
ArtsBus Program Guidelines for Schools



ArtsBus Program Guidelines

Program Overview

ArtsWave's ArtsBus Program (formerly ArtLinks) is emergency transportation service funding provided to eligible schools offering expanded opportunities for connecting students to the arts from schools possessing a nonprofit status and qualifying with Title I designation.

Purpose

The ArtsBus Program is designed to mitigate the financial barrier of transportation associated with arts and cultural education experiences for those schools and/or students that are economically disadvantaged.

Who May Apply

To be eligible for the ArtsBus Program, a school must meet all the following requirements:

- Possess a nonprofit status and currently hold a Title I designation, with 50% or more of their students being provided with nutritional support through the National School Breakfast and Lunch Programs.
- Be based in the Interstate 275 Loop-Ohio, which includes the following counties: Clermont and Hamilton Counties in Ohio; Boone, Campbell, and Kenton Counties in Kentucky; and Dearborn County in Indiana.
- Embody [ArtsWave's commitment to access, equity, and inclusiveness](#).

ArtsWave will not award support to entities that, in their constitution, bylaws, or practices, discriminate against a person or group because of age, race, national origin, ethnicity, gender, disability, sexual orientation, political affiliation, or religious belief. In doing so, we seek to promote respect for all people.

ArtsBus Program Periods

Bi-annual applications will be accepted on a rolling basis, requested for either the September-December or January-May program period funding.

ArtsBus Funding

A school may apply for up to \$300 per eligible arts activity/experience that meets the program criteria for emergency transportation service funding, limited to no more than two applications per program period.

Each eligible arts activity/experience must be applied for separately.

Applicants are responsible for making all transportation and destination arrangements.

Eligible Requests

Eligible requests for funding:

- Must fall within the general school calendar year.
- Must be for those schools within the Interstate 275 Loop-Ohio with a Title I designation and 50% or more of their students being provided with nutritional support through the National School Breakfast and Lunch Programs (documentation required).
- Must provide a reason for the transportation funding request (e.g. budget curtailment).
- Must be used for field trip-related transportation expenses only, and may not be used for other related costs or activities (documentation required).

Application Instructions

All application materials must be submitted via the online grantmaking system Submittable. First-time applicants will be directed to establish a Submittable account which should be created with login credentials that are specific to the school, not the individual applying, so that all applications remain under a single account.

Once created, ArtsWave will not have access to your account or credentials, so please retain that information in a secure place where it can be retrieved by approved school personnel.

Each bi-annual application will request the following (*each eligible arts activity/experience must be applied for separately*):

- School name and contact information
- School District
- School's State District ID number
- Is the school within the Interstate 275 Loop-Ohio with a Title I designation and 50% or more of their students being provided with nutritional support through the National School Breakfast and Lunch Programs

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- Upload of Title I designation documentation
 - Description of the arts activity/experience, including arts/cultural venue name and location
 - Reason for transportation funding request
 - Date of the arts activity/experience
 - Number of students participating in and being transported to the arts activity/experience
 - Funding request (can be up to \$300 per application; applicant is limited to no more than two applications per program period)
 - Upload of actual transportation cost (e.g. a purchase order, written estimate, transportation company contract, vehicle rental agreement, or letter from an authorizing school official)

The bi-annual applications* can be accessed via these links:

[ArtsBus Program Bi-Annual Application \(September-December\) for Schools](#)

[ArtsBus Program Bi-Annual Application \(January-May\) for Schools](#)

Key Dates

September-December Bi-Annual Application

Opens August 15, 2023
Closes November 30, 2023

January-May Bi-Annual Application

Opens December 15, 2023
Closes April 30, 2024

Contact ArtsWave

Additional program an application questions may be directed to Lori Burkhardt, Grant Programs Manager at lori.burkhardt@artswave.org or Ray Gargano, Vice President of Community Investment at ray.gargano@artswave.org.