

Civic Education Travel Grant

Purpose

The civic education travel grant program is created to provide travel grants to students participating in statewide, regional, or international civic education competitions or events. Travel grants are awarded on a competitive basis and are open to all school districts and tribal schools.

Legislature

The superintendent of public instruction shall select grant recipients from student applicants that meet all of the following criteria as per [RCW 28A.300.480](#):

- (a) Students must be residents of the state of Washington;
- (b) Students must use the grants to fund travel to civic education-based competitions or events;
- (c) Students must be participants in the civic education competition or event; and
- (d) Students must be under the age of twenty-one and not yet have received their high school diploma.

Students are encouraged to seek matching funds, in-kind contributions, or other sources of support to supplement their travel expenses.

In reviewing student applications for funding, districts will consider and score based on an evaluation of all application materials that may be requested of applicants. The superintendent of public instruction shall consider the overall breadth and variety of the field of applicants to determine the projects that would best fulfill the program's goal.

Final grant awards may be for the full amount of the grant request or for a portion of the grant request.

How can districts apply?

Districts may apply for the travel grant through [EDS iGrants](#) between July 1 and December 31 of a given year. The travel grant may be used for Civics contest-related travel between July 1 and June 30 of that year. Districts may apply on behalf of students by submitting a narrative including:

- (a) A brief description of the civic education competition or event;



(b) A brief description of what the applicant expects to learn from the competition or event;

(c) The total travel costs and how much the applicant is requesting from the program; and

(d) The total amount of matching funds the applicant has already secured or expects to secure.

What is required of districts?

In receiving the travel grant, school districts assure that they will:

1. Act as liaison with OSPI and the Civic Education Travel Grantee(s) for student travel between July 1 and June 30.
2. Submit students' applications between July 1 and December 31.
3. Provide travel opportunity for students within their district only.
4. Provide opportunities for student travelers to share their learning experience with their school and school district.
5. If districts have multiple students requesting travel funds or reimbursements, the district is responsible for evaluation of those students' needs prior to submission to OSPI.
6. Complete a final report of student activities and expenditures and how they met the requirements of the Civic Education Travel Grants Program.
7. Provide supporting documentation when requesting claims for reimbursement of expenditures.
8. Provide additional information and data when requested to respond to state and agency reporting requirements.
9. Any school district applying for the funds on behalf of one or more students must validate that the students meet the criteria outlined in the assurances listed above.

How will travel costs be paid?

Districts are responsible for reimbursing student travel after it has occurred. Subgrantees submit claims through the EDS automated expenditure reporting process and will receive funding reimbursement through the monthly apportionment process.

For more information about the Civic Education Travel Grant Program please contact:

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