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## Navigate NIDES PAC Gaming Grant Project Application

### 2025-2026

#### **Process Overview:**

1. **Apply:** Email this completed application and the completed application budget together to [navigatepacgrants@gmail.com](mailto:navigatepacgrants@gmail.com) by November 15, 2025.
2. **Eligibility Review:** The PAC Executive reviews all applications to determine if they are [eligible](#). Ineligible applications will be returned with suggestions for changes, when time allows.
3. **Public Review: \*NEW FOR 2025/2026\*** Sections from [eligible applications will be posted on the NIDES PAC website](#) for the entire PAC to review prior to the voting meeting. Private names and contact details will not be shared.
4. **Voting to Approve or Reject:** The general PAC members are invited to vote to approve or reject applications at the general PAC meeting on December 10, 2025. Applicants are required to attend (by Zoom) to answer questions about their project.
5. **Approved Applicants Run Projects:** Enjoy your extra-curricular projects with students.
6. **Complete Final Reporting:** [Submit your final report](#), with photos or videos within two weeks of completing the project.
7. **Request Reimbursement:** [Submit your reimbursement request](#) based on your application budget by submitting your project receipts.

## Part 1: Contact and Demographic Information

**Project name:**

|                              |
|------------------------------|
| Adventures in Arcanaca-25/26 |
|------------------------------|

### Primary Contact

|                      |  |
|----------------------|--|
| First and Last name: |  |
| Phone number:        |  |
| Email:               |  |

### Secondary Contact

|                      |  |
|----------------------|--|
| First and Last name: |  |
| Phone number:        |  |
| Email:               |  |

|                                              |                                                                        |
|----------------------------------------------|------------------------------------------------------------------------|
| Is a contact person a staff person of NIDES? | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No |
|----------------------------------------------|------------------------------------------------------------------------|

\*Navigate NIDES staff are eligible to apply for PAC Gaming Grants provided a PAC parent is on the project team as either the primary or secondary contact, and they both pledge to uphold the agreements in the application.

Which NIDES Program(s) does this proposal benefit (select all that apply):

- |                                                                                          |                                                                          |
|------------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> All Students of Navigate are eligible to participate | <input type="checkbox"/> Heartwood: Salmon Arm                           |
| <input type="checkbox"/> Navigate: Online Only                                           | <input type="checkbox"/> Heartwood: Salt Spring Island                   |
| <input type="checkbox"/> Compass: Comox Valley                                           | <input type="checkbox"/> Heartwood: Smithers Primary                     |
| <input type="checkbox"/> Compass: Nanaimo                                                | <input type="checkbox"/> Heartwood: Smithers Intermediate                |
| <input type="checkbox"/> FAe                                                             | <input type="checkbox"/> Heartwood: Sooke                                |
| <input type="checkbox"/> Flip City Gymnastics                                            | <input type="checkbox"/> Heartwood: Surrey                               |
| <input type="checkbox"/> Heartwood: Black Creek                                          | <input type="checkbox"/> Heartwood: Ucluelet Foundations K-3             |
| <input type="checkbox"/> Heartwood: Chilliwack                                           | <input type="checkbox"/> Heartwood: Ucluelet Forest School 4-9           |
| <input type="checkbox"/> Heartwood: Cobble Hill                                          | <input type="checkbox"/> Heartwood: Victoria Colquitz Outdoor            |
| <input type="checkbox"/> Heartwood: Colquitz                                             | <input type="checkbox"/> Heartwood: Victoria Epic Outdoor                |
| <input type="checkbox"/> Heartwood: Errington                                            | <input type="checkbox"/> Heartwood: Victoria Intermediate 4-9            |
| <input type="checkbox"/> Heartwood: Golden                                               | <input type="checkbox"/> Heartwood: Victoria Primary K-3                 |
| <input type="checkbox"/> Heartwood: Grand Forks                                          | <input type="checkbox"/> Heartwood: Victoria West Shore Outdoor          |
| <input type="checkbox"/> Heartwood: Invermere Rise                                       | <input type="checkbox"/> Heartwood: Windermere                           |
| <input type="checkbox"/> Heartwood: Kamloops Imaginative Ecological                      | <input type="checkbox"/> Seven Summits                                   |
| <input type="checkbox"/> Heartwood: Kamloops Outdoor                                     | <input type="checkbox"/> North Shore Academy                             |
| <input type="checkbox"/> Heartwood: Kaslo                                                | <input type="checkbox"/> Pro-Merita                                      |
| <input type="checkbox"/> Heartwood: Kelowna                                              | <input type="checkbox"/> Maple Ridge Hockey Academy                      |
| <input type="checkbox"/> Heartwood: Kimberly/Cranbrook                                   | <input type="checkbox"/> Prime' Athletics                                |
| <input type="checkbox"/> Heartwood: Kootenays Slocan                                     | <input type="checkbox"/> Laxgalts'ap                                     |
| <input type="checkbox"/> Heartwood: Kootenays Winlaw/Krestova                            | <input type="checkbox"/> Wilp Wilxo'oskwhi Nisga'a Institute             |
| <input type="checkbox"/> Heartwood: Kootenays Intermediate                               | <input type="checkbox"/> Other:                                          |
| <input type="checkbox"/> Heartwood: Okanagan Falls Intermediate                          | <div style="border: 1px solid black; height: 30px; width: 330px;"></div> |
| <input type="checkbox"/> Heartwood: Okanagan Falls Primary                               |                                                                          |
| <input type="checkbox"/> Heartwood: Parsons                                              |                                                                          |
| <input type="checkbox"/> Heartwood: Port Alberni                                         |                                                                          |

## Part 2 : Project Details

Please provide a description of the project:

Adventures in Arcana is the ultimate springboard to student writing success. This role-playing fantasy game style learning experience helps students between the ages of 7-12 - at any writing level - to reach their true potential.

For one hour each week, the students meet as a virtual class with their instructor to continue their epic adventure in Arcana. In between classes, the students work on writing assignments related to the game. Students earn points for the number of words that they choose to write each week. There are other ways to earn points too. Students use their points to buy goods that they need in their game and to raise their level. As they level up, their character gains new powers.

As opposed to other years where PAC has generously funded 100% of the cost we are asking this year 5 King's Champions (the beginner level) classes to be 100% covered by PAC and 4 classes that are higher levels to be funded at 50%.

Proposed class schedule:

Monday January 12 - February 16

8:30 am - 9:30 am: The King's Champions

10:00 am - 11:00 am: The King's Champions

11:30 am - 12:30 pm: The King's Champions

Wednesday January 14 - February 18

8:30 am - 9:30 am: The Oracle

12:30 pm - 1:30 pm: The King's Champions

Thursday January 15 - February 19

8:30 am - 9:30 am - The King's Champions

Friday January 16 - February 20

8:30 am - 9:30 am: Over the Edge

10:00 am - 11:00 am: The Oracle

11:30 am - 12:30 pm: Saving the Dragonrider

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| How many students are registered in the NIDES program(s) (selected above) ?<br>Note: if your project includes all NIDES programs, please answer "All NIDES" |                                |
| How many students are you expecting to participate in this project?                                                                                         | 81                             |
| What is the minimum number of students required for this project to run?                                                                                    | 72                             |
| What is the maximum number of students who can participate in this project?                                                                                 | 81                             |
| I understand that PAC funded projects must support equitable, accessible, and inclusive participation.                                                      | <input type="checkbox"/> Agree |

How are students selected for this project, and what steps will you take to support equitable, accessible, and inclusive participation? (max 100 words)

|                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------|
| Students will sign up directly on the Acana website. We will provide an email and ask PAC to send out registration details. |
|-----------------------------------------------------------------------------------------------------------------------------|

|                                                                                |                                                                                                  |
|--------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
| Is this a one-time event or a project that takes place over multiple sessions? | <input type="checkbox"/> One-time event<br><input checked="" type="checkbox"/> Multiple sessions |
| If this project has multiple sessions, how many does it have?                  | See above                                                                                        |
| How long is the event, or each session?                                        | 1 hour per week over 6 weeks                                                                     |

What date(s) will the project run?

|                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------------------------|
| Monday January 12 - February 16<br><br>8:30 am - 9:30 am: The King's Champions<br><br>10:00 am - 11:00 am: The King's Champions |
|---------------------------------------------------------------------------------------------------------------------------------|

11:30 am - 12:30 pm: The King's Champions

Wednesday January 14 - February 18

8:30 am - 9:30 am: The Oracle

12:30 pm - 1:30 pm: The King's Champions

Thursday January 15 - February 19

8:30 am - 9:30 am - The King's Champions

Friday January 16 - February 20

8:30 am - 9:30 am: Over the Edge

10:00 am - 11:00 am: The Oracle

11:30 am - 12:30 pm: Saving the Dragonrider

### Part 3: Project Budget

The Gaming Grant Commission stipulates that funds must be used for EXTRA-CURRICULAR uses only. Projects are to benefit students directly and cannot be a part of a students' learning curriculum. This means that they must be for activities that take place outside of scheduled face-to-face class times and/or be for materials needed to provide extra-curricular programming.

|                                                                                                                                                                                                                                                                        |                                           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| I understand that PAC funded programs cannot be used as a part of a students' Student Learning Plan (SLP). I agree that funded activities will not be documented as evidence of learning in SeeSaw, Canvas, MySite, Portfolios or any other academic reporting system. | <input checked="" type="checkbox"/> Agree |
| I understand that PAC funded programs must occur outside of class times as extra-curricular activities. The funds are not for equipment or activities that will be used in the classroom during class time.                                                            | <input checked="" type="checkbox"/> Agree |

|                                                                                                                                                                                                         |                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| I agree that funds will only be used for projects and events that benefit students directly. Funds will not be used to benefit anyone who is not a student (e.g., parent and chaperone admission fees). | <input checked="" type="checkbox"/> Agree |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|

You must submit your completed project budget with your completed application. The linked spreadsheet template was created to help you create a budget in 5 easy steps. It has formulas built in to help you with your calculations and it generates calculations the executive needs to compare projects.

**PLEASE [MAKE A COPY OF THIS SPREADSHEET TO CREATE YOUR BUDGET.](#)**

Please ensure your budget lists all of your anticipated project expenses accurately, with gst/pst if charged (e.g. if you are applying for entry admissions, you would list it as “admission for students” and the maximum expected cost, plus the gst/pst on the admission). Applicants may include up to a 5% contingency in their budget to allow some room for minor unforeseeable costs, if necessary.

If your project is approved, reimbursement is based on this application budget **as it was presented and approved during the voting meeting**. Expenses not listed in the approved budget can not generally be reimbursed. In extenuating circumstances, if applicants need to request a change to their budget, they may submit a request to the PAC Executive for review. The PAC Executive may then bring the request to a PAC meeting for a vote.

|                                                                                                                                       |                                           |
|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| I understand that the PAC will vote on the project based on the budget line items and total amount requested in the submitted budget. | <input checked="" type="checkbox"/> Agree |
|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|

What is the total amount being requested from the PAC for this project?

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|------|
| 5940 |
|------|

Please explain how all remaining budget costs (i.e. expenses in the budget that do not have reimbursement requested as well as costs for items that are not covered by reim that are not being reimbursed by the PAC will be paid (i.e. parent contribution, fundraising, SLRF funds, etc.)

|                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 50% Parent contribution for anything other than King's Champion classes, 20% customer appreciation discount by Adventures in Arcana for Oracle, Saving the Dragonrider and Over the Edge. |
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## Part 4: Insurance Requirements

Note: The PAC **cannot** provide insurance for any approved projects. If your project requires supplemental insurance, you will be responsible for obtaining it. For projects requiring

supplemental insurance, applicants are required to obtain a quote and submit it with your proposal.

|                                                                                                                                     |                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| I understand that it is my responsibility to investigate the need for supplemental insurance to proceed with this project.          | <input checked="" type="checkbox"/> Agree                              |
| Does this project require supplemental insurance?                                                                                   | <input type="checkbox"/> Yes<br><input checked="" type="checkbox"/> No |
| If yes, have you obtained an insurance quote to submit with your application and included the cost of the insurance in your budget? | <input type="checkbox"/> Yes<br><input type="checkbox"/> No            |

## Part 5: Voting Meeting

The general PAC is invited to vote to approve or reject applications at the general PAC meeting, on December 10, 2025, which will be focused solely on the applications. This voting meeting will start with a brief overview of all projects and an explanation of the voting procedure, followed by a short question period for each project, all moderated by a PAC executive member.

All NIDES parents are eligible to vote on all projects including their own. Projects will be voted on one by one. Once the total amount of money approved reaches the maximum amount available, voting will be over and no further projects can be approved.

**As of 2025/26\*\*** Projects will be posted in advance on the [NIDES PAC website](#) two weeks prior to the voting meeting for all PAC members to review. This will include the project application as well as the budget. Personal contact information will not be made public. Applicants will not be required to make a presentation as they have in previous years. Applicants are required to attend the December 10, 2025 Zoom meeting to answer PAC questions.

## Part 6: Participation Strategy

**As of 2025/26\*\*** Projects open to all NIDES learners are **required** to provide the [NIDES PAC Outreach](#) coordinator with project and sign up information, well in advance of sign up deadlines. We will include the information in emails sent to the entire NIDES community about PAC meetings to ensure the full community is notified when programming is available, and with sufficient notice.

Other projects **are encouraged to share sign up information** with the [NIDES PAC Outreach](#) coordinator to post on the Facebook page, and include in emails when timing permits.

Please describe your plan to maximize awareness and participation for your project among eligible students. Plans may include: posting on the PAC Facebook Group, direct emails to families in your program(s), in-person networking, asking your teacher to share information in their regular email newsletter to parents, and other types of communication between teachers, parents and students.

posting on the PAC Facebook Group and email through PAC.

## Part 7: Reporting Requirements

**Project reports are due two weeks after completion of the project.** Failure to complete required reporting will delay your final reimbursement until it is submitted and could impact future eligibility for funding.

Reporting can be completed [here](#).

Please include five video or photo files. Reports may be shared on our website and on social media. Please ensure that you have a signed photo release form for any students appearing in photos or videos.

Note: Multi-year and/or substantial projects (such as a FIRST LEGO League start-up kit) may be asked to provide multi-year reporting (such as pictures of the awesome things students are doing in subsequent years).

|                                                                                                                      |                                           |
|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| I understand that final reporting is required within 2 weeks of the project ending.                                  | <input checked="" type="checkbox"/> Agree |
| I understand that failure to complete final reporting could impact future eligibility for funding.                   | <input checked="" type="checkbox"/> Agree |
| I understand that the final payment or reimbursement will not be released until the final report has been completed. | <input checked="" type="checkbox"/> Agree |

## Part 8: Reimbursement

[Final reimbursement can be requested](#), and will be processed, after the final reporting has been completed. If required, up to 50% of the approved value can be requested prior to the final

reporting being completed with a bill to pay the vendor directly (e.g. the vendor requires a deposit upfront).

Please select which one of the following options would apply should the PAC approve this project:

- ☐ Someone in our community will pay the project costs up-front and submit receipts for reimbursement.
- ☒ We request payment directly to **a single vendor**.

Note: All of the PAC Executive are volunteers. The treasury email is checked, on average, once a week. Processing requests may take longer, especially when there is a high volume of reimbursement requests at the same time. All requests are completed in the order in which they are received. We try our best to complete all requests in a timely manner and ask for your patience once a request has been made. If you have not received a response to your request within 2 weeks, or if your request is time sensitive, please send a follow up email to [navigatepactreasurer@gmail.com](mailto:navigatepactreasurer@gmail.com) and cc [navigatePAC@gmail.com](mailto:navigatePAC@gmail.com). Thank you for your patience and understanding.

|                                                                                                                                                   |                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|
| I agree that I will only submit reimbursement requests for the items listed in the approved application budget, within the dollar value approved. | <input checked="" type="checkbox"/> Agree |
|---------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|

Primary Contact Signature

|  |                   |
|--|-------------------|
|  | Date: 19 OCT 2025 |
|--|-------------------|

Secondary Contact Signature

|  |                     |
|--|---------------------|
|  | Date: 20, Oct. 2025 |
|--|---------------------|

Thank you so much for taking the time to apply. We look forward to seeing the wonderful extra-curricular activities the NIDES students will get to benefit from.

If you have any questions about your application or this process, please email [navigatepacgrants@gmail.com](mailto:navigatepacgrants@gmail.com).

