



APPLICATION GUIDELINES

Travel between January 1 and December 31, 2016

Teachers and youth-group leaders in British Columbia are invited to apply for travel funding for student and youth groups making educational visits to the provincial capital. The program is open to teachers at any public school, any independent school certified by British Columbia's Ministry of Education, or any member school of the First Nations Schools Association. Applications will also be accepted from leaders of non-school non-sectarian youth groups such as Scouts, Guides, Sea Cadets, 4H clubs, etc.

APPLICATION DEADLINE

The completed application package must be received by **NOVEMBER 19, 2015**, for travel in calendar year 2016 (January 1 to December 2016).

ELIGIBILITY FOR FUNDING

Please note the following eligibility guidelines:

- The group will consist of at least 10 youth. Groups will be funded to a maximum of 60 youth. Exceptions can be made in the case of small schools or small classes, especially in rural locations. Contact capitalforkids@gov.bc.ca.
- The group will be accompanied by an appropriate number of teachers and adults, according to the regulations of the particular school district or other authority.
- Travel funding is not intended for sports teams, music ensembles, or other specialized extra-curricular or co-curricular groups. Rather, funding is intended to encourage students of all interests to learn about their capital as part of their general education. However, if an extra-curricular activity is combined with an educational trip on government and democracy it may be partially funded.
- At any time prior to their departure for the capital, participants must receive at least two hours of classroom instruction on how the provincial government and the Legislature function. (Some teachers/group leaders may choose to do much more).

While we recognize that positive learning experiences for young people can take many forms, and that enjoyment in learning generally makes it more effective, itineraries demonstrating a connection to the BC Social Studies curriculum will be given preference over those that do not. We encourage a tour of the **Royal BC Museum** as part of the itinerary.

STEP ONE *Book a tour of the BC Legislature*

REMINDER!

You must book your tour of the BC Legislature first. It is free to book a tour and can be booked online at <https://www.leg.bc.ca/content-peo/Pages/Tour-Information.aspx>. As tour space is limited and times can fill quickly, we require that this step be taken prior to submitting your Capital for Kids Application. Forward your 'Tour Request Approved' email sent to you by the Legislature Tour Office with your application. Your funding application will not be processed until we receive your 'Tour Request Approved' email.

Please note that the Legislative Tour Office is a branch of the Legislative Assembly of British Columbia, and is completely separate from the Ministry of Community, Sport and Cultural Development which administers the Capital for Kids funding program. Any change or cancellation of your tour booking must be made directly with their office by phone at 250-387-3046 or email at tours@leg.bc.ca.

STEP TWO *Determine how much funding is available for your trip*

Table 1 – Determining your Travel Zone

On the table below, find your school district and look left to determine which travel zone you are in. Zones are geographic areas based on clusters of school districts with similar travel logistics. For School District #93 Conseil scolaire francophone; Independent schools; and youth groups, please use the public school district number that best matches your location.

Zone	School District
Zone 1	64, 68, 79
Zone 2	33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 69, 70, 71, 72 (Vancouver Island), 75, 78
Zone 3	22, 23, 46, 47, 48, 51, 53, 58, 67, 72 (Mainland), 73 (Barrier and South), 74, 84, 85
Zone 4	5, 6, 8, 10, 19, 20, 27, 28, 73 (North of Barrier), 83
Zone 5	49, 57
Zone 6	52, 54, 59, 60, 82, 91, 92
Zone 7	50, 87, 81

Table 2 – Determining the per capita funding level

On the table below, find the travel zone you are in. Read across the table until you are in the column for the number of nights you will be away from home. The amount listed is the maximum amount of funding that the program will reimburse for each youth who travels to Victoria and takes a tour of the BC legislature. The program does not fund the travel of teachers, chaperones or other adults on the trip.

Zone	Number of Nights Away from Home Community				
	0	1	2	3	4+
Zone 1	\$5	\$10	\$10	\$10	\$10
Zone 2	\$10	\$20	\$20	\$20	\$20
Zone 3		\$40	\$60	\$80	\$80
Zone 4			\$100	\$120	\$140
Zone 5			\$160	\$190	\$220
Zone 6			\$240	\$270	\$300
Zone 7			\$300	\$350	\$400

STEP THREE *Complete and submit an application form*

The application package consists of an application form and your “Tour Request Approved” email(s) confirming that you have pre-booked a legislative tour for everyone on the trip. You may complete the form online or as a paper copy but it must be signed by the applicant teacher/group leader and co-signed by the school principal/regional leader. Unsigned application forms will not be accepted.

The application package can be sent in by mail, courier, fax, or emailed as an attached PDF file.

BY EMAIL: capitalforkids@gov.bc.ca
BY FAX: (250) 387-4099
BY MAIL: *Ministry of Community, Sport and Cultural Development*
Arts, Culture and BC Arts Council Branch
P.O. BOX 9819 STN PROV GOVT
Victoria BC V8W 9W3

You will receive an email within 7 calendar days of your submission that your submission has been received. This email will also verify if your application is complete or if any information or documentation is missing.

LATE APPLICATIONS OR DOCUMENTS WILL NOT BE ACCEPTED

- If you do not receive confirmation of the receipt of your application by email within one week of submitting your documents, there may have been an error with the transmission or addressing.
- If you do not receive a confirmation email, it is your responsibility to contact the program administrator at the contact information provided above.
- If more than one week has passed after the deadline, and you have not received confirmation that your application has been received, you will not be considered for funding.

STEP FOUR *Your application form will be adjudicated*

Applications will be ranked based on the following criteria:

1. The zone the school or group is from and its distance from Victoria. We recognize that children who live farther away from the capital city do not have the same opportunities to visit the capital as those who live closer.
2. Those schools/groups from regions/zones that have been under-represented in our program in past years.
3. Those groups who include participants from Grade 5, 10 and 11 where civics is included in the curriculum will be given priority over groups from other grade levels.

STEP FIVE *You will be notified whether your application was successful or not*

The Ministry expects to complete the adjudication process and notify all applicants within **six weeks** of the application deadline as to whether or not your application was successful.

If your application is successful, we will issue a letter indicating that your application has been successful and a cheque, issued by the Ministry of Finance will be forwarded in April 2016. The Ministry of Finance will issue a cheque payable to the school, the school board, or other authority, as directed by the applicant. Cheques will not be made payable to individuals.

Because funds are limited, it is likely that some applicants will not receive funding for their groups. The *Capital for Kids* program accepts no responsibility for applicants' travel plans made prior to their being notified of the adjudication results.

STEP SIX *You visit the capital*

All travel, accommodation, insurance, and financial arrangements are the responsibility of the applicant(s). The *Capital for Kids* program accepts no responsibility or liability in these areas.

It is permissible for you to make changes in the exact dates and times of your itinerary (as stated on your application) as long as the travel occurs within calendar year 2016 and the itinerary retains its essential shape. Forward the new itinerary to the program administrator.

STEP SEVEN *Final Reporting*

Upon completion of travel, successful applicants must download a Final Report form from the program website. Failure to do so may jeopardize future funding from the program. The report must be accompanied by **Confirmation of Legislature Tour Attendance** form. The form must be filled in and signed by the Legislature's tour guide.

If the group did not travel within the calendar year or travelled with significantly fewer participants than the grant was intended to support (i.e. at least 25% less than was requested), the province must be reimbursed the difference. Please contact the program administrator for further information.