



APPLICATION GUIDELINES 2014/15

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 must be received by **NOVEMBER 21, 2014** for travel in winter or spring (February 2015 to June 2015).

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 or include a covering note with your application.
- 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. Contact capitalforkids@gov.bc.ca for more information.
- At any time prior to their departure for the Capital, participants must receive at least two hours of classroom instruction on how our 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.

EXCHANGES TO THE CAPITAL

Groups from the Capital Region are not eligible to apply for *Capital for Kids* travel funding on their own. However, they may partner with an eligible group elsewhere in the Province to arrange a "Capital for Kids Exchange," with each group visiting the other group's community.

In this case, both groups would make application, and both groups may be eligible for consideration for travel funding.

In a Capital Exchange, the applications from both groups will be evaluated based on the zone of the non-Capital group for criteria 1 and 2. The Capital group will be expected to learn about their hosts' community, while the other group will be expected to learn about the Capital. Their itinerary should, where possible, assist students to learn about local government, local industry, local heritage, etc., of the region they are visiting. Ideally, the two groups will collaborate on devising their itineraries, and will participate together in social and educational activities in both communities.

STEP ONE *Book a tour of the BC Legislature*

We ask that you book your tour of the BC Legislature first. Forward your 'Tour Request Approved' email sent to you by the Legislature Tour Office to capitalforkids@gov.bc.ca Tours can be booked online at www.leg.bc.ca under **Public Education and Visitor Info**. It is free to book a tour and there is no charge to cancel your booking. As tour space is limited and times can fill quickly, we ask that this step be taken prior to submitting your Capital for Kids Application. Your **Capital for Kids Application will not be processed until your 'Tour Request Approved' email sent to you from the Legislative Tour Office is forwarded to the program.**

REMINDER!

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. Any change or cancellation of your tour booking must be made directly with their office by phone at 250-387-3046 or e-mail at tours@leg.bc.ca.

STEP TWO *Complete and submit an application form (below)*

We ask that your application be submitted electronically by using the application form found on our website and clicking the "submit" button at the end of the document. If you are not already accessing this form online go to the [Application Form](#) page. A hard copy must also be filed with the school principal. Alternately, teachers/group leaders may complete the form, print it, sign it, have it co-signed by the school principal, and send it by mail, fax or email a PDF file to the Ministry office in Victoria. **If you do not receive confirmation of the receipt of your application within one week of submitting your form, it is your responsibility to contact the program to confirm receipt.**

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

STEP THREE *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 the Capital. We recognize that children who live farther away from the Capital do not have the same opportunities to visit the Capital as those that 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.

Those applicants with the highest rankings will receive funding. If there are more requests than available funding, those with the lowest ranking scores will not be funded.

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

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

If your application is successful, we will offer to reimburse receipted travel and accommodation expenses on a per-youth basis, up to a maximum as defined in the table below. Reimbursement takes place after the group takes its trip and files a final report.

The *Capital for Kids* Program will not fund the travel of teachers or other adults accompanying the participants.

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 FIVE *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 itinerary retains its essential shape and the new itinerary is forwarded to the Program administrator.

STEP SIX *The Capital for Kids Program Reimburses You for Travel Expenses*

Upon completion of travel, successful applicants will be provided with a Final Report form for requesting reimbursement up to the amount awarded by the Program. The report must be accompanied by:

- **Receipts** for bus, plane, car pool, ferry travel, and or accommodations for the group. Bus and plane receipts must clearly show the school's/group's name and dates of travel.

- **Survey** on the group's trip. (This will be included in the report form). These survey results are vital as they will provide guidance to the Ministry in shaping and improving the program.
- **Confirmation of Legislature Tour Attendance** form. The form must be filled in and signed by the Legislature's tour guide. A reimbursement cheque cannot be issued without this form.

The amount of the award may be reduced or increased, at the program's sole discretion, if the actual number of students or the actual number of nights away from home is different than was specified in the group's original application. In any case, the amount of reimbursement will not exceed the group's actual receipted expenditures for bus, plane, car pool, ferry travel, and/or accommodation.

After ascertaining that all the terms and conditions for reimbursement have been met, the Ministry will issue a cheque payable to the school, the school board, or other educational authority, as directed by the applicant. Cheques will not be made payable to individuals.

Zones are geographically based by school district. Independent schools and youth groups should use the public school district number nearest to you.

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

Maximum Subsidy Per Youth By School District/Zone & Duration of Trip (Zone is determined by School District or geographic location)					
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