

Bus Subsidy Request

Bus subsidies are available to defray any K-12 school's transportation costs for up to \$200 per visit, up to four visits per school year. Subsidies must be requested upon making a group reservation. Funds are limited and granted on a first come, first served basis. We can only reimburse schools or pay bus companies AFTER a group has visited SCMA.

STEP 1: Make a reservation & visit the Museum with your group.

STEP 2: Obtain an invoice from the bus company.

We must have an official invoice that includes the **date of your visit, departure address & destination**, and **cost**. This invoice must be generated *after* your trip. We cannot process an estimate.

STEP 3: Fill out the information below:

 School Name

 Teacher Name

 Phone Number

 Bus Company

 Date and Time of Visit(s)

Did your group also visit the Smith College Botanic Garden for a GUIDED tour? _____

Institution/Individual (Payee) to be Reimbursed (please check *one*):

- School
- Bus Company
- Other _____

Payee Tax ID#: _____

Mailing Address:

STEP 4: Submit paperwork to Smith College Museum of Art, ATTN: Bus Subsidy, Elm Street at Bedford Terrace, Northampton, MA 01063 OR museduc@smith.edu

Did you include?

- This form - REQUIRED
- Invoice- REQUIRED
- Signed W-9 Form – IF this is your first subsidy request