



IDAHO STATE  
**HISTORICAL  
SOCIETY**

## **Ray Knight Memorial Scholarship Application**

**School Name:**

Send Completed Applications to:  
**2445 Old Penitentiary Road Boise, ID 83712**

or

[amber.beierle@ishs.idaho.gov](mailto:amber.beierle@ishs.idaho.gov)

**Deadline for Applications: November 1, 2021**  
**(Notification to Grant Recipients: November 5, 2021)**

The Ray Knight Memorial Scholarship grant program engages Idaho students in educational experiences outside the classroom at the Idaho State Historical Society's Idaho State Museum, Old Idaho Penitentiary, and historic sites (Franklin Historic Properties, Rock Creek Station and Stricker Ranch Homesite, and Pierce County Courthouse). In order to be awarded a grant you must make a reservation in advance of receiving the grant. Your grant will not be considered if you have not made a reservation. Award money must be used in the 2021-2022 school year or returned to the Idaho State Historical Society.

A total of \$10,000 in grant funds is available this year. Grants will be awarded on the basis of need, distance traveled, and field trip application in the classroom. Criteria are weighted so lacking one qualification will not necessarily disqualify your school. Grants should be filled out by a representative from your school or supporting parent-teacher organization/association. Awarded grants will not be written to private individuals. If your school is awarded a grant, a W-9 and an invoice requesting funds is required. To reach as many Idaho schools as possible some consideration will be given to regional representation.

Please fill out the following pages completely and thoroughly. Contact information should be accurate. This is a competitive grant with limited funds so read instructions and "FAQ" information carefully. Failure to fill out this form thoroughly and completely and/or providing inaccurate information will lead to your immediate disqualification from consideration. By signing below, you acknowledge all the information you provided is an accurate and factual representation of your school's needs. Funds must be reimbursed fully if applications are found to be misleading or purposefully inaccurate.

*Please use black ink and write legibly.*

**School Name:**

**Address:**

**Contact Name:**

**Phone Number:**

**Email Address:**

**Signature:**

# Frequently Asked Questions

## **What if we have to cancel due to COVID-19?**

Contact us ASAP with your cancellation. Any money sent to your school will either be applied to a 2022-2023 school year field trip or should be returned to the Idaho State Historical Society. If you were awarded funds, but did not receive them before the cancellation, your award is NOT automatically applied to the next school year and you will need to reapply.

**\*Check with each site about Covid precautions, like masking, before scheduling.**

## **Who reviews applications and selects award recipients?**

At least two Idaho State Historical Society employees and one Foundation for Idaho History board member review applications and select finalists; the Historic Sites Administrator facilitates.

## **Can I use funds from this school year to pay for next school year?**

No. Awards must only be spent on field trips in the current school year (2021-2022).

*Covid exceptions apply, see above.*

## **We already went on our field trip can we apply to be reimbursed?**

No. Awarded funds are only for visits which have not already occurred.

## **My school does not necessarily qualify for all criteria, should I even apply?**

Yes. There are three award criteria: Need, Distance Traveled, and Application in the Classroom. You are *not* disqualified for lacking one area of criteria. If you find you are lacking two criteria, keep in mind this is a competitive grant.

## **Can multiple classrooms from the same school receive scholarships?**

No. Only one scholarship per school can be awarded. We encourage teachers from the same school to work together and coordinate your visit to make a stronger application.

## **My school was awarded money last year, can I still apply?**

Yes, though fully qualified schools which never received funding are given extra consideration.

## **I have not made my field trip reservation; can I still apply?**

No. You must make your reservations *before* you submit your application. We understand some schools cannot attend if they do not receive an award. In that case, once awards have been announced you *must* cancel your reservation. Penalties for "no call, no show" will apply.

## **I accidentally misstated something on my submitted application, can I change it?**

No. We expect you to peer-review and thoroughly edit your application before final submission.

## **My school received a Title I scholarship or other award from the Idaho State Museum, can we still apply for this grant?**

Yes, but this is a competitive grant. Extra consideration will be given to schools who have not been able to previously visit the Museum and sites this school year.

## **My school was just selected as an award recipient, how do I get the funds?**

Award recipients must submit an invoice requesting the funds, as well as a W-9 form from your school. We cannot release funds to your school until we have received those items.

# CONTACT & COST INFORMATION

**Idaho State Museum** (610 N Julia Davis Dr Boise, ID 83702)

Contact: Emily Ford, 208-334-2120

Onsite Programs Cost: \$3 per student (Self-Guided Visit), \$4 per student (Guided Museum Tour), \$5 per student (Education Workshop including Museum Tour)

Note: Teachers and school employees are free, adult chaperones are free within a 1:5 ratio, adult chaperones over the 1:5 ratio will be charged full admission

Virtual Programs Cost: \$50 per class (Distance Discoveries Workshop or Virtual Tour) Traveling Trunk Cost: Please reach out to the Museum for pricing

**Old Idaho Penitentiary** (2445 Old Penitentiary Rd. Boise, ID 83712)

Contact: Anthony Parry, 208-334-2844

Cost: \$2 per student and adult chaperones

Note: Teachers and school employees are free

**Franklin: Relic Hall, Hatch House, Doney House** (111 E. Main St. Franklin, ID 83237)

Contact: Susan Bodrero, 208-646-2290

Cost: \$0.50 per student and adult chaperone

**Stricker Ranch/Rock Creek Station** (3715 Stricker Cabin Road, Hansen, ID 83334)

Contact: Judy Robinson, 208-423-4000, [jrobinson83301@yahoo.com](mailto:jrobinson83301@yahoo.com)

Cost: \$0.50 per student

Note: Teachers and adult chaperones are free.

# GRANT APPLICATION

**What Idaho State Historical Society location(s) or resources are you requesting?**

- Idaho State Museum – Boise, Idaho
- Old Idaho Penitentiary – Boise, Idaho
- Relic Hall, Hatch House, Doney House – Franklin, Idaho
- Rock Creek Station/Stricker Ranch – Hansen, Idaho
- Traveling Trunk Program – Idaho State Museum – (Specify Trunk)

**What is the time and date of your field trip(s) or trunk reservation?**

**If you have not scheduled a field trip you cannot apply for this grant! Multiple locations and/or dates and times should be typed on a separate sheet of paper.**

		&			
Location	Time	Date	Location	Time	Date

**Your school’s estimated cost of field trip(s):**

**Each location has different fees, see attached fee schedule and accurately list costs!**

- Admission Fees:** \$
- Transportation Costs:** \$
- Other (Specify):** \$
- Total:** =

**Requested amount of funds (you must select only one):**

- \$50
- \$100
- \$200
- \$300
- \$400
- \$500

**If awarded, money will be used for (circle all that apply):**

- Transportation
- Admission Fees
- Virtual or Trunk Program

**Are you a Title I school?** Yes      No

**Have you applied for any other Title I assistance at the** Yes      No

**Idaho State Museum?**

**How many students will attend your field trip(s)?**

**If your school does not receive this scholarship will you cancel your field trip?**

Yes      No

**Approximate distance from your school to the field trip site(s):**

**Need only list those sites you plan to visit**

- Idaho State Museum (610 N Julia Davis Dr Boise, ID 83702): Miles
- Old Idaho Penitentiary (2445 Old Penitentiary Rd. Boise, ID 83712): Miles
- Relic Hall, Hatch House, Doney House (111 E. Main St. Franklin, ID 83237): Miles
- Rock Creek Station/Stricker Ranch (3715 Stricker Cabin Road, Hansen, ID 83334): Miles

# **Ray Knight Memorial Scholarship**

## **Essay Portion**

**On a separate page please answer the following questions in 1000 words or less. It is important to be specific and use details. You need to demonstrate that your school needs these funds and you will use your field trip experience as an educational opportunity. Answers should be typed and attached to the application.**

1. Please describe why your school needs these funds?
2. How will this field trip experience enhance your classroom curriculum?
3. Have you identified any additional funding to assist in field trip costs beyond this grant.  
Has this been successful? (i.e. other grants, PTO/PTA, fundraisers)

# Ray Knight Memorial Scholarship Grant Checklist

Please use this checklist ***BEFORE*** you submit your application. Any incorrect information, intentional or not, can lead to your school's immediate removal from award consideration:

I have made my field trip reservation.

I have thoroughly edited and had this application reviewed by a peer. It includes:

- ✓ Verified Distance Travelled
- ✓ Verified School/Classroom Numbers
- ✓ Verified Estimated Costs
- ✓ Essays Edited and Complete

I am emailing this application to [amber.beierle@ishs.idaho.gov](mailto:amber.beierle@ishs.idaho.gov)

**OR**

I am sending this application to 2445 Old Penitentiary Rd. Boise, ID 83712

I have included my school's W-9 Form  
*(Forms from schools not selected will be shredded and discarded)*

I, \_\_\_\_\_, do certify that all the information included  
Print Name

is submitted and accurate. I understand that including inaccurate information, intentionally or otherwise, may lead to the removal of my application from consideration.

Signature

Date

# Ray Knight Memorial Scholarship Invoice

## **Awardee Information**

*School Name:*

*Teacher Name:*

*Address:*

## **Award Amount**

\$

Only submit this form AFTER you have been awarded funds. These funds will be spent in accordance with the grant application that the Idaho State Historical Society approved.

### **We have submitted or enclosed a completed W-9 form.**

Invoice payment will be made to the name of the school and mailed to the address on the W-9 form.

Federal Tax Identification number is:  
*(must match W-9)*

(Signature of authorized individual)

(Date)

(Printed or typed name of above authorized individual):

List the person most knowledgeable of how these funds were expended:

Name (if different than above):

Email:

Telephone:

Please remit invoice and W-9 to the:  
Idaho State Historical Society  
Attention: Accounts Payable  
2205 Old Penitentiary Road  
Boise ID 83712

**If you have any questions please call the fiscal office at (208) 514-2303**