

# Roots & Shoots Scholarship Funds

## Overview

The Roots and Shoots Scholarship Fund provides tuition assistance and transportation reimbursement grants to Title 1 schools needing assistance to attend the Roots and Shoots field trip program at Gamble Garden. To request a tuition waiver and/or a transportation reimbursement grant, please fill out the grant application form below. The transportation reimbursement grant will subsidize the cost of transportation (up to \$800 per field trip) to Gamble Garden. Schools are required to cover up-front costs of transportation rental and be reimbursed after the field trip takes place. Gamble Garden does not directly provide or coordinate bus transportation. Funds are limited and will be awarded on a rolling basis. For more information you can review the Roots and Shoots Scholarship Fund FAQs. Please contact us at [Fieldtrips@gamblegarden.org](mailto:Fieldtrips@gamblegarden.org) with any questions.

## Frequently Asked Questions

### 1. How does it work?

The Roots & Shoots Scholarship Fund offers tuition waivers and transportation reimbursement for schools attending the Roots & Shoots field trip program at Gamble Garden. Title 1 schools can apply for a tuition waiver, a transportation grant, or both.

Transportation grants cover up to \$800 per trip and are paid out only after the field trip is complete. Funds are limited and awarded on a rolling basis. Gamble Garden does not arrange or provide bus transportation directly.

If approved for a transportation reimbursement, the applicant will have to complete a Reimbursement Agreement and Reimbursement Form.

### 2. Who is eligible?

All Title 1 schools qualify. Since funding is limited, schools are encouraged to pursue other funding sources when available.

### 3. What does the transportation grant cover?

Up to \$800 per field trip toward the cost of transportation to Gamble Garden. Schools cover the upfront cost and are reimbursed afterward.

### 4. How does reimbursement work?

After the field trip, send the official bus invoice and a completed Reimbursement Form to [admin@gamblegarden.org](mailto:admin@gamblegarden.org).

A few important notes:

- Invoices must come directly from the transportation provider (school district or charter company). Handwritten copies aren't accepted.



- Reimbursement paperwork is due within 30 days of the field trip. Late paperwork may result in the grant being canceled and funds reallocated.
- Checks are sent to the address listed on the Reimbursement Form.
- Checks to individuals are strongly discouraged and require a signed admin letter on school letterhead.
- Payment can't be sent in advance of a field trip, and reimbursements typically aren't processed over summer or winter break.

### **5. How do I apply?**

1. Coordinate with other teachers in your grade so only one application is submitted per grade team per field trip. Mixed 2nd/3rd grade trips are welcome.
2. Complete the field trip scheduling form, including the Title 1 School section.
3. A Gamble Garden staff member will follow up to finalize the agreement.
4. Confirm your transportation provider as early as possible.

Funding is limited and awarded on a rolling basis, so applying early helps.

### **6. Who can apply on behalf of a school?**

Teachers or educators leading the trip should apply whenever possible. Principals, office staff, parent volunteers, and organization staff can also apply on a class's behalf. As noted above, reimbursement checks to individuals require a signed admin letter on school letterhead.

### **7. How do I reserve a bus?**

Check with your school district first to see if district buses are available. If not, look for the lowest-cost transportation option. First Student and Durham School Services are common choices, though other providers may work well depending on your area. Gamble Garden does not coordinate bus reservations.