



Capitol Art Field Trip Grants FY2025 Program Guidelines

Application Deadline: 30 days before your scheduled field trip date

The Oklahoma Arts Council offers vibrant, educational, docent-led tours of the newly restored Oklahoma State Capitol. In addition to offering tours that focus on making meaningful connections to the art on display, the history of our state, and the important work that takes place inside of the Capitol, the Oklahoma Arts Council can reimburse schools for transportation costs for field trips to the Capitol. Capitol Art Field Trip Grants can be used to reimburse schools for school-approved transportation, drivers, mileage, substitute teachers and additional school support staff to and from your school and the Oklahoma State Capitol.

Program Objectives

- Provide access to the Oklahoma State Capitol field trips for Oklahoma schools that might not be able to attend otherwise, especially those from rural and under-resourced schools and communities.
- Create opportunities for students to explore the Capitol's art collection, the history of Oklahoma, and the role of government and civics in our daily lives.

This grant program supports the following focus areas of Oklahoma Arts Council's 2021-2025 Strategic Plan:

- Invest in Quality Arts Education and Lifelong Learning (Goal 2: Advance Arts Education)
- Build and Empower Partnerships to Ensure Equitable Access Statewide (Goal 2: Arts Education)
- Encourage Arts-Friendly Policy and Public Value of the Arts (Goal 1: Cultivate and Support the Arts in Oklahoma)
- Promote and Equip Oklahoma Artists and Programs (Goal 1: Cultivate and Support the Arts in Oklahoma)

Overview

Project Activity Dates: Applications are currently being accepted for tours scheduled September 1, 2024, through May 30, 2025. In addition to submitting a grant application, schools must submit a request for a guided tour using the form available at <https://arts.ok.gov/tours/request.html>.

Grant Amount: Up to \$1,100 per field trip. Each school site may apply for one Capitol Art Field Trip Grant per school year for grades 3rd and above. Submission of an application does not guarantee grant funding.

Application Deadline: 30 days before the scheduled trip

Who Can Apply?

Oklahoma PreK- 12 public, charter, and private schools

What Expenses Are Allowable?

Capitol Art Field Trip Grants can be used to reimburse schools for school-approved transportation, drivers, mileage, substitute teachers and additional school support staff.

Distance from school site to the Capitol (located at [2300 North Lincoln Blvd, Oklahoma City, OK 73105](#)):

- 0-50 miles from the Capitol: Up to \$400
- 51 - 100 miles from the Capitol: Up to \$550
- 101-200 miles from the Capitol: Up to \$850
- 201 -400 miles from the Capitol: Up to \$1,100

If selected for funding, grant funds are reimbursed to the school/school district after a final report is submitted.

How to Apply

Step 1: Your school must be verified in the Oklahoma Arts Council grant portal before applying for this grant opportunity. If your school is new to Oklahoma Arts Council grants, you must create a new account in the Fluxx grant portal and complete the eligibility verification process (which may take up to 15 days to review and process). If you have questions, contact our grants office at grants@arts.ok.gov or 405-521-2040.

Step 2: Once your school is verified, you can start an application from the Apply for Funding page. Applications are due by 5:00 p.m. on the application deadline date published on the grant program guidelines. If an application deadline falls on a weekend or state holiday, the application will be due by 5:00 p.m. on the next business day. Late submissions are subject to the noncompliance policies as outlined in the General Grant Terms and Conditions.

Grant Process

1. School requests field trip on the date and time desired at <https://arts.ok.gov/tours/request.html>.
You will receive a confirmation email with your confirmed field trip date and time.
2. School requests access to the grant portal (if new to Oklahoma Arts Council grants)
3. Grant Administrator submits application
4. Oklahoma Arts Council reviews application
5. Oklahoma Arts Council sends award notification
6. Authorizing Official accepts grant contract
7. School's field trip occurs (state legislators may be notified if schools in their district are visiting the Capitol)
8. Grant Administrator submits final report
9. Oklahoma Arts Council processes grant payment to school/district

Frequently Asked Questions

Q: My school is already receiving funding through Oklahoma Arts Council's other school grant program(s). Can I apply for this opportunity?

A: Yes, you can apply for other Oklahoma Arts Council Grants for schools in addition to the Capitol Art Field Trip Grant.

Q: How do I find out if my school has access to the Grants Portal to apply for a grant?

A: Contact the Grants Office at grants@arts.ok.gov.

Funding Priorities

Due to limited funding, schools are encouraged to submit applications in advance of the deadline.

Depending on demand, the Oklahoma Arts Council will prioritize funding for schools that:

- are in rural counties (counties with fewer than 50,000 residents)
- are in [Rural Opportunity Counties](#) as designated by the Oklahoma Arts Council
 - Alfalfa, Atoka, Beaver, Blaine, Caddo, Choctaw, Cimarron, Coal, Craig, Dewey, Ellis, Garvin, Grant, Harmon, Harper, Haskell, Jefferson, Johnston, Latimer, Love, Major, Marshall, Mayes, McClain, Murray, Noble, Nowata, Okmulgee, Osage, Pawnee, Pittsburg, Pushmataha, Roger Mills, Sequoyah, Wagoner, Washita
- are in under-resourced communities (schools where at least 70 percent of students are eligible for Title I assistance)
- have not received Oklahoma Arts Council grant funding in the past

Grantee Requirements

If selected for funding, your school/school district must comply with all requirements as outlined in the Legal Assurances/General Grant Terms, grant contract, and grant program guidelines, including but not limited to the following:

- Electronic grant contract signed by the school site's designated Authorizing Official before the deadline specified in the award notification email
- Updated contact, mailing, and payment/banking information on file with the Oklahoma Arts Council and [Oklahoma Supplier Portal](#)
 - Oklahoma Arts Council will process grant payments to the same school/district bank account registered with the Oklahoma State Department of Education
- Thank you letters emailed and/or mailed to your school's state legislators
- Timely submission of a final report by the school site's designated Grant Contact before the deadline specified in the award notification email

Who to Contact for Help

For questions about this grant program, contact tours@arts.ok.gov or 405-521-6813.

For questions about grant portal access, contact Martyna Sandoval, Grants and Programs Associate, at martyna.sandoval@arts.ok.gov or 405-521-2040.

For questions about managing your grant award, contact Thomas Tran, Grants Director, at thomas.tran@arts.ok.gov or 405-521-2041