

BRITISH COLUMBIA INTERNATIONAL EDUCATION MOBILITY PROGRAMS 2023/24

AWARD INFORMATION

The International Education Mobility Programs (IEMP) are intended to support capacity development for B.C. school districts to engage in international education and further develop intercultural skills and global competence for B.C.'s students.

Award applications can include a combination of eligible activities (see below), and award funding will be issued in a single block of funds **up to \$11,500**.

See [Appendix A](#) for more detailed information on program aims, eligibility, the application process, and other details.

APPLICATION DEADLINE:

Friday, September 29, 2023

AWARDS AND SCHOLARSHIPS

Eligible Activities	Funding Range	Max. # of Awards/District
Student Group Exchange	Up to \$8,500	1
Teacher Exchange	Up to \$3,000	1
Capacity Development (see Appendix A for detailed description)	Up to \$1,500	1

APPLICATION SUBMISSION PROCESS

Lead Applicants submit **ONE application package** with a description of all proposed activities that must:

- Be consistent with IEMP program aims (see [Appendix A](#)); and
- Support the stated district IE Program aims / goals / intentions identified below (see [page 4](#)).

NOTES:

- Lead Applicants do not have to apply for all eligible activities. Only apply for those activities you feel will benefit your school district and may be completed in the 2023/24 school year.
- Application package must be submitted to British Columbia Council for International Education (BCCIE) at bccie@bccie.bc.ca with a subject line reading **"2023-2024 IEMP Application"** by **September 29, 2023**.

Late or incomplete submission packages will not be considered.

APPLICATION SUBSECTIONS

NOTES:

- Sections 1, 5, and 6 are required.
- Sections 2 to 4 are at the discretion of the applicant. Only fill in sections for which you are applying.

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Section 1 - required

LEAD APPLICANT INFORMATION

The Lead Applicant (usually international education director / manager, or other senior school district administrator) must sign off and submit this application package.

The Lead Applicant must ensure that all funding activities align with the IEMP program aims and the district's IE Program aims / goals / intentions as outlined in this application. The Lead Applicant is also responsible for liaising with the award administrator (BCCIE) and administering the IEMP funds within their school district.

LEAD APPLICANT INFORMATION

Full Name (Given Name, Family Name):

Position at School District:

Telephone Number (business contact # only):

Email (business email only):

SCHOOL DISTRICT INFORMATION

School District #:

School District Name:

School District Telephone Number:

City/Town:

BCSSA Region (click [here](#) to see a list of BCSSA Regions):

SCHOOL DISTRICT INTERNATIONAL STUDENT ENROLMENT FOR 2023/24 (REQUIRED)

SUPERINTENDENT INFORMATION

Superintendent Name:

Contact Information (business phone and/or business email only):

PROPOSED ACTIVITIES FOR FUNDING

Please enter information for all proposed activities and estimated budget for each:

Activity	Estimated Budget
Student Group Exchange (Up to \$8,500)	
Teacher Exchange (Up to \$3,000)	
Capacity Development (Up to \$1,500)	
Total requested funding (up to \$11,500):	

Section 1 (continued)**STATEMENT OF DISTRICT IE PROGRAM AIMS / GOALS / INTENTIONS**

The Lead Applicant must include an overarching statement of district IE Program aims / goals / intentions for the IEMP funding. The school district IE Program aims / goals / intentions should meet the IEMP program aims (see [Appendix A](#) for detailed description).

Please articulate the district IE Program aims / goals / intentions below – full sentences are not required (bullets preferred). **250 words max.** *Please do not include any personal information or third-party personal information (i.e. talk about others) in your response.*

Section 2**STUDENT GROUP EXCHANGE**

The Student Group Exchange award supports B.C. students on exchange or mobility activities to foster the development of intercultural skills and global competencies, and to strengthen relationships with foreign partners.

PROPOSED STUDENT GROUP EXCHANGE DETAILS

Destination jurisdiction(s), country/countries (and province(s)):

Anticipated # of B.C.
students participating:

Please select one (1) that applies.

One-way exchange (B.C. students outgoing)
Reciprocal exchange

Please briefly describe the purpose of the trip (e.g., reciprocal exchange trip with sister school in Tokyo, Japan).
250 words max.

Section 3

TEACHER EXCHANGE

The Teacher Exchange award supports B.C. teachers to go abroad for professional development, to strengthen relationships with foreign partners and to establish future student exchange opportunities. *Please ensure that no personal information is included in your response.*

NOTE: School districts are eligible to request up to one (1) Teacher Exchange award.

TEACHER EXCHANGE AWARD DETAILS

Destination jurisdiction(s), country/countries (and province(s)):

Name of partner in destination jurisdiction (e.g., sister school, sister city, etc.):

Primary purpose of the trip (select one (1) that applies):

One-way exchange (B.C. teacher outgoing)
Reciprocal exchange

Please briefly describe the purpose of the trip. **250 words max.**

Section 4**CAPACITY DEVELOPMENT**

The capacity development award is intended to support school district engagement in international education. The aim is to build capacity for B.C. school districts to leverage international education engagement to the greatest benefit for their students, schools, and communities.

See [Appendix A](#) for examples.

DETAILS OF PROPOSED CAPACITY DEVELOPMENT ACTIVITIES

Proposed Capacity Development Activities	Estimated Budget

Section 5 - required**APPROVAL FOR REPURPOSING FUNDS**

Repurposing of funds is possible for proposed activities that cannot be completed (e.g. cancelled due to travel restrictions). However, all repurposed funds must:

1. have a reasonable explanation for why it cannot be completed;
2. align with the school district IE Program aims / goals / intentions provided on page 4 above;
3. be approved in writing by Ministry of Education and Child Care (ECC) before the funding is expended.

ECC should be notified when it is determined the originally proposed activity cannot be completed.

I have read and confirm understanding that repurposed funds must be approved by BCCIE and ECC.

Section 6 - required**LEAD APPLICANT SIGNATURE**

BY SIGNING BELOW, I CERTIFY THAT:

- I HAVE READ AND UNDERSTAND THE INSTRUCTIONS AND DECLARE THAT ALL INFORMATION PROVIDED IS TRUE AND COMPLETE, AND I UNDERSTAND IT IS SUBJECT TO AUDIT;
- THE SUPERINTENDENT OF OUR DISTRICT IS AWARE OF AND IN SUPPORT OF THIS APPLICATION, and;
- I UNDERSTAND THAT I AM RESPONSIBLE FOR SUBMITTING A FINAL REPORT BY SEPTEMBER 2, 2024.

Name of Lead Applicant

Date

Signature of Lead Applicant

Questions regarding the application form or process can be addressed to bccie@bccie.bc.ca.

Questions regarding the collection or disclosure of the personal information can be directed to the nominee's school officials or: EDUCATION POLICY BRANCH, PO Box 9146, STN PROV GOVT, Victoria B.C., CANADA, V8W9H1. International.Education@gov.bc.ca. Telephone: 250-387-8037.

Section 7

APPENDIX A – PROGRAM OVERVIEW AND APPLICATION INSTRUCTIONS

PROGRAM OVERVIEW

The British Columbia (B.C.) Ministry of Education and Child Care (ECC) is proud to offer the B.C. International Education Mobility Programs (IEMP) for the 2023/24 school year in support of B.C. school districts, students, and communities throughout the province. The IEMP is administered by the British Columbia Council for International Education (BCCIE) on behalf of the ECC. Awards are subject to available funding.

PROGRAM AIMS

- Promoting a more equitable distribution of international education benefits across the province;
- Increasing opportunities for B.C. students to develop intercultural skills and global competence;
- Furthering B.C.'s commitment to reconciliation by promoting cultural exchanges with Indigenous peoples;
- Developing and strengthening relationships with foreign partners;
- Working toward diversification of the international student population in B.C.; and
- Promoting B.C. as a preferred study destination for international students.

WHAT'S NEW FOR 2023/24

- The program will again run with a significantly smaller funding envelope than in years past. However, the program will once more be available to all districts regardless of program size.
- Ambassador scholarships will not be available for this school year.
- School districts will continue to submit a single application for all proposed activities and award funding is provided in one allocation. Please note, school districts do not have to apply for all activity categories. Only apply for those activities you feel will benefit your district and may be completed in the 2023/24 school year.
- The Lead Applicant (usually international education director / manager, or other senior school district administrator) is responsible for filling out and submitting the application. In past administrations, applications and nominations may have been initiated at the school level by students or teachers / administrators. The revised program design requires a cohesive, overarching district approach toward how award funding meets broader district IE Program aims / goals / intentions.
- The initial application (due by **September 29, 2023**) has been streamlined and only basic information is required to apply for funding.
- The Lead Applicant is responsible for submitting to BCCIE a detailed **Final Report** by **September 2, 2024**. The Final Report should include a more detailed description of each activity (e.g., itinerary, learning outcomes) and an accounting of how funding was expended. See the [Reporting Requirements](#) section below for additional details.

ADJUDICATION PROCESS

Applications will be evaluated based on the following criteria:

- Alignment with program aims ([see above](#)) – ***Please describe in district IE Program aims / goals / intentions section.***
- Alignment with government priorities or existing programs (e.g., Memorandums Of Understanding, Reconciliation / Indigenization, Global and Intercultural Skills Program (GISP) pilot – ***Please describe in district IE Program aims / goals / intentions section.***
- Preferential selection given to school districts establishing new international education programs, or expanding smaller programs (e.g., programs with 100 or fewer international students).
- Preferential selection given to activities that involve Indigenous students, or activities related to Indigeneity.

- Preferential selection given to activities that engage ELIGIBLE PARTNERS which include:
 1. [MOU partners](#) (international government-to-government agreements)
 2. Local-level MOU partners (e.g., district-to-district or school-to-school agreements)
 3. Sister city / sister school partners
 4. **Emerging or Priority Partners** are countries that are not traditionally strong sources of international students studying in B.C., or countries in which school-to-school relationships are less common, but which can benefit B.C. through increased diversity, or which have the potential for growth. Engaging with these countries contributes to diversity for international education programs, fosters new relationships for B.C. school districts, and increases opportunities for B.C. students to develop their intercultural skills and global competence.
- Student Group Exchanges are prioritized above other funding categories.
- Award recipients will be chosen from applications that meet the eligibility criteria and are complete, taking the above considerations into account.
- Regional representation will be considered, depending on the number of applications and availability of award funding.

AWARD NOTIFICATION AND DISTRIBUTION

- The Lead Applicant for districts with successful applications will be notified by email.
- Notification of the Award value will be sent to the school district by **October 20, 2023**.
- In the event that there are insufficient applications that meet the eligibility criteria, Award amounts may be increased, or funding may be offered to specific partners to support other similar K-12 initiatives.
- Individual Award recipients (students and teachers) may be contacted for testimonials and images at a later point to be used for promotional purposes, with their consent.

REPORTING REQUIREMENTS

- Successful Lead Applicants who receive funding under the IEMP are required to submit a **Final Report** to BCCIE for all funded activities by **September 2, 2024**.
- In the Final Report, the following are required:

Student Group Exchange (if applicable)

- Summary of activities undertaken
- Description of learning aims and outcomes, including pre-departure preparation, in-travel activities, and post-travel reflections
- Budgetary expenditures specifically accounting how mobility award funding was utilized
- Description of foreign partner engagement (e.g., which activities were part of the partnership, what longer-range plans are for engaging the partner on an ongoing basis)
- Lessons learned / advice for best practices

Teacher Exchange (if applicable)

- Summary of activities undertaken
- Description of learning aims and outcomes, including pre-departure preparation, in-travel activities, and post-travel reflections
- Budgetary expenditures specifically accounting how mobility award funding was utilized
- Description of foreign partner engagement (e.g., what activities were part of the partnership, what are the longer-range plans for engaging the partner on an ongoing basis)
- Lessons learned / advice for best practices

Capacity development activities (if applicable)

- Summary of activities undertaken and alignment with district IE Program aims / goals / intentions
- Record of budgetary expenditures

APPLICATION INSTRUCTIONS

NOTE: Sections 1, 5, and 6 of the application form are mandatory.

SECTION 1 – LEAD APPLICANT INFORMATION (REQUIRED)

Lead Applicant Information

- In this section, fill in your business contact information and school district details in full.
- For *School District International Student Enrolment for 23/24*, enter the total number of students expected to enrol in the district in the first semester. For example, if you have 90 students studying in your district on September 15th, but are expecting another 15 students to arrive on September 22nd and 15 additional students by October 1st, please enter 120.

Proposed Activities for Funding

- Complete the table as follows:
 - In the “Estimated Budget” column, enter your proposed budget for each activity.
 - If you are not applying for a particular activity, enter zero (0) in the “Estimated Budget” field.
 - For other proposed activities, enter your best estimate based on activity type, destination, etc. (Please round to the nearest hundred).
- Add all the “Estimated budget” fields and enter the total in the “Total requested funding” field.

Statement of district IE Program Aims / Goals / Intentions

- Describe your school district’s overarching IE Program aims / goals / intentions. Some questions you may want to consider:
 - How will the IEMP funding be used to benefit the students and schools in your district?
 - How does the international education program align with the strategic plan (or priorities) in your district?
 - Where would you like to see your international education program go in the next 2 / 5 / 10 years, and how will that ultimately benefit students and schools in the district?
- Response should be **250 words maximum** (bullet points are preferred).
- Please do not include any personal information or third-party personal information (i.e., talk about others) in your response.

SECTION 2 – STUDENT GROUP EXCHANGES

Purpose

- Student group exchanges provide opportunities for B.C. students to go abroad and develop intercultural skills and global competence. They also provide opportunities to develop or strengthen district-to-district or school-to-school partnerships, and in some cases support diversification of the international student population.

Eligibility Criteria

- Exchange and mobility activities must meet the following eligibility criteria:
 - Align with the overarching IEMP Program Aims and district IE Program aims / goals / intentions;
 - Be organized by a B.C. public school and approved by the board;
 - Have a minimum of five (5) B.C. students participating from between Grades 8 to 12;
 - Have a minimum duration of one (1) week; and
 - Take place between **August 31, 2023** and **August 31, 2024**.

NOTE: Funds can be applied to eligible student airfare, transfers, and accommodation expenses. A detailed accounting of expenditures (only for the award funding and not for overall activity costs if total costs exceed award funding) will be required in the **Final Report** (see [page 10](#) above). Receipts are not required.

Application Instructions

- Enter the destination jurisdiction / (country and province) for the activity. If there is more than one jurisdiction / country / province, please include all.
- Enter the number of B.C. students anticipated to take part in the activity. Student Group Exchanges must have at least five (5) participating B.C. students. There is no maximum.
- Select the applicable radio button to indicate One-way or Reciprocal exchange.
 - **One-way exchanges** are activities where B.C. students visit partner institutions / jurisdictions / countries.
 - **Reciprocal exchanges** are activities where B.C. students visit partner institutions (e.g., sister schools) / partner jurisdictions (e.g., sister cities) and students from those institutions / jurisdictions visit B.C. Reciprocal activities should take place within the same school year.
- In the text box, describe the purpose of the trip in basic terms. For example:
 1. Cultural exchange / partnership activity with sister school in Tokyo, Japan (provincial MOU partner).
 2. Reciprocal linguistic and sociocultural activity to a partner school in Lyon, France to foster cultural awareness and improved French language skills for B.C. students.

SECTION 3 – TEACHER EXCHANGES

Purpose

- Teacher exchanges provide opportunities for B.C. teachers to go abroad for the purpose of relationship building with a foreign partner, which may lead to future engagement and possible student exchange opportunities, and for professional development.
- The Lead Applicant may be required to identify a teacher in the district who is interested in this opportunity. In past administrations, teachers may have initiated an application individually before seeking school principal approval and district approval. However, the teacher exchange must now align with the statement of district IE Program aims / goals / intentions, and the Lead Applicant is likely best positioned to determine this fit.
- School districts may only request one (1) Teacher Exchange award per district.

Eligibility Criteria

- The teacher involved in the exchange must:
 - be a B.C.-Certified teacher in good standing;
 - have a position and continuing contract (or equivalent) at a B.C. public school; and,
 - have the support of the school's principal.
- Preferential selection will be given to exchanges that have a strong relationship-building component (i.e., strengthening relationships with a foreign education partner for the purpose of facilitating or enhancing future student and cultural exchange).

NOTE: Activity may already have occurred at the time of application. Funds can be applied to eligible airfare, transfers, and accommodation expenses planned to occur **between August 31, 2023 to August 31, 2024**. Applicants cannot engage in “paid employment” while abroad and should not receive funding from another source for this mobility activity (e.g., scholarship, bursary, grant, travel award, professional development, etc.).

Application Instructions

- There is space on the application form for one (1) proposed teacher exchange.
- **Do not** include teacher names, or other personal information on the application. This information will be required in the **Final Report** submission (see [page 10](#) above for details).
- Enter the destination jurisdiction / (country and province). If the exchange activity is going to more than one jurisdiction / country / province, please list all.
- “Foreign Partner” refers to a school or organization. Do not include personal details, such as a foreign teacher's name.

- Under “Primary purpose of the trip” select the applicable radio button.
 - **One-way exchanges** are activities where B.C. teachers visit partner institutions / jurisdictions / countries.
 - **Reciprocal exchanges** are activities where B.C. teachers visit partner institutions (e.g., sister schools) / partner jurisdictions (e.g., sister cities) and teachers from those institutions / jurisdictions visit B.C. Reciprocal activities should take place within the same school year.
- In the text box, describe the purpose of the trip in basic terms. For example:
 1. A French immersion teacher going to a sister school in France for the purposes of professional development and partnership development related to the B.C. curriculum.
 2. A B.C. teacher going to a partner school in Vietnam to establish / strengthen partner relations and for professional development, and later in the school year a Vietnamese teacher from the same school coming to the B.C. district. There may also be benefits for recruitment of student from an emerging market with this exchange.

SECTION 4 – CAPACITY DEVELOPMENT

Purpose

- The intention of the “capacity development” award is to support B.C. school districts to engage in international education to the benefit of local students, schools, and communities.
- Capacity development may take on a number of different forms. However, all proposed capacity development activities should support the district IE Program aims / goals / intentions.

Examples of activities that this award may be used to support include:

- Staff training (e.g., workshops related to international education, such as student mental health, marketing practices, etc.) – may include travel and accommodation for domestic workshops
- Consultant (or contractor) fees for consultation / training related to international education
- Membership fees (in an international education or related association)
- Participation in mentorship programs

NOTE: Other capacity development activities may be eligible but must be approved by BCCIE before funds can be expended.

Instructions

- In the left column, briefly summarize the type of activity / expenditure requested.
- In the right column, include the estimated cost of the corresponding activity / expenditure. The exact cost of the activity may not be known at the time of application. Please provide an estimate to the best of your ability.

SECTION 5 – APPROVAL FOR REPURPOSING FUNDS (REQUIRED)

- Repurposing of funds is possible for proposed activities that cannot be completed (e.g., cancelled due to travel restrictions). However, all repurposed funds must:
 - Have a reasonable explanation for why the proposed activity cannot be completed;
 - Align with the school district IE Program aims / goals / intentions; and
 - Be approved in writing by ECC before the funding is expended.

Instructions

- Ensure you read **Appendix A** and understand all requirements for repurposing funds.
- Check the box to indicate you have read and understand your responsibilities as Lead Applicant.

SECTION 6 – LEAD APPLICANT SIGNATURE (REQUIRED)

- With your signature, you are confirming that you:
 - Have thoroughly read and understand both the application form and this Appendix, and you agree to the terms therein;
 - Will distribute funds in a manner consistent with your district's stated IE Program aims / goals / intentions as outlined in your application;
 - Will adhere to Freedom of Information and Protection of Privacy Act (FOIPPA) guidelines in the act of sharing any personal information; and,
 - Have filled out the application form with information that is true to the best of your knowledge.
- Please enter your name and date in the text boxes.
- Add your signature (electronic signature is acceptable).

SUBMISSION

The Lead Applicant must submit the application package to BCCIE at bccie@bccie.bc.ca with a subject line reading “**2023-2024 IEMP Application**” by **September 29, 2023**.