



2011 SAFE ROUTES TO SCHOOLS ACTION PLAN MINI-GRANTS

APPLICATION GUIDELINES

ABOUT THE PROGRAM

The Safe Routes to School Program is an Oregon transportation program that promotes an increase in safe walking and biking to and from school, resulting in the benefits of reduced vehicle congestion and improved air quality around schools and an increase in the physical activity of students.

The Safe Routes to School (SRTS) Action Plan Mini-Grant Program provides funding to support schools and community organizations in creating the Oregon SRTS Action Plan. The action plan is the first step for the implementation of a Safe Routes to School program, based on the 5 E's of Education, Encouragement, Enforcement, Engineering, and Evaluation. An action plan is required to be eligible for possible future federal funding of both Infrastructure (engineering) and Non-Infrastructure (education, encouragement, enforcement and evaluation) projects and activities for schools K-8. These mini-grant funds are intended for use in schools K-8 that have not previously developed the Oregon SRTS Action Plan.

Funding is available statewide through a grant to the Alliance for Community Traffic Safety in Oregon (ACTS Oregon) from the Oregon Department of Transportation's (ODOT) Transportation Safety Division. Please be aware that **this is a reimbursement-based grant**. This means that funds initially come from your agency/organization's resources and are reimbursed based on the claims and source documents submitted with reports for eligible activities.

HOW MUCH CAN WE APPLY FOR?

Applicants may apply for up to \$3,000



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WHO CAN APPLY?

Funding is available to schools, school districts, local governmental agencies and non-profit 501(c)(3) organizations. We are hoping to fund at least eight applicants for completion of a SRTS Action Plan by June 30, 2012.

PROJECT REQUIREMENTS

- Must complete the Safe Routes to Schools Action Plan template <http://www.oregon.gov/ODOT/TS/saferoutes.shtml> by June 30, 2012. Plan includes: establishing a school team (principal participation is a requirement) assessing the modes of student travel by conducting parent & student surveys, summarizing the findings, identifying solutions and creating the plan.
- Must complete student tally & parent surveys no later than March 2012 (the earlier in March, the better, unless bad weather precludes walking and biking by students).
- Must register and participate in the May 2012 Walk and Bike Challenge, www.walknbike.org.
- Participate in the Action Plan Process Webinar when offered.

PROJECT RESTRICTIONS

- All funded projects must adhere to ODOT's federal financial and project guidelines and ODOT-approved reporting schedules, consisting of 2 reporting periods. The first period ends April 30, 2012 and the second period ends July 22, 2012 with a final claim, final report and completed action plan.
- Funding is intended to result in a final Safe Routes to Schools Action Plan for each benefiting school.
- Funding is not intended to sustain a program beyond the grant year.
- Agencies currently receiving funding from the ODOT – TSD Safe Routes to School program are not eligible for these funds.

TIMELINE

January 20, 2012 **Applications must be received by 5:00 PM (postmarks accepted)**
January 30, 2012 Notification of grant awards

FUNDING, DOCUMENTATION, AND EQUIPMENT PURCHASE RESTRICTIONS

Because the grants are funded from a federal source, there are a number of requirements that must be followed:

- Detailed records of the project must be maintained (e.g., employee timesheets) and copies of receipts and invoices provided to ACTS Oregon.
- Claims and reports must be submitted using official formats.
- Any promotional materials developed must acknowledge funding provided by ODOT's Transportation Safety Division.
- Grant funds cannot be used for lobbying.

Please note that the grant funds cannot be used for the following items:

- Child care
- Paid media such as commercial advertising space or time
- Cash prizes or vouchers redeemable for cash
- Supplanting - paying to free up an employee already conducting safety work

CLAIMS AND REPORTING PROCEDURES

All projects must be completed by June 30, 2012. All records, reports, receipts, and invoices must be submitted to ACTS Oregon by July 22, 2012. Grantees must sign an agreement that they will comply with financial and project guidelines and will adhere to reporting schedules. Claims and reports are to be submitted



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in a standard form, which will be provided to the grantee. Claims and reports are to be delivered to ACTS Oregon by the deadline. Reimbursement for expenses will be made within 30 days following claim due dates.

There is no penalty for completing the activities of the mini-grant before the June 30 end date and submitting required claims and reports prior to July 22, provided the benefitting school(s) participate in the May Walk + Bike Challenge.

Claims and reports must be received by the following dates:

Progress Report and 1st Claim report due April 30, 2012 by 5pm

Final Project and Claim report due July 22, 2012 by 5pm

WHAT GETS FUNDED

- Printing (maps, parent surveys, tally forms, handouts, etc.)
- Public meeting notification
- Light refreshments for meetings (snacks, coffee, no bottled water or alcohol)
- Overtime or new hours for coordinator
- Consideration of requests for other items necessary to hold successful meetings. Modest incentives to encourage walking and biking throughout the year and for Walk and Bike Challenge Month (maximum of \$1.50 per item)

APPLICATION MATERIALS

Please submit one copy of the application **and** attach support letters.

Application deadline is January 20, 2012 (postmarks accepted)



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Please submit one copy of the application **and** attach support letters. *Application deadline is January 20, 2012 (postmarks accepted)*

APPLICATION FOR FUNDING

School information

School name:		
Street address:		
City:	State:	ZIP:
County:	School district:	
Type of school: <input type="checkbox"/> Public school <input type="checkbox"/> Private school <input type="checkbox"/> Charter school		
Principal Name:		
Principal Phone:	Principal Email:	
Enrollment for 2011-2012 year:		
School Web site (if any):		
Project Director Name*: Position:(volunteer, school employee, public works, etc.): <i>*Must have authority to sign contracts to receive funds.</i>		
Project Director Phone:	Project Director Email:	
Project Coordinator*: Position: (parent, school employee, public works, health department, etc.) <i>*Contact person for Action Plan</i>		
Project Coordinator Phone:	Project Director Email:	
E-mail:		
Phone:		
Grant Fund Amount Requested:		
Matching Funds: (optional)		



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Provide the following with application:

1. Brief project description & timeline. Include:
 - a. Timeline of when student tally & parent survey will be completed (October, 2011)
 - b. 1st school team meeting (November)
 - c. Proposed Walk & Bike Challenge activity.
2. Letter of commitment from school principal.
3. Letter of support from the parent teacher organization (PTA, PTO, PTC, other); if not available. Please explain why.
4. School Team List - provide a list of members and their affiliation indicating those that are potential (P) and those who have committed (C)
5. Identify Personnel to be paid from grant funds – include estimate of number of hours and rate of pay.
6. List community partners and describe their contribution to this project. Letter(s) of support are encouraged and should be included with application.
7. **Yes**, we understand that we must register and participate in the May 2012, Walk and Bike Challenge: www.walknbike.org



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BUDGET

Itemized budget, describe in detail - Personnel, Equipment, Incentives... For example: number of hours/rate of pay, what expenses are anticipated for meetings, list of prizes... etc.

Personnel:	
1) Name: Title:	1) Rate \$____ x ____ hours = \$
2) Name: Title:	2) Rate \$____ x ____ hours = \$
3) Name: Title:	3) Rate \$____ x ____ hours = \$
Meeting Expenses: proposed expenses	
1)	1)\$
2)	2)\$
3)	3)\$
Modest Incentives:	\$
Printing: (<i>maps, invitations, survey forms, tally forms, etc.</i>)	\$
Supplies: (<i>vest, banners, flags</i>)	\$
Other: (<i>please specify</i>)	\$
TOTAL:	\$

Please submit one copy of the application to:

ACTS Oregon
 Safe Routes to School Action Plan
 8059 SW Cirrus Dr.
 Beaverton, OR 97008

QUESTIONS:

E-mail Charity Sturgeon charity@actsoregon.org

If you do not have access to e-mail, please call Charity at 503-643-5620; 1-877-793-2608 or submit by Fax: 503-643-5680.