



Education and Community Engagement

TRANSPORTATION SUBSIDY

Through the generosity of our donors, CAA is pleased to offer bus subsidies to school groups who may not otherwise be able to attend SchoolTime performances due to the cost of transportation. Limited funds are available. Transportation subsidies are assigned on a first-come, first-served basis.

If you are interested in receiving financial assistance for transportation to a SchoolTime performance, please review the following steps before submitting the online [2022-2023 SchoolTime Order Form](#).

1. Review the [SchoolTime Policies & Registration Procedures](#).
2. Complete and submit your [SchoolTime Order Form](#) online and indicate your interest in receiving a bus subsidy on the form. You will be contacted within ten business days of your submitted order and the status of your request.

IF YOU ARE APPROVED FOR A TRANSPORTATION SUBSIDY, THE FOLLOWING ACTIONS ARE REQUIRED:

1. Confirm receipt of your status, acceptance, or withdrawal of the request
1. Pay for reserved seats **two weeks prior** to your scheduled field trip.
2. Attend the designated performance, arriving via school bus.
3. Provide a copy of the official transportation invoice and proof of payment for your field trip within 30 days following your scheduled SchoolTime performance. For reimbursement note to WHOM payment should be made and WHERE it should be sent.

Please note:

- It is the school's responsibility to reserve buses through its normal channels. **CAA is not responsible for reserving and/or scheduling your transportation.**
- CAA remits payment to the school that has been approved for the transportation subsidy or the board office of the approved school, NOT third-party transportation agencies. It is the school's responsibility to pay transportation agencies outside their home district, and subsidies are paid to the school as a reimbursement.
- Bus subsidies are only remitted for buses transporting students to and from the theater. CAA will not reimburse for extraneous buses scheduled and/or dispatched which did not transport students for their field trip.
- Bus subsidies are available only for SchoolTime performances—not for Broadway performances.
- Subsidies will be remitted within 30 days of invoice receipt.

All correspondence regarding Cincinnati Arts Association's Transportation Subsidy Program should be emailed to education@cincinnatiarts.org or mailed to:

Cincinnati Arts Association
ATTN: Education- Transportation Subsidy
650 Walnut St
Cincinnati, OH 45202