

Once I have secured my bus transportation for the school visit, how do I obtain payment for the bus?

- Invoices for transportation costs must be sent to the Michener Art Museum directly from the school/school district or the bus company.
- **Schools/school districts/bus companies that require bus transportation payment prior to the school visit must invoice the Museum no less than 30 days prior to the confirmed school visit date.** Once the invoice is received, the Museum will process payment and the staff member applying for funding will be notified.
- **Schools/school districts/bus companies that DO NOT require bus transportation payment prior to the school visit must invoice the Museum no more than 30 days after the confirmed school visit date.** Once the invoice is received, the Museum will process payment and the staff member applying for funding will be notified.
- Invoices from schools/school districts/bus companies must be on official letterhead.
- Invoices received from the school/school district should be from the school's principal or the school's transportation department.
- **Handwritten invoices or invoices within the body of an email are not acceptable.**
- Invoices may be electronically submitted to educate@michenerartmuseum.org as PDF attachments only. They can also be mailed to:

**Attn: Bus Scholarship Program
James A. Michener Art Museum
138 South Pine Street, Doylestown, PA 18901**

If I need to change or cancel my confirmed school visit, what do I do?

- If you must change or cancel your confirmed school visit, you must notify our Education Department at 215-340-9800 x124 or msandquist@michenerartmuseum.org immediately.
- Please note that we cannot always accommodate changes. If you do not notify the Education Department of your change/cancellation with at least 48 hours advance notice, then you will incur a cancellation fee. If you do not arrive on the day of your program without notification to the Education Department, you will be charged in full for your program. This excludes weather related delays and cancellations.
- All School Visit and Bus Scholarship Program costs incurred by the school/school district/bus company prior to the scheduled visit are the sole responsibility of the school/school district/bus company.

If I need to reschedule/cancel my transportation and the funding was approved, what do I do?

- The school/school district is responsible for making changes with the bus transportation company that has been arranged for the rescheduled/cancelled school visit.
- **The Museum is not responsible for the modification of any bus transportation changes.**
- It is the responsibility of the school/school district to cancel the bus transportation that has been arranged and pay for any corresponding fees incurred.
- **The Michener Bus Scholarship Program will not cover any costs associated with cancelled bus transportation.**

How can I prepare for my school visit?

Please refer to our [website](#) to learn what to expect for your school visit. To further enhance your visit, visit [Learn with the Michener](#) to download activities and curriculum materials.

What school districts are currently eligible for the Bus Scholarship Program?

Please see current list of eligible school districts.

- For counties that are not part of this list, visit the Pennsylvania Department of Education for a [detailed list of Title I schools](#). The Michener Art Museum will accept applications to all schools with Title I status.
- For counties that are not part of this list, visit the Pennsylvania Department of Education for a detailed list of schools participating in the [National School Lunch Program](#). The Michener Art Museum will accept applications for school districts/schools with 28% or more on the program.

**Note: this list will periodically will be updated and is not a complete list. If you do not know if your school is eligible, indicate this in the application form.*