



NZ BUSINESS &
PARLIAMENT TRUST

TRAVEL FUND ASSISTANCE FOR SCHOOL VISITS TO PARLIAMENT

**GUIDELINES &
APPLICATION**

WHAT IS THE TRAVEL FUND FOR SCHOOL VISITS TO PARLIAMENT?

The New Zealand Business & Parliament Trust is a non-partisan educational charity formed in 1991 to help bridge a perceived gap of understanding between Members of Parliament and the business community.

The Trust is dedicated to fostering goodwill and understanding between the business community of New Zealand and Members of Parliament.

The Trust is active in promoting education and understanding of Parliament. It does this by providing funds for school visits to Parliament and Prizes in politics and public policy at various universities in New Zealand.

The *Travel Fund Programme for Schools to visit Parliament* is designed to assist, encourage and support schools in bringing students to Parliament. Financial support takes the form of a 'contribution' to the costs associated in travelling to Wellington rather than a full grant meeting all costs.

WHO CAN APPLY FOR ASSISTANCE?

All schools may apply for travel assistance for a visit to Wellington, which will be based on a graduated scale - the distance in kilometres from the school to the Wellington CBD.

Priority will be given to schools

- visiting Parliament for the first time
- that exhibit a special need or exceptional circumstances.
- that are low decile and located in rural and provincial areas
- can demonstrate a robust fundraising programme
- furthest away from Wellington and outside the greater Wellington region

DEVELOPING YOUR ITINERARY AND PROGRAMME

The subsidy will only be available for schools participating in the "How Parliament Works" programme provided by the Parliament Services (Education Services) team.

Note that you must have a confirmed booking before you lodge your Application form to the Trust.

In developing your Wellington programme, schools are encouraged to identify other 'Civics and Citizenship Education (CCE)' based activities on offer in Wellington that connect to and enhance the parliamentary programme.

Possible options for inclusion are:

- Government House education tours programme (<https://gg.govt.nz>);
- Ministry for Culture and Heritage education programme at Pukeahu National War Memorial Park (www.mch.govt.nz);
- an educational tour of the Supreme Court (www.courtsofnz.govt.nz) and
- He Tohu at the National Library (www.dia.govt.nz).

HOW DO I BOOK TO ATTEND "HOW PARLIAMENT WORKS"

The easiest way to book a "How Parliament Works" visit with Education Services is to call them on **04 817 9565** or e-mail **Education.Services@parliament.govt.nz** with the following details:

- The name of your school
- The total number in your group, including adults (up to a maximum of 42)
- Your students' year level(s)
- The preferred e-mail and mobile contact for the teacher with the group on the day
- Will there be any supported learners or anyone with access needs?
- Would you like us to contact the electorate MP for the area your school is in? (subject to their availability)
- Would you like copies of our resources in hard-copy format? These are also freely available for download online.

It is also important to note that there are a number of peak periods for the Education Services team during the year, particularly in Terms 3 and 4. November is also their busiest month.

Given the limited availability, days and times can often be fully booked months in advance. With this in mind, the earlier you contact Education Services, the more likely it is that you will be able to confirm your preferred date(s) and time(s).

HOW MANY STUDENTS ARE ELIGIBLE FOR THE FUNDING?

Funding is available for

- up to 30 students and 2 adults (parents/caregivers but not teachers)
- other school groups on a case-by-case basis.
- Students should preferably be attending years 6 to 13 but all applicants will be considered

HOW DO I APPLY FOR FUNDING?

All applications must be on the official Application Form which is available from the

NZ Business and Parliament Trust,
Private Bag 18041, Parliament Buildings, Wellington 6160,
or can be downloaded from www.nzbpt.nz

All sections of the Application form must be completed and the form signed by the School Principal.

- A copy of the Travel Itinerary for the visit must be attached to the Application form.
- Confirmation of your booking for "How Parliament works - an overview" must also be attached.
- Schools may apply for assistance only once in any calendar year.
- The visit to Parliament must take place within six months of any application being approved.

HOW DO I CALCULATE THE DISTANCE FROM MY SCHOOL TO THE WELLINGTON CBD?

In calculating the distance you must use the "Distance Calculator" hosted by AA Travel in the link below to calculate your schools distance from Wellington CBD.

<https://www.aa.co.nz/travel/time-and-distance-calculator/>

KMs from Wellington

DISTANCE	PER STUDENT (*)	PER PARENT (#)
Up to 200km	\$25	\$25
Up to 400km	\$40	\$40
Up to 600km	\$60	\$60
Up to 800km	\$80	\$80
Up to 1000km	\$100	\$100
Over 1000km	\$120	\$120

() for up to 30 students (#) for up to 2 Parents / Caregivers (not teachers)*

APPLICATION CLOSING DATES

Applications for the Travel Fund Programme will be considered 4 times each year - closing dates will be as follows: 30 September, 31 December, 31 March and 30 June in each year.

Applications, accompanied by the proposed travel itinerary, MUST be submitted via email to the Trust at ce@nzbpt.nz no later than six (6) weeks prior to the intended visit to Parliament.

WHERE DO I SEND THE COMPLETED APPLICATION FORM?

The Application Form with accompanying documents can be submitted via email to ce@nzbpt.nz or posted to the Chief Executive, NZ Business and Parliament Trust, Private Bag 18041, Parliament Buildings, Wellington 6160.

I HAVE A QUERY ABOUT THE TRAVEL FUND, HOW DO I CONTACT THE TRUST?

The telephone number for the Trust is (04) 472 5365 and the email is ce@nzbpt.nz - The website is www.nzbpt.nz

WHO WILL BE ADVISED IF THE APPLICATION IS SUCCESSFUL?

The School Principal or contact teacher named on the application form will be notified of the Trust's decision by a letter via email.

WHO CONSIDERS THE APPLICATIONS?

The Chief Executive of the Trust will assess all applications on behalf of the Board.

The Trust will make its decision based on the School's application and may consult other agencies or organisations, as appropriate.

The final decision will be made by the Trust and no correspondence will be entered into once decisions have been made.

HOW IS THE TRAVEL ASSISTANCE GRANT PAID?

The Travel assistance grant will normally be paid in advance of the visit to Parliament. Funds will be transferred electronically to the School's nominated bank account. Under no circumstances will any funds be transferred to a private or business bank account.

The School Principal must agree (by signing the Application Form) to refund any funds advanced to the School with 10 days if the visit is cancelled or where there is a change in the number of students visiting. The Trust's Bank account details will be provided to the School in a separate email to enable a refund to be made.

WHAT HAPPENS IF THE VISIT IS CANCELLED?

Should the visit to Wellington not proceed on the dates specified the Trust must be notified via email immediately. The School Principal agrees (by signing the Application Form) to refund any funds advanced to the School with 10 days if the visit is cancelled or where there is a change in the number of students visiting.

The Trust's Bank account details will be provided to the School in a separate email to enable a refund to be made.

CONDITIONS OF RECEIVING THE TRAVEL FUND ASSISTANCE:

There are no formal conditions for receiving travel assistance from the Trust other than attendance at the learning programme. However the Trust would appreciate an acknowledgement of the travel assistance funding it provides.

The Trust hopes that students who are able to visit Parliament will share their experience with their school and others in their local community. This can be done in a number of ways using school equipment and facilities.

Copies of any reports or social media coverage of the visit posted on the schools website/facebook page as well as any local newspaper articles on the visit to Wellington would be appreciated.

Any feedback on this assistance scheme would also be appreciated.

NZBPT TRAVEL FUND FOR SCHOOL VISITS TO PARLIAMENT APPLICATION FORM

PLEASE FORWARD THE COMPLETED FORM TO

Chief Executive,
New Zealand Business & Parliament Trust,
Private Bag 18041, Parliament Buildings,
Wellington 6160.

Phone: (04) 472 5365
Email: ce@nzbpt.nz
Website: www.nzbpt.nz

NOTE

- This application form consists of 4 pages. All sections must be completed.
- Please submit this form at least 2 months prior to your proposed visit.
- This form, accompanied by confirmation that you are booked in for "How Parliament Works", together with your proposed travel itinerary, must be submitted.

SCHOOL INFORMATION

School Name	
Name of Principal	
Postal Address	
School Phone Number	
School Email Address	
School Website / Social Media	
Have you applied for funding before? If so when?	

SCHOOL CONTACT PERSON

Name	
Email Address	
Mobile Number	

TEACHER IN CHARGE OF THE VISIT TO WELLINGTON

Name	
Email Address	
Mobile Number	

VISIT TO WELLINGTON

Name	
Email Address	
Mobile Number	

PLEASE ENTER THE NUMBER OF STUDENTS FROM EACH YEAR LEVEL PARTICIPATING IN THE VISIT

Year:	Year:	Year:	Year:	Year:	Year:
Students:	Students:	Students:	Students:	Students:	Students:
Number of Parents / Caregivers with the Group					
Number of Teachers with the Group					
Is this your Schools first visit to Wellington?					
How often does your school come to Wellington?					
How far is your school in km from Wellington Central?					

Use the 'distance calculator' hosted by AA Travel : <http://www.aatravel.co.nz/main/time-distance-calculator.php>

HOW DID YOU FIND OUT ABOUT NZBPT TRAVEL FUND FOR SCHOOL VISITS? (PLEASE CIRCLE)

NZBPT Website / Parliament Website / Parliament Education Unit / Social Media / Parent / Teacher

Other (please indicate)

SCHOOL AND PROGRAMME INFORMATION

Tell us about your school. For example: geographical location, decile rating, student population, school character. What is special about your school?

Tell us how have you raised funds for this visit to Wellington?



SCHOOL AND PROGRAMME INFORMATION CONTINUED ...

Have you applied to other funding sources? Please provide details (*where appropriate*)

Tell us about the purpose or focus of your visit to Wellington?
Do you have other 'Civics and Citizenship education activities planned' ?

Have you requested to meet with your local Member
of Parliament when you are in Wellington (*Please Circle*)

YES / NO

In what ways will your students be able to share their experience
of Parliament / Wellington with their school or community?

*The Trust welcomes receiving social media
postings that can be shared with our members*

Is there any other relevant information we should know about in support of your application

PAYMENT ADVICE | SCHOOL BANK ACCOUNT DETAILS

Name of Account

Bank Account

_____ / _____ / _____ / _____
Bank

Branch

Account

Suffix

SIGN OFF (IMPORTANT)

- Please tick the box to confirm you have read and understand the guidelines associated with this travel funding programme for school visits to Parliament and you agree to refund any payments within 10 days if the visit to Parliament is cancelled or there are less students visiting from that stated in your application.

KIWIRAIL DISCOUNTED RATES



KiwiRail is a corporate member of the Trust.

If your application for Travel Funding is approved by the Trust and your school group is travelling on

- KiwiRail long distance passenger services
- The Interislander Cook Strait Ferry

then discounted rates may apply.

Please email Derek Batchelor-Cook for further information

E: Derek.Batchelor-Cook@kiwirail.co.nz

M: 027 238 2458



P 04 472 5365
F 04 472 2016
E ce@nzbpt.nz
W www.nzbpt.nz

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