



SHARE YOUR WITS YOUTH ACTION GRANTS

Application Form and Guidelines



Do you have a great idea for a WITS-inspired bullying prevention project? Let us know! Applying for a Share Your WITS Youth Action Grant is as easy as 1, 2, 3:

- 1.** Describe your project, using our application form below.
- 2.** Gather letters of support from your school or sponsor.
- 3.** Submit your completed form, with letters of support, to wits@rocksolid.bc.ca by April 30, 2013.

Application form

1. Applicant information

If the application is a team effort, please include information for each team member.

Name(s): _____

Birthdate(s): _____

Street Address: _____ City: _____

Province/Territory: _____ Postal Code: _____

Telephone: _____ Email: _____

Affiliation (school, community group, etc.): _____

2. Adult sponsor information

Applicants must have the support of an adult sponsor (e.g. teacher, parent) and provide details below.

Name: _____ Telephone: _____

Relationship to applicant: _____

3. What do you want to do?

Describe your project in detail. What goal(s) do you want to achieve?

4. Why do you want to do it?

How does this project address bullying and incorporate WITS strategies? Why is it needed in your community? Who will benefit and how?

5. How will you make it happen?

What activities will you engage in? When and where will they happen? Who will you need to work with and in what ways?

6. How will you know if it was a success?

Tell us how you will find out if your project made a positive impact in your community.

7. *Is your community behind you?*

Describe what support you've sought for your project and the feedback you've received. Remember to attach any letters of support or recommendation with your completed application.

8. *When will you do what?*

Provide a timeline for completing your project. Projects must be completed by the end of 2013. See guidelines (page 6) for a sample timeline.

ACTIVITY	TIMEFRAME

9. How much money do you need?

Provide a budget, outlining the amount of money you are requesting up to a maximum of \$500, and how it will be spent. See guidelines (page 6) for a sample budget.

PROJECT		
Travel		
Materials		
Printing		
Honorarium		
Other (describe)		
TOTAL REQUESTED		

10. Do you agree to the grant guidelines?

Grant recipients must follow the grant guidelines outlined on pages 5 and 6 below. Please read the guidelines and then check the following box to indicate you've read and agreed to them.

I have read the guidelines and agree to follow them during the course of the project.

Share Your WITS Youth Action Grant Guidelines

What are the grants for?

The WITS Programs aim to prevent bullying by bringing together a community of people working to make a difference.

Youth are an important part of that community. That's why we've developed Share Your WITS Youth Action Grants. These grants offer funding of up to \$500 to support youth involvement in bullying prevention. Using their creativity and unique talents, grant recipients will develop projects to share their understanding of bullying and help children use their WITS!

Who can apply?

We will accept applications from:

- Youth, 18 years and younger, who are Canadian citizens or landed immigrants and who have an adult sponsor (e.g. teacher, parent)
- Youth groups sponsored by a registered not-for-profit organization that caters to youth

What can I do with a grant?

There's a lot you can do with a Share Your WITS Youth Action Grant, including:

- Create and share an original song, story, video or play
- Bring together local artists for a fundraising concert to help schools buy books and supplies to support the WITS Programs
- Organize an art or photo project that shows how WITS can prevent bullying

Or get creative and come up with your own unique idea to share the WITS message and prevent bullying! Browse the WITS website at www.witsprogram.ca for inspiration.

Unsure about your idea? Contact the Rock Solid Foundation (RSF) at wits@rocksolid.bc.ca before applying for feedback. Please note: projects must be completed by the end of 2013.

What can I use the money for?

Applications for funding of up to \$500 will be considered; however, funding is limited and grant applications under \$500 are encouraged.

Eligible expenses include:

- Travel expenses for presenters, including mileage, ground transportation, accommodations and food
- Supplies, like paint and paper
- Rental of equipment, like microphones, tables, chairs, etc.

- Honorarium (i.e. a small cash payment or gift card) for presenters or facilitators

Ineligible expenses include:

- Purchase of capital assets, like computer equipment, musical instruments, photography equipment and furniture
- Paid sponsorships, wages or other salary considerations

Unsure about an expense? Just ask RSF at wits@rocksolid.bc.ca.

How will my application be judged?

Applications will be judged based on the following:

1. How many youth and children will be involved in this project?
2. Does the project fit with the WITS Programs goals to prevent bullying and help young children learn to respond to it?
3. Does the project have community or school support?
4. Are the budget and timeline realistic?
5. Is this project unique? Will it contribute something new to a school or community?
6. How long will the influence last?

What happens if I'm awarded a grant?

Grant recipients must submit any multimedia materials like photos or videos that are produced through their project. Successful applicants will also submit a 1-2 page final report, which details:

- The project name or event, including the name of the community involved
- The date of event
- A list of who attended or participated
- An explanation of what was done
- A summary of feedback received
- If something was produced, a description of it and an explanation of what will happen with it
- Suggestions for other ways to engage young people in bullying prevention

Grant recipients must also provide:

- Receipts for any materials or expenses
- A record of kilometers travelled if a car was used
- The name, contact information, address and social insurance number for anyone who will receive an honorarium
- Signed release forms for anyone who appears in pictures or video (samples are available from RSF)

Sound complicated? Don't worry! Grant recipients will receive templates and forms to assist with this.

Sample timeline

A sample timeline is included below. This timeline outlines a project that will bring together students, teachers, parents and community participants at two local schools to contribute their ideas about WITS and bullying prevention. Their ideas are then incorporated into murals drawn by a local artist:

ACTIVITY	TIMEFRAME
Meet with school principals to set up in-school sessions. Meet with participating community members and sponsors.	May 1-7, 2013
Purchase supplies for murals and organize materials and work plan for each school.	May 8-15, 2013
Visit schools to collect ideas from children, teachers, parents and community participants. Leave WITS pencils with participants as a thank you for their participation.	May 16-30, 2013
Complete murals and drop off with printer for printing and laminating. Advise principals when murals are ready.	June 1-7, 2013
Return to schools to deliver the completed murals and participate in an unveiling ceremony.	June 7-20, 2013
Gather expense receipts and complete reimbursement forms. Submit to RSF, along with final report and release forms.	June 21-25, 2013

Sample budget

A sample budget for the mural project is outlined below:

PROJECT	School mural project involving two local schools	
Travel		
Mileage for travel to 2 schools = 30 km @ \$0.48/km x 3 visits		\$43.20
Materials		
Roll of poster paper to record ideas from in-school sessions and to draw murals		\$30
Coloured pens for artist to draw murals		\$13
Thank you gifts for participating students = 150 students per school x 2 schools x \$0.60 per pencil		\$180
Printing		
Professional printing and laminating of murals x 2		\$120
Honorarium		
Honorarium for artist = \$50 per school x 2 schools		\$100
TOTAL REQUESTED		\$486.20

For more information about the WITS Programs, visit us online at www.witsprogram.ca.

Need some help?

We're here for you! RSF is available at wits@rocksolid.bc.ca or 250-386-7625 to answer all your grant-related questions.



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