



## Field Trip Subsidy Application Procedure

Limited funds are available each year to help offset the cost of transportation and entrance fees to **stone, sand and gravel, mining, and geoscience venues**. These subsidies are for \$500.00 and are disbursed on a first-come, first-serve basis.

Only teachers who have attended a **Mining Matters** in-service workshop **and** use a Mining Matters resource unit in their classes are eligible to apply.

Teachers must apply for the subsidy in advance of the travel. In all cases applicants will be notified if funding is still available. To apply, follow the guidelines below.

1. Formally arrange your class trip by making a booking with the venue you have chosen. If possible, do this well ahead of time.
2. Complete the information requested below. Mail, email or fax it along with:
  - the Field Trip Subsidy Application (located on next page),
  - a photocopy of the field trip booking confirmation, and
  - a written request on school letterhead for the \$500.00 travel subsidy.

You will be sent confirmation that funds, PENDING AVAILABILITY, are being held for your class.

Once the field trip has been completed, please contact the Mining Matters educator. At this time, you will be provided with the contact name and address of one of our program sponsors and given instructions regarding the next steps outlined below:

3. Correspond in writing with the sponsor of your subsidy (identified on our confirmation letter) expressing appreciation for the assistance.
4. Complete a brief evaluation of the Mining Matters resource unit.
5. Send Mining Matters verification of completion of your trip. We will send the \$500.00 subsidy to your school.