

INCENTIVE GRANT PROGRAM GUIDELINES



If you are in the following districts, you are eligible to receive Incentive Grant funds for your Studio Workshop fees and bus fees for your Studio Workshop or Docent-led School Tour. **The incentive may not be used for teacher-led tours.**

Missouri: KCMSD and its Charter Schools, Center, Hickman Mills, Grandview

Kansas: KCK, Piper, Turner, Bonner Springs

SCHEDULING

- To register by mail or online, follow the steps indicated on the School and Youth Serving Organizations poster.
- Studio Workshops and School Tours are offered September – May.
- Scheduling requests are accepted on a “first come, first serve” basis.

CHANGES

- Please contact us as soon as possible to change the number of attending students.

CANCELLATIONS

- Cancellations must be made in writing five or more business days prior to the scheduled Studio Workshop or School Tour.
- Groups that fail to cancel their visit five or more business days prior to the scheduled Studio Workshop or School Tour cannot reschedule their visit.
- If your school is closed due to inclement weather, please contact us to reschedule.

TRANSPORTATION

- Groups are responsible for arranging bus transportation. **The bus company should invoice the Museum directly.** Transportation invoices must be submitted within 30 days of the visit.
- Transportation costs are paid when traveling to and from the Museum only. **Any costs associated with additional stops are the group’s responsibility.**

CONTACTS

Incentive Program | Incentive@nelson-atkins.org
Studio Workshops | StudioWorkshops@nelson-atkins.org
Tours | Tours@nelson-atkins.org

Thank you! We look forward to your visit!