



## INFORMATION FOR APPLICANTS

# BCITO myBCITO TOOLS GRANT

### What is the myBCITO Tools Grant?

BCITO will provide a grant of up to \$1,000 to help you purchase tools and equipment needed for your trade apprenticeship.

BCITO will provide a grant of up to \$1,000 to help you purchase tools and equipment needed for your trade apprenticeship.

### How many grants are available?

There are 100 grants available each year.

There are 100 grants available each year.

### How much are the grants worth?

Up to \$1,000.

### Who is eligible?

Applicants must meet one of the following criteria:

- Be a current apprentice and have signed into their apprenticeship after 1 September 2018
- Have joined the myBCITO community before commencing their apprenticeship (BCITO will have a record of this);  
OR
- Have undertaken a BCITO BCATS or Gateway programme in 2018 / 2019

### What can the grants be used for?

Grant recipients can purchase tools and/or equipment needed for their trade apprenticeship.

### How do students apply?

Applications can be made by completing and submitting the myBCITO Tools Grant Form, along with a portfolio of information.

The portfolio should include:

- Evidence of your current situation and how you are eligible for the grant
- How the grant will help you reach your career goals
- What tools specifically you will use the money for, and any supporting evidence of the cost

### When should applications be made?

Applications open 1 September 2019 must be received on or before 28 September 2019.

### How will applications be considered?

All applications will be considered by a team from BCITO who may request additional information from the applicant or from their Training Advisor / Business Development Advisor. Successful applicants will demonstrate how well the intended use of the funds meets the purpose of the grant. All decisions made will be final.

### How and when will applicants be notified?

All applicants will be notified by mail or phone within one month of the managers meeting, held immediately after applications close. Those awarded grants may also be published in BC News and must be available for media interview if required.

### How are grants claimed once awarded?

Payment will be made direct to the nominated bank account provided in the initial application. BCITO reserves the right to request evidence of how the grant has been used up to one year following payment.