



## Educational Program Funding Process

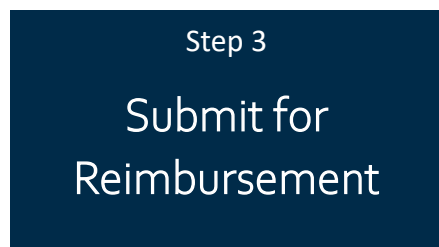
Does your school need financial support to participate in an educational program with a Tennessee State Park? The Tennessee State Parks Conservancy (501-C3) assists schools in covering the costs of a scheduled programs with a Tennessee State Park. Funds can cover bus costs, park program fees, and park shelter rentals. Partial funds may be awarded. **Follow the steps below to schedule your program, apply for funding, and request a reimbursement of funds.**



- Programs are scheduled directly with an individual park. Each park offers different program experiences. Check the park's "For Educator" webpage for details about each park.
- Visit [www.TNStateParks.com](http://www.TNStateParks.com) → Select a Park → Click "Activities" on the LEFT → Select "For Educators"
- To schedule your field trip, click [here](#).
- To apply for funding, select "Yes" in the scheduling request.
- To process your funding request, you will need a best estimate for transportation.
- **Submitting the program request begins the scheduling and funding processes. These are PENDING until confirmed.**
- Allow ten (10) days for processing.



- A park staff member will email to confirm your program and notify you of any park related fees.
- If you requested funding, The Tennessee State Parks Conservancy Director will email to award or deny funding.
- **Partial funds may be awarded. In this case, the school will be responsible for any costs above the amount written in the awarded funding email.**
- Funding is processed after the program via reimbursement.



- For reimbursement, you will need: bus invoice, park invoice, photos, and number of students new to the park you visited, number of students new to any Tennessee State Park, and student and teacher feedback.
- To submit for reimbursement, click [here](#).
- Allow 10 (ten) days for processing.

### Questions?

Contact Tennessee State Parks Conservancy Director [Gina.Hancock@tnstateparksconservancy.org](mailto:Gina.Hancock@tnstateparksconservancy.org)