

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 Trade?* 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:

Eligible events must take place during the SkilledTradesBC fiscal year, from **April 1 to March 31**.

There are **two event date ranges** for this grant. Please use your event date to determine when to submit your application

Event Date	Application Window
April 1 – June 30	Applications are generally accepted from April to June .
July 1 – March 31 of the following year	Applications are generally accepted from mid-June to March 1 .

Timing may vary each year depending on budget approval, and applications will be reviewed while funding remains available. The total approved funding cannot exceed the maximum grant amount available to your organization.

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

Assessment Criteria:

Criteria	Points
Strength and completeness of proposal Does the proposal include details of planned activities, clear plans for communication with and involvement of parents and local tradespeople, and a comprehensive budget?	10
Variety of trades presented Are a variety of trades presented? Do the trades presented reflect a diversity of possible trade careers?	5
Depth and quality of hands-on activity How involved and creative are the planned hands-on activities?	20
Parent involvement Are there plans to involve parents before or after the event? Are parents invited to attend with their children? Is there a way for them to be actively involved?	10
Tradespeople and community partner involvement Are local tradespeople involved in the planning or delivery of the activities? Are community partners involved in the planning or delivery of the activities? Have organizations supported the proposal with in-kind donations of time or materials?	20
Equity, Diversity, and Inclusion are preset for participants Does the event support participation from underrepresented groups and show diversity in the trades?	20
Integration of trades career information Do the planned activities include information about careers in the trades? Is the information integrated into the hands-on activities?	10
Pre/Post learning activities Does the project have a promotion and learning plan?	5
Total	100

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 trade-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 tables that are needed. Expenses other than Materials & Supplies and Safety Materials should generally not exceed 25% of the total funding request. This includes transportation, honoraria and salary costs, media and promotions, legacy items, and other miscellaneous expenses.

Exceptions may be considered where the proposed activity primarily involves industry or training provider site visits, employer engagement activities, guest speakers, career exploration events, or other experiential learning opportunities where transportation, honoraria, or participation costs are integral to the student experience. Exceptions may also be considered where external funding supports portions of the activity, resulting in transportation or other participation costs representing a greater share of the funding request.

Additional exceptions may be considered where geographic location, travel distance, or other access barriers would otherwise limit student participation. Applicants are encouraged to contact the Youth Team if they wish to discuss their proposed activity or budget prior to applying.

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 @ www.skilledtradesbc.ca/youth/educators)		
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		
Total		

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 form 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 confirm your commitment to conducting a program evaluation and asking at least one evaluation question, such as the examples 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 your application to grants@skilledtradesbc.ca