



## DISCOVER GRANT APPLICATION



Discover the Trades events increase trades awareness and experiences. Discover the Maker Way events increase design thinking abilities, generally focusing on ADST & trades related projects. Although there is some overlap in the nature of the events, we encourage the educator to select the type of event based on their intentions; trades awareness/experiences or design thinking/problem solving. We also encourage events that focus on attracting more indigenous and/or females into the trades. For more info on the differences, please see our website, <http://youth.itabc.ca/educators/youth-programs/discover/>

### Conditions of Grant:

- You may apply for up to five grants on this application form, or you can apply for one or two grants on this application form.
- There is a maximum grant approval of \$15,000 for a minimum of three separate events (there is no maximum number of events, but the budget max is \$15,000 per year)
- We support transportation to Trades Events/Competitions with a maximum limit of \$3500 per district
- Discover the Trades events can be focused on a wider audience, ie. An Industry/Employer night, field trips to trades employers, guest speakers and hands on student events.
- Maker Way events should include a relation to trades skills ie) tool use, trades info or industry info
- Submit your completion report within two weeks of your event conclusion
- Notify the youth team if you have underspent by more than \$500 of the approved budget and/or if the event gets cancelled/postponed
- Permission is required for capital expenses over \$400/item
- Youth Logo should be used, <http://youth.itabc.ca/brand-assets/> Enter password: make

### 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@itabc.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. Provide a short description, and whether it is a Maker or Discover Event. The maximum budget you can apply for is \$15,000 for a minimum of 3 events (you can have as many events as you like).

Event Name	Description	Maker/ Discover	Date Planned
1			
2			
3			
4			
5			

B. Please 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.

Event Name	Participating Grade(s)	No. of Students	No. of Teachers	No. of Parents	No. of Employer Partners
1					
2					
3					
4					
5					

**C. Identify the trades related exposures per event:**

Event 1	What Trades/Maker project is taking place	
	What are the Specific hands-on activities, related to the trade	
Event 2	What Trades/Maker project is taking place	
	What are the Specific hands-on activities, related to the trade	
Event 3	What Trades/Maker project is taking place	
	What are the Specific hands-on activities, related to the trade	
Event 4	What Trades/Maker project is taking place	
	What are the Specific hands-on activities, related to the trade	
Event 5	What Trades/Maker project is taking place	
	What are the Specific hands-on activities, related to the trade	

### 3. Budget

**A. Break down the budget by each separate event. The maximum funding that can be applied for is \$15,000 for a minimum of three events. Funding for each event can be applied for together or separately throughout the year.**

Event Number	Total Funding Requested / Event	List any other monetary contribution amounts & the contributor
1	\$	
2	\$	
3	\$	
4	\$	
5	\$	
<b>Grand Total for all the events:</b>	\$	

**B. Provide the detail on your budget per event. Please copy this page or attach additional pages, if you are applying for 3-5 events.**

Budget Sheet	Event 1	Event 2
Transportation	\$	\$
Materials & Supplies (list the materials)	\$	\$
Media & Promotions (youth flyers available @ <a href="http://www.itabc.ca/youth/educators">www.itabc.ca/youth/educators</a> )	\$	\$
Honoraria & Salary Costs	\$	\$
Safety Materials	\$	\$
Legacy Items (ex. Recognition Plaque, Certification)	\$	\$
Other/ Please specify	\$	\$
<b>Total</b>	\$	\$

**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)

#### 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 Forms, prior to participating in Youth Discover the Trades activities, and this forms allows ITA 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 **Project Completion Report**: <http://youth.itabc.ca/wp-content/uploads/2017/09/Youth-Discover-Completion-Report-2019.pdf>

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

- *After participating in Youth Discover the Trades event, are you more interested in a career in the trades?*  
OR
- *After participating in a Youth Maker Day event are you more aware of design thinking and problem solving (please modify to the age group, as needed)?*

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 Project Completion Report.**

**Thank-you please submit to [youth@itabc.ca](mailto:youth@itabc.ca)**