

YOUTH DISCOVER THE TRADES GRANT APPLICATION

Youth Discover the Trades grants are for School Districts, First Nations Schools and Independent schools to introduce youth to the benefits and opportunities in skilled trades through positive, engaging, and inspiring experiences. Schools can be creative and develop their own projects and experiences or use one of our partners' ready-to-use kits or project ideas.

Goals of Youth Discover the Trades Grant:

- Create positive skilled trades experiences with fun and engaging trades related activities.
- Offer insight into the benefits of working in and learning skilled trades.
- Highlight the range of trades in your local economy.
- Dispel gender stereotypes and myths about trades work by normalizing the representation of underrepresented groups.
- Include the support network of youth, such as parents, teachers, employers and community to participate and learn along side the youth.

Who can apply?

School districts, First Nations Schools and Independent Schools in BC. If you are a community organization that would like to put on a similar event, please go to our *What's a Trades? Workshop Grant*: <https://www.skilledtradesbc.ca/whats-trade-workshop-grant>.

Grant Amount:

Grants up to \$4,500 per school district and up to \$1,500 for First Nations Schools and Independent Schools each SkilledTradesBC Fiscal Year (April 1-March 31).

When to Apply:

There will be 2 application periods and will close when funding has been fully allocated. Applications can be submitted for both periods if the total for both does not exceed the maximum grant amount.

- For events between April 1st to June 30th, the application period will be April 1st to June 30th
- For events happening between July 1st to March 31st (following year), the application period will be June 15th to March 15th.

Approval Criteria:

- Strength of application in meeting the workshop goals.
- Depth, quality and creativity of projects and activities to:
 - Engage participants
 - Highlight skilled trades careers
 - Highlight skills required for trades, such as tool use and how to do it safely
- Reasonable budget based on the number of participants in relation to the cost of the activities/projects
- Not receiving other SkilledTradesBC funding or financial support for the same purpose
- Subject to funding availability

Conditions of Grant:

- Submit the completion report within two weeks of the event concluding
- No capital expenses over \$400 without prior approval
 - Tools can be rented and included in the budget
- Marketing and Communications
 - Use of SkilledTradesBC logos on materials created with SkilledTradesBC Media Release forms to capture pictures and videos to be shared with SkilledTradesBC and/or social media
 - Please contact youth@skilledtradesbc.ca for our logo
 - Individuals that do not provide media consent need to be identified in any photos or videos provided to SkilledTradesBC in the completion report
 - Click here for the [Media Release Form](#)
- Notify the youth team if you have underspent by more than \$500 of the approved budget and/or if the event gets cancelled/postponed.

INSTRUCTIONS:

Applicants are encouraged to be concise, but if additional space is required, please attach a separate document.

A copy of your school district Media Release Form must be attached; inclusion of lesson plans for proposed activities is recommended. Please save this form as a PDF or print/fill and scan your application to: youth@skilledtradesbc.ca

1. LEAD ORGANIZATION INFORMATION

A. School District or Sponsoring Organization

| | | | | | |
|-------------------------|--|-------|--|-------------|--|
| Name of School District | | | | | |
| School District # | | | | | |
| Mailing address | | | | | |
| City | | Prov. | | Postal Code | |

B. Contact Person

| | | | | | |
|--------------------|--|--|--|--|--|
| Name | | | | | |
| Title | | | | | |
| E-mail & Telephone | | | | | |

C. The school district agrees to sponsor the activity/event in partnership and provide a full report and evaluation of the event/activity upon completion.

| Assistant Superintendent or District Career Coordinator/Principal overseeing budget: | | | |
|--|--|------|--|
| Name | | Date | |
| Signature | | | |

2. PLEASE LIST ALL GRANTED EVENTS YOU ARE APPLYING FOR BELOW.

A. Please provide the date and list the numbers of attendees and grade levels the events focus on. Please track your statistics on females and/or indigenous participants for the completion report. An event can be distinct activities on separate days or a collection of activities that are the same but occur on multiple days.

| Event Name | Date of the Event | Participating Grade(s) | No. of Students | No. of Teachers | No. of Parents | No. of Employer Partners |
|------------|-------------------|------------------------|-----------------|-----------------|----------------|--------------------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |

B. Provide a description of the event and identify the trades related exposures:

| | | |
|---------|--|--|
| Event 1 | Describe the activity or project taking place. Links and websites can be included. | |
| | List the related trades to the activity or project | |
| Event 2 | Describe the activity or project taking place. Links and websites can be included. | |
| | List the related trades to the activity or project | |
| Event 3 | Describe the activity or project taking place. Links and websites can be included. | |
| | List the related trades to the activity or project | |

| | | |
|---------|--|--|
| Event 4 | Describe the activity or project taking place. Links and websites can be included. | |
| | List the related trades to the activity or project | |

C. Indicate the pre-activity and post-activity learning activities that will be undertaken with your audience.
 (Examples: school news, handouts, invitations, follow-up survey, PAC support, activity sheets, media promotions, debriefing, or other activities)

3. BUDGET

A. Break down the budget by each separate event (when applicable). The maximum funding that can be applied for is up to \$4,500 per School District and up to \$1,500 per First Nations Schools or Independent school for each SkilledTradesBC Fiscal Year.

| Event Number | Total Funding Requested / Event | List any other monetary contribution amounts & the contributor |
|--|---------------------------------|--|
| 1 | \$ | |
| 2 | \$ | |
| 3 | \$ | |
| 4 | \$ | |
| Grand Total for all the events: | \$ | |

B. Provide the details of your budget per event. Only complete the tables needed.

| Budget Sheet | Event 1 (Items and cost) | Event 2 (Items and Cost) |
|--|-----------------------------|-----------------------------|
| Transportation | | |
| Materials & Supplies (list the materials and the associated costs) | | |
| | | |
| | | |
| | | |
| Safety Materials (list the materials and associated costs) | | |
| | | |
| Media & Promotions (youth flyers available at youth.skilledtradesbc.ca) | | |
| Honoraria & Salary Costs | | |
| Legacy Items (ex. Recognition Plaque, Certification) | | |
| Other/ Please specify | | |
| Total | | |

| Budget Sheet | Event 3 (Items and cost) | Event 4 (Items and Cost) |
|---|-----------------------------|-----------------------------|
| Transportation | | |
| Materials & Supplies (list the materials and the associated costs) | | |
| | | |
| | | |
| | | |
| Safety Materials (list the materials and associated costs) | | |
| | | |
| Media & Promotions (youth flyers available @ www.skilledtradesbc.ca/youth/educators) | | |

| | | |
|---|--|--|
| Honoraria & Salary Costs | | |
| Legacy Items (ex. Recognition Plaque, Certification) | | |
| Other/ Please specify | | |

4. MEDIA RELEASE FORM

Please check the box below to indicate your commitment to the use of Media Release Forms:

We confirm that all students/parents/educators/employers have filled out a [Media Release Form](#), prior to participating in Youth Discover the Trades activities, and this forms allows SkilledTradesBC to share submitted picture or information to news media.

5. EVALUATION

Evaluation is an important aspect of the Youth Discover the Trades program. School districts are responsible to collect, collate and submit the result of the evaluation in the **Youth Discover the Trades Completion Report located on this page:** <https://skilledtradesbc.ca/youth-discover-trades-program>

Please check the box below to indicate your commitment to conducting program evaluation and asking at minimum one evaluation question, similar to suggestion below:

- *After participating in Youth Discover the Trades event, are you more interested in a career in the trades?*
- Or
- For a parent/educator/employer audience: *After participating in a Youth Discover the Trades event are you more aware of the trades programs offered, and the benefits of them?*

We confirm that we will have the participants complete the evaluation question, and will submit collated responses and valued comments, as part of the Completion Report.

Thank you. Please submit to grants@skilledtradesbc.ca