



Access Aquarium Grant Application Information

Who qualifies for the Access Aquarium Grant?

High-need schools or United Way designated non-profit organizations that work with underserved or special needs clients qualify to apply; other organizations that can demonstrate need will be considered.

Access Aquarium funding is NOT for siblings, family members or friends of approved students or chaperones.

What activities does Access Aquarium support?

Funds are used to assist with admission to the Virginia Aquarium, Aquarium Onsite School Programs, and Outreach Programs. Funds are NOT available for movies, overnight program, or boat trips.

How often should we submit an application?

All applicants must submit a new (current year) application each year as requirements may change.

Incomplete applications will not be processed.

How do I apply?

- Complete the application (**Parts I and II**) and submit via fax or U.S.P.S. mail. Funding is not guaranteed, and it is provided on a first come, first served basis. It is recommended to submit your application early, as some groups will be placed on a waiting list if funds are not readily available.
- Please keep in mind that standards-based Onsite and Outreach programs must be booked a minimum of 1 month in advance, although booking further out is encouraged.
- A confirmation email will be sent once your application is received and processed. This takes up to 2 weeks.
- Approved groups will be contacted by Virginia Aquarium staff to schedule their visit or program. Groups will have **30 days** to schedule their visit or program. Approved groups who have not finalized bookings within 30 days will forfeit their funding and will be added to the bottom of the waiting list.

Access Aquarium Application Checklist:

- Part I. Applicant Information** – Must be filled out **completely**, including a **signature from Principal/ Organization Supervisor**.
- Part II. Request Letter on School/Organization Letterhead**

Request Letter – Must be on official school/organization letterhead **and signed by the same**

Request Letter must include:

- Explanation of underserved status:
 - Demographic description of the group (i.e. financial, special needs, physical, mental or ESL)
 - Educational rationale-How will a visit to the Virginia Aquarium & Marine Science Center meet special learning requirements and/or specific Virginia SOLs and curriculum being studied at the time of your visit/program?
- Signature of School Principal or Organization Supervisor (**Applications must have the same signature on Part I**)

Principal/Organization Supervisor who signed part I. Signatures of teachers, handwritten letters, emails, or fax coversheets will not be accepted.

Please submit completed applications via U.S.P.S. mail or fax to:

Virginia Aquarium & Marine Science Center
ATTN: Education Programs Clerk
717 General Booth Blvd.
Virginia Beach, VA 23451

FAX: 757-437-4976



Education Office Use Only		Guest Services
Date Received: _____	<input type="checkbox"/> Approved Initials: _____ Date: _____	Contact Date: _____ Schedule Date: _____
Total Students/Clients: _____	Total Chaperones: _____	#Children: _____ #Chaperones: _____
Special Instructions: _____ _____		# Extra: _____ Visit Date: _____

Access Aquarium Grant Application 2018-2019

Part I. Applicant Information - Please type or clearly print. Incomplete applications will not be processed.

Today's Date: _____ Contact's Name: _____

Name of School/Organization: _____

Primary Phone: _____ Secondary Phone: _____ Fax: _____

E-mail Address(es): _____

Title I School? Yes No United Way Designation Number _____ N/A

Percentage on Free/Reduced Lunch: (Check one) N/A 25-50% 50-75% 75-100%

Group is requesting funding (select one):

Aquarium Visit Only Aquarium Visit & Onsite Program Outreach Program Adventure Park

Grade Level(s) or Ages of students or clients: _____

TOTAL number of:

- Students or Clients _____
- # Teacher(s) _____ # Chaperones _____ **Chaperone Ratio: Pre K (1:5); 1st – 12th (1:10); Special Needs (1:1)*

The financial assistance will be provided for an **exact** number of students/clients and chaperones, which does not include family or friends. **Any additional attendees will be required to pay full price.**

Principal's/Organization Supervisor's Signature (APPLICATIONS WILL NOT BE PROCESSED UNLESS SIGNED)

Printed Name: _____ Signature: _____

Principal's/Supervisor's Phone Number _____

****Please refer to the page 1 for information on request letter on school/organization letterhead as a requirement in addition to the complete application.***

Submit completed applications via U.S.P.S. mail or fax to:

Virginia Aquarium & Marine Science Center Fax: 757-437-4976
 ATTN: Education Programs Clerk
 717 General Booth Blvd.
 Virginia Beach, VA 23451