

School Admission Subsidy Fund 2009-2010  
**APPLICATION FORM**

After you and the school have decided the event they want to attend, fill out the top of this Application Form and send it to the school for them to complete and sign. When you have received the completed form back from the school, sign, date and fax it to SJCA (609) 645-2864. We will notify you within two weeks if the application has been accepted. **Subsidies will be based on 50% of the admission cost. The maximum amount is \$250.**

Name of Cultural Organization: \_\_\_\_\_ Contact \_\_\_\_\_

Organization's Address \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

Name of event \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Cost of admission per student \_\_\_\_\_ # of students \_\_\_\_\_ (or) Cost per class \_\_\_\_\_

Amount of subsidy you are applying for: \$ \_\_\_\_\_

**Example: Cost of admission per student: \$5 #of students attending: 38 Total: \$190  
Admission Subsidy: \$95**

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**School Representative:** Complete the information below and explain why your school needs the Admission Subsidy Fund to be able to attend this cultural event. Sign the form and Fax it back to the Cultural Organization whose cultural event you want to attend. Your school will be considered for an admission subsidy and will be notified within two weeks. Please apply immediately for the best chance of consideration. Funds are limited and will be awarded on a basis of need. Funds are based on 50% of the admission cost and cannot exceed \$250. **Final deadline for applications is April 30, 2010.**

Our school class would not be able to attend this event without financial help from the Horizon Foundation Admission Program because (Please state special circumstances).

\_\_\_\_\_  
\_\_\_\_\_

Name of School \_\_\_\_\_

Address \_\_\_\_\_ County \_\_\_\_\_

Contact \_\_\_\_\_ E-mail \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

# of students to attend \_\_\_\_\_ Grade Level \_\_\_\_\_ Cost: \$ \_\_\_\_\_

**Our class will not be attending another cultural event during the school year. We certify by our signatures below that, to the best of our knowledge, the information on this application is true. The cultural organization and the school agree to indemnify and hold SJCA forever harmless from any damages which may arise from their part in the Admission Fund Program (AFP). They also indemnify and forever hold harmless any employees, board members, funders, associates, heirs or anyone else from any damages which may arise from the AFP. Agreed:**

School Representative \_\_\_\_\_ Cultural Organization \_\_\_\_\_  
(signature required) (signature required)

Date \_\_\_\_\_

Date \_\_\_\_\_

## **TO THE CULTURAL ORGANIZATION:**

### **APPLICATION PROCESS**

Use this application for schools who would like to attend one of your events during the school day, but who cannot afford full admission costs. This program subsidizes the costs and reimburses the cultural organization (up to \$250 per school) for the reduced admission costs to the school. Complete the top portion of the Application and have the teacher complete, sign and return to you.

### **APPLICATION REVIEW**

Fax the completed application to SJCA (609) 645-2864. Applications will be reviewed and upon approval a letter will be sent to you within two weeks. The letter will state what the award is for, your organization and name of your event, the name of the school and grade level of students attending, the number of students and chaperones attending and the approved grant amount.

### **EVALUATION & VERIFICATION**

As a condition of the Bus Fund grant, each school group will fill out a Verification form on the day of the event. Complete and sign the form and send it to SJCA. The purpose of this is to verify that the school group attended, how many students participated and to let SJCA know it can authorize payment to the cultural organization.

### **INVOICE & PAYMENT**

Subsidies will be paid after SJCA receives the Verification form. Fax it to SJCA (609) 645-2864 or mail it to the address below.

South Jersey Cultural Alliance can not release funds to reimburse schools for transportation costs until the verification form is completed and the (invoice?) received.

**South Jersey Cultural Alliance  
6 West Glendale Avenue  
Pleasantville, New Jersey 08232  
Ph (609) 645-2760 Fax (609) 645-2864**