

## How to Apply for a Grays Harbor Historical Seaport Title I Scholarship

All public schools designated as “Title I” (schools eligible for federal assistance due to high numbers or high percentages of students from low-income families) by the Department of Education are eligible for Grays Harbor Historical Seaport’s Title I scholarship to fund their *Voyage of Explorers* sailing field trip. Scholarship funds are generously provided by the Magic Cabinet Foundation.

Applicants must complete the Title I Scholarship Application below and submit proof of their Title I status. This can be in the form of a letter from the principal stating your Title I status and the percentage of low/reduced-price lunches. Applications should be typewritten or legibly printed. Scholarship applications must be completed in full and include the required signatures. We suggest submitting your application far in advance of the date of your scheduled program.

### *Review Process*

Applications may be submitted at any time and will be reviewed by a staff committee of the Executive Director and others, which will make award recommendations on a case by case basis. All decisions are final. Applying schools will be notified of the committee's decision within 21 days of their application.

### *Approval Process*

Applicants can pay their full program costs once their scholarship application is approved, or they can pay a non-refundable deposit and be invoiced the final amount based on the final program headcount. The applicant(s) must pay the remaining portion of their program fee in a timely fashion as requested by Grays Harbor Historical Seaport.

### *Reporting*

Two weeks after the participation of education program awardees must:

Provide to the Magic Cabinet Foundation sponsors individual thank-you letters from the students and teacher. Students may also provide essays and drawings of their experience. Letters may be addressed to Magic Cabinet members or Dear Sponsor. **Please note:** the thank you letters are an important part of Grays Harbor Historical Seaport grant reporting. If thank you letters are not provided by the awardees, then the school may be invoiced for the full amount of the program.



# Title I Scholarship Application

Sponsored by Magic Cabinet Foundation

Name of school/group submitting application: \_\_\_\_\_

Contact person: \_\_\_\_\_  
(First) (Last)

Title/Relationship to group: \_\_\_\_\_

School/Group Address: \_\_\_\_\_

\_\_\_\_\_  
(City) (State) (Zipcode)

Primary Contact Person's Phone Number: \_\_\_\_\_

Primary Contact Person's E-mail: \_\_\_\_\_

There are many groups who need supplementary funding in order to participate in tall ship education programs. Please complete the following information to demonstrate your Title I status and evidence of financial need. You must also submit a letter from a school administrator supporting your application for scholarship assistance.

Grade level(s) participating: \_\_\_\_\_

Number of total students: \_\_\_\_\_

Number of total adults (teachers, chaperones, parents): \_\_\_\_\_

What percentage of students qualify for federal free/reduced lunch program? \_\_\_\_\_

How many field trips do you take your participants on each year? \_\_\_\_\_

How are these trips typically paid for? \_\_\_\_\_

My group is able to contribute \$\_\_\_\_\_ toward the costs of this education experience.

Date of our group's scheduled tall ship educational program: \_\_\_\_\_  
(Month/Year)

Please add any other comments:

I understand that funding is contingent upon the approval of Grays Harbor Historical Seaport and its selection committee. I also understand that all decisions of the selection committee are final. I will comply with the requirements of the Magic Cabinet Foundation's scholarship application stated in this document. I will take the sole responsibility of ensuring that each student has written permission from his or her parent and/or legal guardian to participate in this program.

\_\_\_\_\_  
(Signature)                      \_\_\_\_/\_\_\_\_/\_\_\_\_  
(MM)                      (DD)                      (YYYY)