



NZ BUSINESS &  
PARLIAMENT TRUST

# TRAVEL FUND ASSISTANCE FOR SCHOOL VISITS TO PARLIAMENT

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**GUIDELINES**

# NZBPT TRAVEL FUND FOR SCHOOL VISITS TO PARLIAMENT GUIDELINES

## 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 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 Assistance 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.

While applications from schools previously funded will be considered, please note that priority will be given to those schools not previously funded through the Trust.

## DEVELOPING YOUR ITINERARY AND PROGRAMME

Grants will only be approved for schools participating in one of the recognised programmes offered by the Parliamentary Services Education Team.

### Current programmes on offer:

- How Parliament Works.
- How Parliament Works - ESOL learners.
- Debating Role Play.
- Eye on the Hive.
- (Senior Secondary) Social Actions and Parliament.

### *Please note:*

*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](http://www.mch.govt.nz));
- An educational tour of the Supreme Court ([www.courtsofnz.govt.nz](http://www.courtsofnz.govt.nz)) and
- He Tohu at the National Library ([www.dia.govt.nz](http://www.dia.govt.nz)).

## HOW DO I BOOK A TOUR OF PARLIAMENT FOR MY SCHOOL?

Education programmes for students from primary through to tertiary level are available for groups who want to learn more about Parliament and its processes. To book a visit please visit the Online Booking Portal. Please note: Booking confirmations may be sent to your spam / junk folder.

For more information contact the Education Team via:  
[education.team@parliament.govt.nz](mailto:education.team@parliament.govt.nz)

Please note: Large educational groups and multiple educational groups wishing to visit at the same time;

- The maximum number of people we can accommodate for an education session is 35 (this figure is inclusive of students, teachers and adults).
- If you wish to bring a group larger than this, we will need to split your group across multiple sessions. We can accommodate multiple groups by staggering entry times of groups by 30 minutes. Due to limitations with our booking portal, users will not be able to book these staggered sessions through the portal; however, this can be arranged by contacting The Education Team with a request (subject to availability).
- If you wish to reserve a timeslot for a large group as soon as possible, please use the bookings portal to book the earliest of your planned session times that works for you.

To view programmes and services available, visit the Parliament website:  
[www.parliament.nz/en/visit-and-learn/educators-and-students](http://www.parliament.nz/en/visit-and-learn/educators-and-students)

## HOW MANY STUDENTS ARE ELIGIBLE FOR THE FUNDING?

Funding is available:

- for up to 40 students.
- 2 adults (parents / caregivers but not teachers).

## HOW DO I APPLY FOR FUNDING?

All applications must be on the official Application Form, which can be requested by email [ce@nzbppt.nz](mailto:ce@nzbppt.nz), or downloaded from [www.nzbppt.nz](http://www.nzbppt.nz)

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

### Please ensure you attach:

- A copy of the confirmation email from the Parliament Education Team stating visit date and time.
- A copy of the travel itinerary for the visit.

### Please note:

- 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	\$35	\$35
Up to 400km	\$50	\$50
Up to 600km	\$70	\$70
Up to 800km	\$90	\$90
Up to 1000km	\$110	\$110
Over 1000km	\$130	\$130

(\*) for up to 40 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:

- 31 December - 1st Quarter.
- 30 March - 2nd Quarter.
- 30 June - 3rd Quarter.
- 30 September - 4th Quarter in each year.

## WHERE DO I SEND THE COMPLETED APPLICATION FORM?

The Application Form with accompanying documents can be submitted via email to [ce@nzbpt.nz](mailto: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 of the Chief Executive is 027 519 5554 and the email: [ce@nzbpt.nz](mailto:ce@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?

Grants will be paid approximately one month out from 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.

## 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.**

**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.**