# SCWI RFP 2018-2019
# Benchmarks for Activities and Forums

## Categories and Benchmarks

**1.    Activity/Forum for Teachers/Instructors/Staff**

- Forum for Dual Credit Teachers, Instructors, Staff (Secondary and College)
- Pathways Forums (Access funding)

These forums typically follow a one-day workshop format. (College or Secondary School students may in some cases also be part of this kind of activity. In such cases, their participation would be funded according to the same benchmark amount.)

Benchmark: $50 / participant

**2.    Activities/Forums for Students and Parents**

- Hands-On Activities for Students and Parents (including Access pilots)

This category encompasses activities that focus on students and parents. (Teachers/instructors may also be part of this kind of activity. In such cases, their participation would be funded according to the same benchmark amount.)

E.g. Hands-on experiences for Grade 7 – 12 students at a college; curriculum-related workshops delivered by college students to Grade 7 – 12 students at a school.

Benchmark: $50 / participant

- After SWAC and After Adult Dual Credits (Access pilots)

RPTs need to request this funding for every SWAC and every Adult Dual Credit student.

No benchmark. Please detail request for funds in the "Miscellaneous Funding" section:
- Three conversations per class (# of classes x $45)
- Four one-on-one follow-up conversations per student (# of students x 4 x $45)
- PD and report back for college advisors (6 eight-hour days x # of classes x $45)
- Workshop materials ($25 x # of students)

**3.    Other**

Please be sure to describe the Activity in detail and funding requested.

E.g. Communicating innovative and effective approaches regarding dual credit programs through RPT websites.

No benchmark. Please detail request for funds in the "Miscellaneous Funding" section.

In cases where the benchmark either generates too much or too little funding to run an activity or forum, RPTs are asked to detail their request in the Miscellaneous section of the online application rather than requesting benchmark funding.

## Activity or Forum Planning

The following are the priorities for Activities for 2018-19:
- one day hands-on activities held during the regular school day. Grade 7-8 students first priority, Grade 9-10 students second priority, Grade 11-12 students third priority.
- for students who may not have other opportunities to participate in activities at college
- activities that promote mentoring for Grade 7 and 8 students by a college student or apprentice
- teacher forums to include information on how to better support students with PSE pathway planning
- parent forums that are delivered at local PSE institutions and provide information to support awareness about PSE opportunities, pathways, and resources to provide smooth transitions
- After Adult Dual Credits (ADCs) pilots,
- After SWAC (School Within a College) pilots

Activities requiring overnight accommodation will be considered only when necessary because of distance. Activities and forums should take place on a college campus or at a school (i.e., not in community halls, labour union halls).

SHSM Reach Ahead Activities will not be approved, as these should be funded through the SHSM program.

RPTs are encouraged to use data from previous years to make decisions about activities and forums. Particular attention should be paid to the number of approved participants as compared to actual participants.

## Teacher Release Time and Transportation

Teacher release time and transportation funding are not included in the benchmark calculations. Please record the costs you expect to incur in these categories in the "Additional Funding" section of the Activities/Forums online application. In the case of teacher release, RPTs should work with boards to minimize this expense by accessing board PD funds where possible.

## Miscellaneous Funding

Any costs not captured by the benchmarks can be requested as a "miscellaneous" cost in the proposal. However, miscellaneous funding requests for the following will not be approved, as they are already included in the benchmark calculation:

- Facilities
- Planning, coordination or program development
- A/V tech
- Purchase of curriculum or resources
- Meetings or sessions
- Food and catering
- Special celebrations, award ceremonies
- Faculty and support staff, unless they are a focus of the activity, either as presenters or participants
- Teacher release time where teachers are accompanying students to the college
- Financial services institution administration fees

# Transferring Funds Between Funding Categories or Activities/Forums

Please seek approval through contract change to move funds between categories (benchmarks, supply release, transportation, miscellaneous) or Activities/Forums. Access pilot funding is enveloped and needs to be tracked and reported separately.