**2019 School Travel Mini-Grant *Pilot*  
funded by TransLink’s TravelSmart program**

**School Mini-Grant Guidelines**

The District of West Vancouver has received TransLink funding to pilot a school travel mini-grants program for West Vancouver schools. The mini-grant program pilot is being administered through West Vancouver’s Engineering Department and is an initiative of the School Traffic Safety Advisory Committee (STSAC).

The purpose of the mini-grant program is to encourage and help school Parent Advisory Committees and other school parent volunteers to implement school-based education or engagement programs that encourage safe and active routes to school.

Schools can apply for a mini-grant of up to $300 per school.

**Eligible Programs for Elementary Schools**

HASTe BC, the provincial leader in safe and active routes to school work, has developed a tool kit for elementary school PACs to help them navigate decisions about what type of program to start: [**https://hastebc.org/toolkit/**](https://hastebc.org/toolkit/)

School mini-grant funding could be used to fund any of the 9 interventions listed on the HASTe BC toolkit:

* [Back to School Communication](https://hastebc.org/back-school-communication/)
* [Drive to Five / Park and Walk Program](https://hastebc.org/drive-to-five/)
* [Kindergarten Playdate](https://hastebc.org/kindergarten-playdate/)
* [Parent Advisory Council Presentation](https://hastebc.org/pac-presentions/)
* [Regular Walk and Wheel to School Program](https://hastebc.org/walk-and-wheel-2/)
* [School Site Walkabout](https://hastebc.org/school-site-walkabout/)
* [School Travel Survey](https://hastebc.org/school-travel-survey)
* [Student Art Project](https://hastebc.org/student-art-project/)
* [Walk and Wheel Event](https://hastebc.org/walk-wheel-event/)

West Vancouver will also consider funding other initiatives that have been discussed previously with school representatives as part of STSAC meetings, such as:

* + BCAA’s Safety Patrol Program. More info [bcaa.com/community/school-zone-safety](https://www.bcaa.com/community/school-zone-safety)
  + School-based Student Drop-off Valet Program. E.g. [kerngreen.org/drop-off-valet-service](http://www.kerngreen.org/drop-off-valet-service)

**Eligible Programs for Secondary Schools**

Although the HASTe toolkit is primarily designed for an elementary school audience, a number of programs could easily be adapted for secondary schools.

Applicants from high schools are also invited to think outside-the-box to propose other ideas better suited for their audience. For example, a high school program could focus on encouraging transit use and leverage materials from West Vancouver’s Teen Bus It campaign, which are posted online here: [www.westvancouver.ca/bluebus](http://www.westvancouver.ca/bluebus)

**Who can apply:**

* A school PAC representative or other parent volunteer with the support of the school principal.
* A school administrator or administrative staff on behalf of parent volunteers or PACs.

Applications are welcomed from all West Vancouver schools – public and private, primary and secondary. Please submit a maximum of one application per school.

School representatives are also welcomed to collaborate with other schools to initiate the same program at multiple schools. However, each school should submit separate application forms for their portion of expenses. Maximum funding available is $300 per school.

**Key Dates and Submission Deadlines**

Early application is encouraged! Applications will be considered on a first-come, first-serve basis. Each application will be evaluated based on its own merits and not compared to other applications.

West Vancouver will continue to accept applications until November 1, 2019, or until resources are exhausted (whichever comes first).

Note that all mini-grant funded programs must take place in 2019, with a summary report provided by December 31, 2019.

Approved mini-grant funding will be distributed by cheque to the school.