
Navigate NIDES PAC Gaming Grant Project Application

2026-2027

Process Overview:

1. **Apply:** Email this completed application and the completed application budget together to navigatepacgrants@gmail.com by November 7, 2027.

   ***NEW for 2026/2027* Only one project may be requested on an application form.** If you want to ask for funding for more than one project or activity you must submit more than one application as the projects will be voted on separately.

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:** Sections from eligible applications will be posted on the NIDES PAC website for the entire PAC to review 2 weeks 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 7, 2026. 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. **Request Reimbursement:** Submit your reimbursement request(s) along with project receipts that match your approved budget in two batches; one at the start and one at the end of your project.

7. **Complete Final Reporting:** Submit your final report, with your final reimbursement request.

8. ***NEW for 2026/27*** final reports and reimbursements must be completed within the deadline for your project to be eligible to apply for future funding.

Part 1: Contact and Demographic Information

Project name

Sooke Heartwood Gr 5-9 Camp Thunderbird Trip

Geographic Location for the Project (Where in BC?)

Sooke

Primary Contact

First and Last name:	
Phone number:	
Email:	

Secondary Contact

First and Last name:	
Phone number:	
Email:	

Is either contact person a staff person of NIDES? Yes	☑ Yes ☐ No

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

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

- ☐ All Students of NIDES are eligible to participate
- ☐ Online Learning Students
- ☐ Compass Program – Nanaimo and Comox Valley
- ☐ Port Alberni Outdoor
- ☐ Cottonwood Rose Farm, Forest & Nature Learning Society
- ☐ Heartwood Learning Community Cobble Hill
- ☐ EverWild Cowichan Heartwood Learning Community
- ☐ HLC Errington
- ☐ Golden/Parson K-6 Heartwood Learning Community
- ☐ Heartwood Learning Community Grand Forks
- ☐ HLC Hope
- ☐ Houston Heartwood
- ☐ Lake Windermere Heartwood Learning Community
- ☐ HLC Outdoor Education 20
- ☐ Kamloops Outdoor Ed.
- ☐ Kaslo Heartwood Learning Community
- ☐ Kelowna Outdoor HLC
- ☐ Aligned Learning Society
- ☐ Okanagan Falls - Primary
- ☐ HLC Okanagan Falls Intermediate
- ☐ Rooted and rising collective society
- ☐ Prince George Heartwood Learning Community
- ☐ EPIC Heartwood Learning Community
- ☐ Heartwood Learning Community Salmon Arm
- ☐ Saltspring Island Heartwood
- ☐ Kootenays Winlaw/Krestova Outdoor
- ☐ Heartwood - Slocan
- ☐ Heartwood - Krestova Primary
- ☐ HLC Smithers
- ☑ Sooke Heartwood Learning Community (Gr K-9)
- ☐ HLC (Surrey)
- ☐ Nanaimo Heartwood Learning Community
- ☐ Ucluelet Foundations HLC K-3
- ☐ NIDES Victoria Heartwood Learning Community
- ☐ HLC - Colquitz Outdoor
- ☐ Westshore Outdoor HLC
- ☐ Mount Nelson Academy
- ☐ Kimberley Cranbrook Heartwood
- ☐ Yarrow Farm and Forest, and also Roots to Grow Nature Learning
- ☐ Flip City Academy
- ☐ Pro Merita
- ☐ Prime' Academy
- ☐ North Shore Academy
- ☐ Maple Ridge Hockey Academy
- ☐ Echen Nusdeh Whesulh
- ☐ Seven Summits Centre for Learning

This program list was provided by Navigate NIDES in Sept 2026 to match their program list. If you don’t see your school listed here please advise our Grants Mentor.

Part 2 : Project Details

Please include ONLY ONE PROJECT PER APPLICATION FORM. If you are requesting support for more than one project, activity or event, each should have its own application form and budget. All projects will be voted on separately. This helps to clarify expected participation in the projects and ensures transparency during the voting process.

Please provide a description of the project:

Gr 5-9 students will take part in an extracurricular, multi-day camp at Camp Thunderbird. This is a three-day (two overnight) trip. A sample itinerary is available here:

How many students are registered in the participating NIDES program(s) (selected above)? Note: if your project includes all NIDES programs, please answer “All NIDES”	24
How many students are you expecting to participate in this project?	20
What is the minimum number of students required for this project to run?	8
What is the maximum number of students who can participate in this project?	24
I understand that PAC funded projects must support equitable, accessible, and inclusive participation.	☑ Agree

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

All students who are registered in Sooke HLC Gr 5-9 class are welcome to attend. Classroom support staff will attend for students who need 1:1 support. In some instances parents/guardians may attend to support students with specific needs. Students who would like to participate independently but are not ready for overnight stays can opt for an extended-day option (staying through to 7:30 pm and going home to sleep).

Is this a one-time event or a project that takes place over multiple sessions?	☑ One-time event

	☐ Multiple sessions
If this project has multiple sessions, how many does it have?	
How long is the event, or each session?	Drop off May 12 10:00 am Pick up May 14 2:00 pm Total 3 days/2 nights

What date(s) will the project run?

May 12-14 2027

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 projects 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 **and will communicate this to participants.**	☑ 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.	☑ 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).	☑ 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.

- For example, if you are applying for entry admissions, you would list “admission for students”, the maximum number of admissions, the maximum expected cost, plus the GST/PST on the admission).

Applicants may include up to a 5% contingency line in their budget to allow some room for minor unforeseeable costs, if necessary.

- For example, a project with a total budget of $2,000 could include a $100 contingency.

If your project is approved, reimbursement is based on this application budget **as presented and approved at the voting meeting**. Expenses not listed in the approved budget can not be reimbursed by the treasurer.

For this reason, it is wise to include all known expenses but consider how necessary it is to be overly detailed. For example:

- If you include vendor names in the budget and have to change vendors, the expense for the new vendor will not necessarily be able to be reimbursed. We would recommend listing the activity instead (e.g., “Painting Instructor” would be preferable to “Leonardo, The Paint Teacher”)
- If you need art supplies and you specify 10 paint brushes and canvases, but when you go to the store there’s a sale on watercolour supplies, so you buy watercolour paper instead of canvases, you won’t necessarily be reimbursed for the paper. We would recommend using “Art Supplies” as your expense with the expected value rather than listing each art supply individually.

In extenuating circumstances where 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. This process can take one to two months and the outcome is uncertain. It is preferable to write your budget with clear line items that will include all of your known expenses.

I understand that the PAC will vote on the project, based on the budget line items and total amount requested in the submitted budget. If the project is approved, changes to the budget must be discussed with the PAC Executive. Line items changed or added after the original budget is approved will not be reimbursed.	☑ Agree

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

2200
Note: we are willing to lower this request and increase our fundraising efforts in order for the trip to

run. Any contribution the PAC is able to make is welcome and will help our efforts to make the trip happen.

Please explain how all remaining budget costs will be paid (i.e. parent contribution, fundraising, etc.)

$2500 Family Contribution: Families will contribute $125 per student. We recognize that this cost may be a barrier for some families. We will apply for a bursary through Camp Thunderbird to make sure that all families can participate.

$600 Go Grant: We will apply for a Go Grant to cover some costs.

$2618 Student & family fundraising : Sooke HLC holds an annual bottle drive (May) and annual fundraising festival (June). Funds from previous fundraising efforts are available to support this project. The Gr 5-9 class will also plan fundraising specifically for the trip.

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.	☑ Agree
Does this project require supplemental insurance?	☐ Yes ☑ No
If yes, have you obtained an insurance quote to submit with your application and included the cost of the insurance in your budget?	☐ Yes ☐ No ☑ n/a

Part 5: Voting Meeting

All parents and guardians of Navigate NIDES students are PAC members, and all PAC members are invited to vote to approve or reject each application, including their own, at the PAC meeting, on December 7, 2026. This meeting will be focused solely on the applications.

Projects will be posted 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.

The voting meeting will cover the following:

- Explanation of the voting procedure:
    - Projects will be presented in order of “cost per student participating” from lowest to highest. See your budget for your project’s “cost per student participating."
    - Programs with more than one application will have their applications voted on in separate rounds. See below Voting Round Procedure.
- The Chair will give a short description of each project. This will be followed by an opportunity for questions. The Primary or Secondary contact must attend to answer questions, if asked.
- Each project will be voted on after questions have been answered.

New for 2026/27 Voting Rounds Procedure

If any NIDES programs submit multiple applications, we will vote in rounds.

    - NIDES programs with more than one application will be asked to prioritize their applications in advance of the meeting.
    - Only one project per program will be voted on each round.
        - In the first round, every program will have a project to vote on.
        - In the second round, only programs with two project submissions will participate in the round.
        - In the third round, only programs with three project submissions will participate.
- Rounds will continue until all projects have been voted on or until the total amount of money approved by voting reaches the maximum amount available. If the maximum amount available is reached, voting will be closed and no further projects will be approved.

I understand that it is my responsibility to attend the Dec 7, 2026 meeting by Zoom to answer any questions.	☑ Agree

Are you aware of other applications being submitted for programming for your students?	☑ Yes ☐ No
If yes, what priority does your program give your application?	First priority

Part 6: Participation Strategy

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.

The Sooke HLC teachers will directly communicate information about this extracurricular field trip to all eligible students and their families.

Part 7: Reporting Requirements

NEW for 2026/27: **If your project completes before May 15,** the deadline to submit your final receipts and final report is May 30.

If your project completes after May 15, please discuss your final submission deadline with the Treasurer, if/when your project gets approved. As our team is volunteer-run, email responses and reimbursement processing may be less frequent during the summer months. We appreciate your understanding and encourage you to plan accordingly.

There is a link to submit the final report on the website, or you can save this link.

Please include five video or photo files. People's 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 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 the deadline for submitting a final report is determined by the completion date of my project, as stated above.	☑ Agree
I understand that failure to complete final reporting could impact my future eligibility for funding.	☑ Agree
I understand that the final reimbursement payment will not be released until the final report has been completed.	☑ Agree

Part 8: Reimbursement

The final reimbursement can be requested, and will be processed, after the final receipts have been submitted and the final report has been completed. Only requests that match the approved budget can be reimbursed. This includes the value approved, as well as what is being reimbursed

- For example, if your budget was approved for $500 for entry tickets to a fair, a maximum of $500 for entry tickets will be reimbursed.

Up to 50% of the approved budget may be requested early in the project, once you have the receipts, if required.

In some cases, instead of requesting a reimbursement, you may make a request to the PAC Treasurer to pay a single vendor directly (e.g. the vendor requires a deposit). Please make arrangements for this shortly after hearing if funding has been approved and allow ample time for these requests to be processed.

Please select which of the following you are planning for:

- ☐ Someone in our community will pay the project costs up-front and submit receipts for reimbursement in two installments.
- ☑ 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 during the school year and less frequently over holiday breaks. Processing requests may take longer than one week, especially when there is a high volume of reimbursement requests. 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 and cc 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 approved dollar value.	☑ Agree

Primary Contact Signature

	Date: Nov 4, 2026

Secondary Contact Signature

	Date: Nov 4, 2026

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

If you have any questions about your application or this process, please email navigatepacgrants@gmail.com.