



**TRAVEL ASSISTANCE PROGRAM APPLICATION**

**Organization/Individual/Team Name:** \_\_\_\_\_

**Contact Information:**

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**Purpose:**

\_\_\_\_\_  
\_\_\_\_\_

**Trip Destination:** \_\_\_\_\_

**Departure Date:** \_\_\_\_\_ **Return Date:** \_\_\_\_\_

**Participants:**

- |            |            |
|------------|------------|
| 1.) _____  | 2.) _____  |
| 3.) _____  | 4.) _____  |
| 5.) _____  | 6.) _____  |
| 7.) _____  | 8.) _____  |
| 9.) _____  | 10.) _____ |
| 11.) _____ | 12.) _____ |
| 13.) _____ | 14.) _____ |

15.) \_\_\_\_\_ 16.) \_\_\_\_\_  
17.) \_\_\_\_\_ 18.) \_\_\_\_\_  
19.) \_\_\_\_\_ 20.) \_\_\_\_\_  
21.) \_\_\_\_\_ 22.) \_\_\_\_\_

**Budget:**

Travel: \_\_\_\_\_  
Accommodations: \_\_\_\_\_  
Meals: \_\_\_\_\_  
Registration fees: \_\_\_\_\_  
Other: \_\_\_\_\_  
**TOTAL** \_\_\_\_\_

**Amount Eligible from Gwaii Trust:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Signature :** \_\_\_\_\_

Please attach to your application a detailed itinerary of your trip, a letter of support, and proof of matching funds. You must submit a final accounting of your trip, with copies/originals of all receipts.

Please mail or fax your application to:

Gwaii Trust Society  
P.O. Box 397  
Old Massett, BC  
V0T 1M0

Fax: (250) – 626 – 3261

Tel: (250) – 626 – 3654  
(250) – 559 – 8883  
1-800-663-2388

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**PROGRAM DESCRIPTION**

The Travel Assistance Program (TAP) was established to aid in off-island travel for educational purposes (school-sponsored trips), arts, cultural, sports, recreational clubs, and for seniors and special-needs people. The Gwaii Trust will match funding up to \$2,000.00 per off-island trip in the field of arts, culture, education, sports, and recreation. The Gwaii Trust will match team or club funding up to \$2,000.00 per trip for sports and recreational off-island travel. The following funding scale will apply to all groups applying for financial assistance:

-	21 participants or more	\$2,000.00
-	18 to 20 participants	\$1,750.00
-	15 to 17 participants	\$1,500.00
-	12 to 14 participants	\$1,250.00
-	9 to 11 participants	\$1,000.00
-	6 to 8 participants	\$ 750.00
-	3 to 5 participants	\$ 500.00
-	1 or 2 participants	\$ 250.00

This program is eligible to fund travel costs for bringing “expertise” on-island for educational purposes, art, cultural, sports, recreation, seniors and special needs as per the breakdown per participant (as set out above).

**GUIDE TO APPLICANTS**

- 1.) Complete an application form.

Each group, team, club or individual will be allowed a maximum of two (2) trips per year (September 1 – August 31).

All applicants must include the following information in the submission to the TAP:

- 2.) Letter of Support/endorsement from recognized organization (club, team, or group);
- 3.) Proof of matching funds; and,
- 4.) A detailed itinerary of trip.
- 5.) Apply at least two (2) prior to the trip.
- 6.) You must apply at least two (2) weeks before the travel date.

All applicants must provide copies of the travel receipts and final accounting of the trip after the travel has taken place. No future funding will be approved until all obligations are fulfilled for previous travel.