



# Connecting Schools Grant

## Grant Opportunity Guidelines



## **Acknowledgment of Country**

The Department of Transport acknowledges the Traditional Custodians of the land throughout Western Australia and pays our respects to Elders past and present.

We acknowledge the members of all Aboriginal communities, their cultures and continuing connection to Country throughout the State.

## **About this document**

The information contained in this document is provided in good faith and believed to be accurate at time of publication.

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## **Alternative formats**

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# 1. Overview

The Connecting Schools Grant (CSG) is an initiative of the WA State Government, administered by the Department of Transport (DoT) and jointly funded by DoT through the Western Australian Bicycle Network (WABN) Grants Program, and the Department of Education.

CSG offers Western Australia (WA) schools participating in the Your Move program access to funding to improve bike and walking access, skills and infrastructure. This supports students to get physically active for the trip to school and reduces car trips and parking demand around schools.

Since 2018, CSG has funded over \$888,000 active travel related projects, resulting in thousands of students taking part in bike and pedestrian safety education, improved bike and scooter access and parking at schools, all contributing to healthier, safer and more connected communities throughout WA.

As part of the 2024-25 grant round, a total funding pool of \$225,000 (exclusive of GST) is available to upgrade bike and scooter parking, install bike and scooter tracks, run bike skills and road safety education workshops and deliver innovative initiatives that support and encourage greater active travel within the school community.

These Connecting Schools Grant - Grant Opportunity Guidelines (the Guidelines) are reviewed and updated prior to each grant round opening to help schools submit applications. The Guidelines include information on funding categories, and associated eligibility and selection criteria.

Applications for the 2024-25 CSG funding round are to be submitted by using the 'DoT Grants' online grants management system (Omnistar).

Two streams of funding are available in the 2024-25 round, each with its own deadline for acquittal:

1. Silver, Gold and Platinum; and
2. Double Platinum

All Silver, Gold and Platinum funded projects must be completed within the 2024-25 financial year. All Double Platinum projects must be delivered and completed within the 2025 calendar year.

## 1.1 Key dates

Milestone	Date
Applications open	8.00 am Monday 28th October 2024
Applications close	5.00 pm Friday 15th November 2024
Successful grantees notified	Early December 2024
Grantee kick off meetings	Early-mid December 2024
Acquittal due dates:	
Silver, Gold and Platinum grants	Friday 20 June 2025
Double Platinum grants	Monday 8 December 2025

## 2. Grant objectives

Silver, Gold and Platinum projects funded by the CSG are required to achieve at least **one** of the following key objectives and Double Platinum projects must achieve at least **two** of the following key objectives:

1. Improve bicycle access, active transport infrastructure and initiatives supporting increased riding, walking and scooting to school.
2. Build capacity for increased participation in active travel for the trip to school.
3. Increase the opportunity for schools across WA to have access to bicycle facilities of high quality that are suitable for use by all ages and abilities.
4. Promote and support a positive culture of active travel in school communities.

Assessment criteria are designed to achieve the above objectives. Projects that align most closely with these will score best in the assessment process and are more likely to be successful for funding.

### 3. Grant stages

The CSG has the following stages:

<p><b>1. Application</b></p>	<ul style="list-style-type: none"> <li>• Meet eligibility requirements and submit a single application online.</li> </ul>
<p><b>2. Assessment</b></p>	<ul style="list-style-type: none"> <li>• Your application is assessed by DoT, and where successful, signed off by delegated approver Executive Director Urban Mobility.</li> </ul>
<p><b>3. Agreement</b></p>	<ul style="list-style-type: none"> <li>• You will be notified of the outcome of your application by email. If successful, you will be asked to attend an initial kick off meeting to discuss your project timeline, scope, value and milestones.</li> <li>• Your Grant Deed must be signed and returned within 14 days of the initial 'kick off' meeting, or by the date nominated by DoT. Deed Summary letter will then be issued, allowing project commencement.</li> </ul>
<p><b>4. Monitoring</b></p>	<ul style="list-style-type: none"> <li>• You may be required to provide periodic updates via email or phone on your grant activities. Double Platinum grantees may be required to attend additional process meetings.</li> </ul>
<p><b>5. Acquittal</b></p>	<ul style="list-style-type: none"> <li>• You must undertake all proposed activity related to the grant, and completed all acquittal reporting by the date set by DoT.</li> </ul>
<p><b>6. Review</b></p>	<ul style="list-style-type: none"> <li>• You may be contacted post acquittal to provide an update on grant funding outcomes and to provide feedback on the grant process.</li> </ul>

### 4. Grant funding information

#### 4.1 Available funding

A total pool of \$225,000 (exclusive of GST) will be available in the 2024-25 grant funding round. There are four categories of grant funding available: Silver, Gold, Platinum and Double Platinum. The Guidelines may be revised at any time to reflect changes to funding sources should additional funding become available.

#### 4.2 Funding categories

Eligibility for each category is based on the Your Move accreditation level the school has achieved in 2024 (see table 1 below). Eligible schools can only apply for one grant per financial year.

**Table 1: Accreditation level and category of eligible funding**

Funding categories	Accreditation level required	Grant description	Number available	\$ value (excl GST)
Silver	Silver (minimum 300 points or higher)	Project options include bike check-ups, Safety School excursion, innovation initiative projects, bike promotion package, Aboriginal class walking tour, road safety signs package, West Cycle Accreditation and bike hire for excursions.	12	Up to \$1,000
Gold	Gold (minimum 600 points or higher)	Project options include bike and scooter related parking infrastructure, bike education, BMX, Skateboard, Scooter Demonstration &/or Coaching Session, Safety School excursion (with transportation), Mountain Bike excursion, balance bikes & road safety signs package, bikes and helmets (for bicycle library), and innovation initiative projects.	12	up to \$3,500
Platinum	Platinum (minimum 1,000 points or higher)	Project options include bike and scooter related parking infrastructure, bike check-ups and education, and bike and scooter skills track surfacing.	12	up to \$7,500
Double Platinum	Double Platinum (minimum 1,500 points or higher)	Funding only for large scale bike parking infrastructure projects and bike trail (design and phase one construction). Only one bike trail project will be funded in this round.	5	Up to \$20,000

It is anticipated that five (5) Double Platinum grants will be awarded and 12 grants within each of the other grant funding categories. In the case where these maximum quota of grants for each category is not awarded, DoT reserves the right to reallocate the remaining total pool at its discretion across the grant funding category dependent on grant applications received.

To ensure fairness and equity by spreading the distribution of funding throughout the WA, schools that are successful for a Double Platinum (previously referred to as a ‘Major’) grant in any given year are deemed ineligible to apply for another Double Platinum grant for the subsequent two financial years. Schools that are ineligible to redeem a Double Platinum grant during their two-financial year exclusion period are permitted to apply for a lesser value grant in the interim years. This is subject to grant availability and the school achieving the eligibility criteria. Refer to Appendix 9.6 or contact the DoT for more information on your school’s eligibility to apply for a Double Platinum in the 2024-25 round.



Furthermore at least one (1) Double Platinum grant will be quarantined for a regional or remote based school. If no eligible applications are received from regional or remote schools, this Double Platinum grant will be made available to a metropolitan school.

### 4.3 Funding model

CSG is designed to provide eligible WA schools with 100 per cent funding of the total eligible cost of a project that aims to improve bike and walking access, skills and infrastructure, or deliver innovative initiatives that support and encourage greater active travel within the school community.

### 4.4 School co-contribution

Schools may opt to pay for additional remediation work from their own budget, or other funding resource, to allow for infrastructure installation over and above the standard installation costs included in the grant.

Schools are also encouraged to add value to their grant projects by:

- a) seeking additional financial support from the school's parent representative body to increase the scope of the grant project delivered; and/or
- b) electing to 'top up' their grant with their Your Move Redeemable Points balance.

## 5. Criteria

CSG uses a staged, competitive process. Only Western Australian schools will be deemed eligible to apply for CSG.

There are two types of criteria applied to applications for funding:

**General Eligibility Criteria** – Applicable to all grant categories, these are non-weighted criteria that all grant applications must meet.

**Assessment Criteria** – Weighted criteria used in the competitive assessment process to score applications against specific Program and grant category priorities. Applications are evaluated against the criteria independent of each other. The intent of the assessment is to evaluate the merit of project proposals in alignment with program objectives.

### 5.1 General eligibility criteria

- Achieved a Your Move accreditation level of Silver or higher by the grant closing date;
- Completed a start of year Hands Up Survey in Term 1, 2024 or within two weeks of registration (or date specified by DoT) where a school has joined Your Move after Term 1, 2024;

- Commit to submitting an end of year Hands Up Survey in Term 4, 2024 and a start of year Hands Up Survey in Term 1, 2025; and
- Fulfilled all acquittal requirements for previous years CSG funded projects.

Where a school applies for a grant and has not meet the eligible accreditation level, or any of the other General eligibility criteria, the application will be deemed ineligible and removed from the assessment pool.

## 5.2 Assessment criteria and guidance

Once an application is deemed eligible, it moves on to the competitive assessment stage. It will be assessed according to the following criteria, divided into two streams:

1. Silver, Gold or Platinum; and
2. Double Platinum.

### 5.2.1 Silver, Gold and Platinum grant applications

- Will be assessed against two criteria which will be scored on a scale of 1-5, where 1 is not meeting the criteria and 5 is exceeding the criteria.
- Criteria and weightings applied as per table in Appendix 9.1, Assessment criteria, questions and guidance, for Silver, Gold and Platinum grants.
- Final selection criteria scores will be ranked and subsequently considered within the funding allocation.
- Refer to Appendices 9.3 for details pertaining to supporting documents.
- Refer to Appendices 9.7 for example response.

### 5.2.2 Double Platinum grant applications

- Funding for bike and scooter parking and bike trail infrastructure projects only.
- Only one bike trail infrastructure project will be awarded for the 2024-25 round.
- Where a school nominates for a bike trail infrastructure project, an option will be available to provide details of an alternative bike and scooting parking infrastructure project.
- Will be assessed against four criteria which will be scored on a scale of 1-5, where 1 is not meeting the criteria and 5 is exceeding the criteria.
- Criteria and weightings applied as per table in Appendices 9.2 for Assessment criteria, questions and guidance, Double Platinum grants.
- Final selection criteria scores will be ranked and subsequently considered within the funding allocation.
- Refer to Appendices 9.3 for details pertaining to supporting documents.
- Refer to Appendices 9.8 for example response.

## 6. Funded grant packages

Funding is offered as packaged services and goods only, which are used by the school to deliver a project. Grant menus outline the packages that schools can apply for through the application process, and these are available on the Your Move website.

Schools should be aware that DoT has contractors in place for the delivery of bike and scooter parking infrastructure, bike trail design and construction, bike skills track surfacing, Aboriginal walking tours and bike education. Schools cannot source or use CSG funding to pay external providers for the delivery of any of these goods and services, except where regional delivery is not possible, or at the discretion of DoT. Grant funding is entirely managed by DoT on behalf of schools and at no stage will cash funds be transferred to a school account for grant expenditure, except in the case of innovation initiative projects.

DoT's Behaviour Change Manager and other relevant officers will make the final decision on what is deemed an eligible item and may provide further guidance on eligible and ineligible items to schools as required.

### 6.1 Eligible items (will be funded)

- School end-of-trip facilities.
- Innovation initiative projects (see Appendix 1).
- Bike education sessions (see Appendix 2).
- Bike check-ups.
- Bike and scooter skills track surfacing.
- Bike trails.
- Bike repair stations.
- New or upgrades to bike and scooter parking infrastructure including but not limited to bike and scooter racks, shelters for bike parking, fencing.
- Bicycle and scooter accessories.
- Bicycles and balance bikes for school bike libraries and education delivery.
- Teacher accreditation course – cycling.
- Teacher relief (must be used solely to undertake the following grant funded activities; school incursions and excursions, bike education, professional learning, plan and deliver tasks related to innovative initiatives, approved at the discretion of DoT).
- Active travel related excursions (including but not limited to, Constable Care Safety School, Mountain biking).
- Aboriginal Walking Tour – routes to school.
- Active travel related educational resources (including but not limited to, road safety signage and books).

- Bike hire for excursions.
- Skateboard, scooter, and BMX performances and coaching session.
- Bus charter costs (related to excursion offered through grants).

## 6.2 Ineligible items (will not be funded):

The following list is not exhaustive and is provided to offer guidance to schools on what is deemed an ineligible item for CSG funding.

- Fundraising or for-profit events.
- Professional development seminars and workshops.
- Conference attendance or travel requests.
- Individual endurance rides, competitive bike events or spin classes.
- Gift vouchers and prizes from non-WA based businesses.
- Infrastructure or assets including sporting team apparel or general sporting equipment.
- Internal/organisational project management or administration costs (overheads), including staff wages, in-house office supplies and printing utilities; with the exemption of teacher relief for grant related activities to be used as outlined under 'eligible items'.
- Ongoing operating or maintenance costs of infrastructure or bike tracks.
- Depreciation costs.
- Any other costs not directly related to the project defined in the Connecting Schools Grant Deed.

## 7. Application process

### 7.1 How to apply in 2024

Applications must be submitted using the grants management system 'DoT Grants' (Omnistar). Email applications are not available and will not be considered. The 2024-25 CSG round will have two application forms; one that can be used when applying for Silver, Gold or Platinum grants, and another for Double Platinum grants. An online briefing session will be held on Wednesday 23 October 2024 with expressions of interest to attend to be registered via the Your Move website.

The application process is outlined below:

1. Log into your school's [Your Move](#) profile and go to the CSG resource page on the Your Move webpage. From the opening date of the application period, you will find a link to sign in to 'DoT Grants' (Omnistar). If you have not yet created a free Omnistar account, follow the prompts to do so. When creating your account please use your individual work email address, not the generic school email. Once your Omnistar login has been created you can share the account with other staff to assist with the application submission.

2. Once signed in, you will see all the available grant rounds for DoT. Select the appropriate round labelled:
  - '2024-25 Connecting Schools Grant – Double Platinum; or
  - '2024-25 Connecting Schools Grant – Silver\_Gold\_Platinum'
3. Complete the relevant online application.
4. Some information in the application form is mandatory, including the requirement for supporting information and selection of a specific package item i.e., bicycle education. If these are not addressed, your application will be automatically deemed ineligible and not proceed.
5. Ensure that you set aside at least 2- 8 hours (depending on the level of funding you are applying for), to complete your application and provide all the required supporting information. You can save your application at any time and go back to complete it.
6. Schools can only apply for the funding category for which they are eligible (refer to Table 1 – Accreditation levels and categories of eligible funding).
7. If your school has not yet achieved the required accreditation level for the desired funding category, you may begin the application and save it. Once the accreditation level is attained, you can finalise and submit your application before the grant's closing period.
8. DoT will not be responsible for any lost data in an application and will be unable to accept applications past the closing time. We encourage applicants to clarify any questions and submit their application as early as possible.
9. All applications will be reviewed by DoT to ensure consistency with the eligibility criteria.
10. Where a school submits multiple applications for the 2024-25 funding round, **only the first application received will be assessed**. All other applications will be deemed ineligible and removed from the assessment pool.

## 7.2 Required supporting information

The following information is not an exhaustive list. Please ensure that the application form is read and addressed thoroughly before submitting. More information can be found in Appendix 9.3.

- In cases where infrastructure or bike trail is selected, DoT requires the school to supply the following documents:
  - School map identifying site location;
  - Site plan with measurements and other relevant details'; and
  - Relevant photos.
- Where the application is for a Double Platinum grant, a detailed project description with cost estimates must be submitted (bike and scooter parking infrastructure projects only).
- Where an innovation initiative project is selected, the school must complete and submit a detailed project description and provide estimated costing as part of the application.

## 7.3 Notification of funding recommendation

### 7.3.1 Successful applicants

Successful applicants will be notified following approval of funding recommendations. Refer to Section 9 of the 'Connecting Schools Grant Program Management Procedures' document for a detailed description of the decision making and award process. Successful applicants will be required to agree to and sign a Connecting Schools Grant Deed. The purpose of this Deed is to set out the conditions under which the Grantor (Minister for Transport) has agreed to provide the Grant to the Grantee (school). An acquittal form will be required from each successful school and must be submitted via 'DoT Grants' (OmniStar) upon completion of the project.

### 7.3.2 Unsuccessful applicants

Applicants are encouraged to seek feedback as to why their project was not successful for grant funding. Projects that are assessed as suitable for funding but do not fall within the available funding allocation are placed on a reserve list. These projects are considered for funding on a case-by-case basis should funds become available.

### 7.3.3 Freedom of information

Should applicants seek information further to feedback already received, the *Freedom of Information Act 1992* (WA) provides the right to apply for access to documents held by DoT. For more information, visit DoT's [Freedom of Information webpage](#).

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We welcome your feedback to ensure DoT continually improves processes. For further information, complaints or feedback please email [yourmove@transport.wa.gov.au](mailto:yourmove@transport.wa.gov.au).

Further complaint escalation will be managed via DoT's complaint handling system.

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## 8. Connecting Schools Grant Deed

The Connecting Schools Grant Deed sets out the conditions under which the Minister for Transport (Grantor), has agreed to provide the grant to the school (Grantee).

As part of receiving funding, all Grantees will be required to meet their obligations as follows:

1. Participate in a 'kick off' meeting prior to project implementation.
2. Sign and return the Connecting Schools Grant Deed to [yourmove@transport.wa.gov.au](mailto:yourmove@transport.wa.gov.au) within 14 days, or by the date nominated by DoT, of the initial 'kick off' meeting.
3. Commit to liaising with the DoT's contractors and the DoT within reasonable timeframes to select/confirm goods/services, as part of grant package.

4. For all bike and scooter infrastructure projects (such as bike shelters, end-of-trip cages, bike and scooter racks, bike trails etc.), the school, commits to work with DoT's appointed infrastructure contractor and the Department of Education to obtain all required Building and Development Approvals (BA) from the relevant Authorities.
5. Meet all Grantee obligations as detailed under section 6 of the CSG Deed and as per below.
6. Grantees successful for Silver, Gold and Platinum projects must commit to deliver and complete their projects within the 2024-25 financial year. Grantees successful for Double Platinum projects must commit to deliver and complete their projects within the 2025 calendar year.

## 8.1 Grant acquittal requirements- Silver, Gold and Platinum grants

To sufficiently meet the acquittal requirements, upon the completion of the project, the school will be required to do the following:

1. Before Friday 20 December 2024, submit a completed Term 4, 2024 'Hands Up Survey' via the Your Move website.
2. By Friday 11 April 2025, submit a completed Term 1, 2025 'Hands Up Survey' via the Your Move website.
3. Before Friday 20 June 2025, submit a story on the Your Move website including:
  - A brief description of the project, including why it is needed, where it is located and who was involved in the process.
  - Reflections on how the grant has been received at the school and how it has helped increase active transport.
  - Include a minimum of two photos of the funded project:
    - a. Photos must show the installed infrastructure, innovation initiative or education session being used by persons where the type of project makes it reasonably necessary to do so.
    - b. Photos may be used in internal and external promotion by the Grantor or other parties, as part of the Your Move program.
    - c. It is the responsibility of the Grant recipient to ensure that photography consent has been sought from each identifiable person prior to its use in promotion and acquittal documentation.
    - d. DoT will require that a completed photographic release form is provided to the Grantor for each identifiable person shown in the photograph.
4. By Friday 20 June 2025, submit a completed 2024 CSG Acquittal form via "DoT Grants' (OmniStar).

## 8.2 Grant acquittal requirements- Double Platinum grants

To sufficiently meet the acquittal requirements, upon the completion of the project, the school will be required to do the following:

1. Before Monday 20 December 2024, submit a completed Term 4 'Hands Up Survey' via the Your Move website.
2. By Friday 11 April 2025, submit a completed Term 1, 2025 'Hands Up Survey' via the Your Move website.



3. Before Monday 8 December 2025, submit a story on the Your Move website including:
  - A brief description of the project, including why it is needed, where it is located and who was involved in the process.
  - Reflections on how the grant has been received at the school and how it has helped increase active transport.
  - Include a minimum of two photos and transfer, via a file sharing platform, a short video of the funded project:
    - a. Photos and video must show the installed infrastructure, innovation initiative or education session being used by persons where the type of project makes it reasonably necessary to do so.
    - b. Photos and video may be used in internal and external promotion by the Grantor or other parties, as part of the Your Move program.
    - c. It is the responsibility of the Grant recipient to ensure that photography and/or videography consent has been sought from each identifiable person prior to its use in promotion and acquittal documentation.
    - d. DoT will require that a completed photographic release form is provided to the Grantor for each identifiable person shown in the photograph or video.
4. By Monday 8 December 2025, submit a completed 2024 CSG Acquittal form via 'DoT Grants' (OmniStar).

### 8.3 Innovative initiative projects (possible selection under Silver, Gold and Platinum or Double Platinum grants)

Schools who redeem an innovation initiative will also be required to:

- a) send a signed copy of the Grant Acquittal Statement to assist in tracking expenditure;
- b) provide evidence of all expenses (i.e. itemised receipts); and
- c) send one invoice to DoT, 140 William Street, Perth WA 6000, after their innovation initiative project is complete, to seek reimbursement for all expenses.

### 8.4 Promotion

All successful grant recipients will be required to formally acknowledge DoT's Your Move program on any promotional materials for the project.



## 9. Appendices

### Appendix 9.1: Assessment criteria and guidance, for Silver, Gold and Platinum grants

Criteria	Criteria question	Applicant guidance	Weightings
1. Alignment to Connecting Schools Grant objectives	<p>Select a minimum of <b>one</b> (or more where relevant) objectives from the list below and describe how your project will aim to achieve it.</p> <ol style="list-style-type: none"> <li>1. Improve bicycle access, active transport infrastructure and initiatives supporting increased riding, walking and scooting to school.</li> <li>2. Build capacity for increased participation in active travel for the trip to school.</li> <li>3. Increase the opportunity for schools across WA to have access to bicycle facilities of high quality and suitable for use by all ages and abilities.</li> <li>4. Promote and support a positive culture of active travel in school communities.</li> </ol>	<p>Consider and describe the <b>need</b> for the project from the perspective of increasing active travel.</p> <p>What <b>outcomes</b> do you expect to see from your project and how do they align with the objective(s) you have selected?</p> <p>Where innovation initiative is the selected package, a description of the proposed project is required. See Appendix 9.4 for more details.</p>	60%
2. Program commitment	<p>Explain how the project will support the school's <b>ongoing commitment to engage with Your Move</b> and deliver active travel initiatives over the next 12 months.</p>	<p>Describe any new initiative(s) to be introduced after the grant funded project is delivered, i.e., regular active travel day, or establish a bike club.</p> <p>Describe how these initiatives build on the impact of the grant funded project.</p> <p>Document evidence of ongoing commitment to program beyond the project delivery period, i.e., School calendar of active travel activities for 2025, plans to commence a bike club.</p>	40%

## Appendix 9.2: Assessment criteria and guidance, Double Platinum grants

Criteria	Criteria question	Applicant guidance	Weightings
1. Project description	Provide a description of the bike/scooter parking infrastructure project, or bike trail project, and estimated timeline for delivery and completion.	<p>DoT requires the following documents to be submitted with a major grant application:</p> <ul style="list-style-type: none"> <li>• School map identifying site location</li> <li>• Site plan with measurements and other relevant details</li> <li>• Relevant photos.</li> </ul> <p>Bike/scooter parking infrastructure project applicants only:</p> <ul style="list-style-type: none"> <li>• Applicants should be aware that DoT has a contractor for the supply and installation of infrastructure (metropolitan based schools only).</li> <li>• If you wish to discuss your project, please refer to the Grant Menu for DoT supplier contact details (strongly encouraged).</li> <li>• Metropolitan based schools should refer to the Grant Menu for pricing guidelines to assist with product selection and cost estimates for their grant applications.</li> <li>• Regional schools will need to seek three quotes from local suppliers for project quotes.</li> </ul> <p>Bike trail project applicants only:</p> <ul style="list-style-type: none"> <li>• Only one bike trail project will be funded in this round.</li> </ul>	40%

Criteria	Criteria question	Applicant guidance	Weightings
		<ul style="list-style-type: none"> <li>• Applicants should be aware that DoT has a contractor for the supply and installation of the bike trail. Delivery to regional schools will be dependent on school location.</li> <li>• If you wish to discuss your project, please refer to the Grant Menu for DoT supplier contact details (strongly encouraged).</li> </ul>	
<p>2. Alignment to Connecting Schools Grant objectives</p>	<p>Select a minimum of <b>two</b> (or more where relevant) objectives from the list below and describe how your project will aim to achieve it.</p> <ol style="list-style-type: none"> <li>1. Improve bicycle access, active transport infrastructure and initiatives supporting increased riding, walking and scooting to school.</li> <li>2. Build capacity for increased participation in active travel for the trip to school.</li> <li>3. Increase the opportunity for schools across WA to have access to bicycle facilities of high quality and suitable for use by all ages and abilities.</li> <li>4. Promote and support a positive culture of active travel in school communities.</li> </ol>	<p>Consider and describe the <b>need</b> for the project from the perspective of increasing active travel.</p> <p>What <b>outcomes</b> do you expect to see from your project and how do they align with the objective(s) you have selected?</p> <p>Where innovation initiative is a selected add-on package, a description of the proposed project is required. See Appendix 9.4 for more details.</p>	<p>40%</p>
<p>3. Program commitment</p>	<p>Explain how the project will support the school's <b>ongoing commitment to engage with Your Move</b> and deliver active travel initiatives over the next 12 months.</p>	<p>Describe any new initiative(s) to be introduced after the grant funded project is delivered, i.e., regular active travel day, or establish a bike club.</p>	<p>15%</p>

Criteria	Criteria question	Applicant guidance	Weightings
		<p>Describe how these initiatives build on the impact of the grant funded project.</p> <p>Document evidence of ongoing commitment to program beyond the project delivery period, i.e., School calendar of active travel activities for 2025, plans to commence a bike club or have Your Move listed in school Business Plan.</p>	
<p>4. Activation/celebration moment</p>	<p>Consider and describe how you will activate the new infrastructure received to celebrate the completion of the grant funded project and encourage students and their families to use the infrastructure on a regularly basis</p>	<p>Demonstrate how the school will build awareness of the new infrastructure and continue to increase usage, i.e., plan an event and consider inviting the Minister for Transport to ‘open’ the new infrastructure and celebrate the achievement.</p> <p>Up to \$3,500 of the funding can be reserved to use towards an innovation initiative project to support the launch of the new infrastructure. See Appendix 9.4 for more details on innovation initiative projects.</p>	<p>5%</p>

### Appendix 9.3: Supporting documentation

All applicants must provide certain mandatory supporting documents. These include selecting a specific package item. Additional mandatory documents are required depending on the specific package selected. Refer to the table below for a detailed list of mandatory and optional supporting documents based on your chosen package.

Silver, Gold and Platinum grants

Supporting materials	Description
Mandatory	<p>All applicants</p> <ul style="list-style-type: none"> <li>• Selection of a specific grant package.</li> </ul> <p>Innovation initiative</p> <ul style="list-style-type: none"> <li>• a project description will need to be submitted (see Appendix 9.4).</li> </ul> <p>Bike education</p> <ul style="list-style-type: none"> <li>• preferred term for delivery must be provided (see Appendix 9.5).</li> </ul> <p>Bike and scooter parking infrastructure</p> <ul style="list-style-type: none"> <li>• bike or scooter parking items must be selected (details on offerings can be found in the Grant Menu)</li> <li>• photo of the installation site.</li> </ul> <p>Bike skills track surfacing</p> <ul style="list-style-type: none"> <li>• photo of the installation site.</li> </ul>
Optional	<p>All applicants</p> <p>To demonstrate continued commitment to program involvement, schools may choose to submit:</p> <ul style="list-style-type: none"> <li>• school calendar of active travel activities for 2025,</li> <li>• plans to commence a bike club; and/or</li> <li>• any other evidence of ongoing commitment to Your Move participation.</li> </ul> <p>Innovation initiative</p> <ul style="list-style-type: none"> <li>• quotes for goods/services to assist with innovation initiative delivery.</li> </ul>

Double Platinum grants

Supporting materials	Description
Mandatory	<p>All applicants</p> <p>Where a Double Platinum grant is applied for the following is required:</p> <ul style="list-style-type: none"> <li>• school map identifying site location</li> <li>• site plan with measurements and other relevant details</li> <li>• relevant photos and videos</li> <li>• approximate costings (bike and scooter parking infrastructure projects only)</li> </ul> <p>Applicants should note, DoT has a contracted supplier to deliver infrastructure projects* and a menu with indicative costings is available for prospective metro-based schools to use in their application.</p> <p>*Regional schools should contact the Your Move team prior to applying, to discuss DoT contractors’ capacity to deliver a Double Platinum project. Where contractor has limited-nil capacity, regional schools will need to source costings from two or three (where possible) local construction companies.</p> <p>Innovation initiative (where selected)</p> <ul style="list-style-type: none"> <li>• a project description will need to be submitted (see Appendix 9.4).</li> </ul>
Optional	<p>All applicants</p> <p>To demonstrate continued commitment to program involvement, schools may choose to submit:</p> <ul style="list-style-type: none"> <li>• school calendar of active travel activities for 2025,</li> <li>• plans to commence a bike club; and/or</li> <li>• any other evidence of ongoing commitment to Your Move participation, i.e., plans to list Your Move as a school program on the school’s website or in the school’s Business Plan.</li> </ul> <p>Innovation initiative (where selected)</p> <ul style="list-style-type: none"> <li>• quotes for goods/services to assist with innovation initiative delivery.</li> </ul>

## Appendix 9.4: Innovation initiatives

Innovation initiatives are structured activities aimed at generating new value through novel solutions or improvements in products/processes. In the context of CSG, these are school driven activities, events or opportunities that aim to increase the attractiveness or accessibility of walking, riding or scooting to school. Innovation initiative projects can be used to:

- ‘activate’ new active travel infrastructure received through the grant;
- achieve school community acceptance and encourage students and their families to use active travel on a regularly basis;
- build skills and knowledge which allow students and their families to engage more often in active travel; and/or
- build connection to place where active travel occurs.

Each project will be judged on its merit to:

- increase knowledge to change attitudes or behaviours to increase active travel to school;
- have longevity, where the project, or some of the activities, remain ongoing after DoT’s initial funding; and
- be good value for money.

Funding for innovation initiative projects is available in all grant categories but may not exceed the value of \$3,500 (excluding GST).

Schools will need to submit a description of the initiative in their application and await approval before commencing any work or making any purchases toward the initiative. By choosing to deliver an innovation initiative project, schools agree to pay for the services/goods and will be required to seek reimbursement from DoT once the initiative is complete and the acquittal and a tax invoice is received.

Types of innovation initiative projects that will be considered for funding are as follows:

Type	Description
Heritage or place activation	On a CSG project, heritage or place activation would focus on the area on school grounds near to or at the site of active travel infrastructure. This type of innovation initiative must relate to facilities, artefacts and activities that authentically represent the stories and people of the past or present. It should recognise local contexts, identifying and celebrating unique histories and providing opportunities for people to connect with their own and other cultures.
Temporary or permanent installation	This could include, but is not limited to, locally commissioned artwork such as active travel inspired murals or sculptures.

Type	Description
Once-off event	This could include, but is not limited to, funding for the purchase of healthy food and beverage items, hire of active travel related equipment (i.e. bender bikes, bikes etc.), delivery of active travel related incursions such as performance/stunt shows, and prizes to support a Ride to School Day breakfast event.
Merchandise or signage	Custom-made active travel merchandise or signage.
Short-term educational programs	Programs must be active travel related and build skills and knowledge to increase active travel participation. (Bicycle education for students must be delivered under Bicycle Education package, by DoT's contractor).

See Appendix 9.9 for example innovation initiatives projects that have been delivered by Your Move schools.

Schools can contact the Behaviour Change team at DoT to discuss ideas prior to submitting an online application, by email [yourmove@transport.wa.gov.au](mailto:yourmove@transport.wa.gov.au) or phone 08 6551 6040.



## Appendix 9.5: Bicycle education

Where a school selects a bicycle education program, they are agreeing to undertake their bicycle education program in either Term 1 or Term 2, 2025. You will be prompted to select your preferred term when submitting your grant application form.

Bike education will occur on school grounds and will be delivered a DoT contractor.

If you wish to discuss a customised bicycle education program to suit your student needs, please contact the Behaviour Change team at DoT, by email [yourmove@transport.wa.gov.au](mailto:yourmove@transport.wa.gov.au) or phone 08 6551 6040, prior to commencing your grant application.

### Appendix 9.6: Connecting Schools Grant previous Double Platinum (previously referred to as major) grant recipients

School	Year received	Next eligible to apply (for Double Platinum grant)
Baldivis Secondary College	2019/20	2022/23
Honeywood Primary	2019/20	2022/23
Lake Grace District High	2020/21	2023/24
Winterfold Primary	2020/21	2023/24
Neerigen Brook Primary	2021/22	2024/25
Noranda Primary	2021/22	2024/25
Scarborough Primary	2021/22	2024/25
Thornlie Senior High	2021/22	2024/25
Warnbro Primary	2021/22	2024/25
Wellard Primary	2021/22	2024/25
Wembley Downs Primary	2021/22	2024/25
Albany Primary	2022/23	2025/26
Bramfield Primary	2022/23	2025/26
Honeywood Primary	2022/23	2025/26
St Augustine's Primary - Rivervale	2022/23	2025/26
East Butler Primary School	2023/24	2026/27

<b>St Francis of Assisi Catholic Primary School</b>	2023/24	2026/27
<b>Treeby Primary School</b>	2023/24	2026/27
<b>Winterfold Primary School</b>	2023/24	2026/27
<b>Winthrop Primary School</b>	2023/24	2026/27

## Appendix 9.7: Example responses Silver, Gold and Platinum grant applications

### Example response - Silver grant application (bike promotion package)

**Grant category:** Silver

**Grant project:** Bike Promotion

**Project value:** \$1,833 (includes grant funding and school contribution)

**Applicant school:** St Patricks Primary School

#### Criteria 1 response:

- Objective 2: Build capacity for increased participation in active travel for the trip to school. And
- Objective 4: Promote and support a positive culture of active travel in school communities

Based on experience when we run a walking or cycling to school event, we know that when we create a fun day with prizes, parents and students will make an effort. If we can make this regular enough, then they will realise the fun and prize is in the actual travel by bike or foot. St Pats have about 8 kids that regularly ride or walk within the Fremantle area, but there are more within riding or walking distance who still come via a car. Parents are happy to participate in an event once or twice a year, but even if they live within 5 kms, they do not continue. We need to change their habits. We think having a long running event to excite the students to win a bike will both build capacity for increased participation and promote and support a positive culture of active travel.

#### Criteria 2 response:

Running the project over the next 12 months, with the end game of winning a brand-new bike, will keep the students persistently asking their parents to ride or walk to school with them. This supports our Your Move Program as parents will become accustomed to walking or riding to school. It will no longer be a 'big thing' to swap the car for a bike or walking, as the more regularly you do it, the more your habits change. As well as having the big end prize, we will have regular two weekly Friday Icy Pole prizes for the students in the winning Sports House, based on the points gained by walking or riding to school. This gives the students small prizes and reminds them regularly of the bike prize! Assembly, Newsletters and social media will also be a regular motivator to seek active travel to school and promote Your Move program.



Figure 1 Certificates given to winning St Patrick's students

**Example response - Gold grant application (bike education package)**

**Grant category:** Gold

**Grant project:** Bike Education

**Project value:** \$2,499

**Applicant school:** Craigie Heights Primary School

**Criteria 1 response:**

- Objective 2: Build capacity for increased participation in active travel for the trip to school; and
- Objective 4: Promote and support a positive culture of active travel in school communities

At Craigie Heights Primary School we would like to invest with the help of the Connecting Schools Grant to build our students capacity for increased participation in active travel for the trip to school and create a positive culture that promotes and supports this in our community. This is our second year in Your Move and we have definitely improved both these objectives, but still have a considerable progress to make. Some of our students lack the confidence and skills to ride to school and the Bike Education lessons would help address this. Another group that would benefit greatly, are our students that lack the road safety knowledge and at times their riding is risky. Therefore the Bike Education lessons would help support both these groups of students and improve their riding skills, knowledge and understanding.

The second objective we would like to achieve is promoting a positive culture of active travel in our school community. By our students engaging in the Bike Education lessons, delivering community events in Term 4 2023 and in 2024, promoting active travel in newsletters and social media, this will contribute to positive outcomes of increased active travel. We will gather data to demonstrate the following outcomes: development in student's in riding skills and confidence, analyse our Hands Up Survey (2022 - 2024) and we will seek student and parent feedback to see the benefits of the Bike education Lessons and community events.

**Criteria 2 response:**

Craigie Heights PS is committed to delivering and participating in WA Bike Month for the first time by delivering a community breakfast on Friday 20th October which will help contribute to creating a positive culture of active travel in our school community, students and families will be encourage riding to school and then celebrate this together. We will launch a Bike and Scooter Club on Friday's, where students can ride their bikes and scooters, offering students an opportunity to practice the skills learnt through the bike education lesson, at recess and lunch on the basketball courts, the Your Move student ambassadors will set up some obstacle courses, jumps and music and encourage students to move more.

## Appendix 9.8: Example response – Double Platinum grant application

**Grant category:** Double Platinum

**Grant project title:** Albany Primary School Bike Parking Renewal

**Project value:** \$15,000

**Applicant school:** Albany Primary School (APS)

**Criteria 1 response:**

### Project description

The proposed project to renew the APS bike parking is in response to our sustained increase in the number of students riding to school and will ensure that adequate and appropriate bike and scooter parking is available to meet the demand. The project has been designed in stages to account for budget limitations. It is acknowledged that additional funding may need to be sourced to see the project come to fruition, which may be through other grant funding bodies (such as Southern Ports) or through school P&C fundraising.

Stage 1 (2022-23): Install a covered bike shelter over an existing 5 m x 6 m paved area (see figure 1 - proposed bike shelter location). This would include bike parking to accommodate 30-40 bikes, depending on configuration (see figure 2 - draft site plan).

Cost estimate for shelter (based on similar scale local projects): \$10,500 (excluding GST).

Stage 2 (2023-24): Replace existing bike racks with new bike and scooter racks enabling students to easily park in and out (see figure 3 - existing racks).

Stage 3 (if required): Extend paving and construct second covered bike shelter.



Figure 2 Proposed bike shelter location



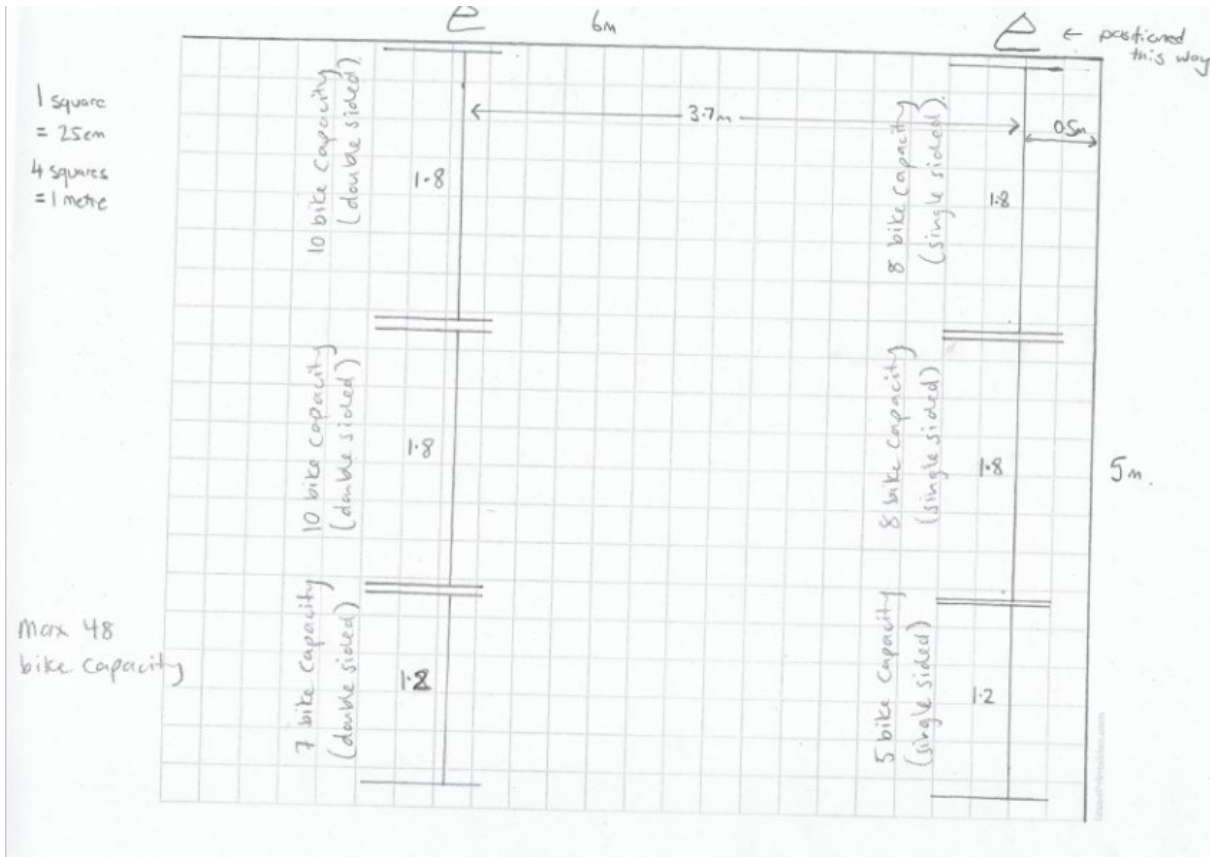


Figure 3 Draft site plan



Figure 4: Existing bike racks

**Criteria 2 response:**

Objective 1 – Improve bicycle access, active transport infrastructure and initiatives supporting increased riding, walking and scooting to school.

Objective 3 – Increase the opportunity for schools across WA to have access to bicycle facilities of high quality and suitable for use by all ages and abilities.



This project will provide a significant improvement to the active transport infrastructure at APS. The current bike and scooter area is not fit for purpose and is difficult for students to access. The size of the current bike racks is not compatible with the size of bikes that many students ride, which often results in a chaotic jumble of bikes parked in an inappropriate manner. In addition, it creates a hazard by limiting access to doorways and fire equipment. With our school's sustained increases in the number of students riding to school, and high level of interest in special event days and our regular Bike Club, there is often not enough bike rack space available which exacerbates this situation. By providing an accessible and safe parking area, students will have the confidence that they can easily store their bike or scooter when they arrive at school (see figure 2).

Objective 4 – Promote and support a positive culture of active travel in school communities.

The proposed bike parking upgrade will continue to build on the strong active transport culture in our school which has been built up over the past five years of consistent activity and advocacy as part of our participation in the Your Move program. Delivering this project will provide our students and broader school community with ongoing motivation to use active transport, by providing quality end of trip facilities and reinforce the benefits of our involvement with the Your Move program.

**Criteria 3 response:**

APS has been engaged in the Your Move program consistently since 2017. Active transport is a very important part of the school ethos and will continue to be so into the future with responsibility shared between the P&C's Sustainability Committee, school staff and a Your Move student team. APS is committed to a yearly calendar of events including special event days, regular active travel transport challenges, student presentations, bike club, mountain bike track sessions and more.

## Appendix 9.9: Examples - Innovation initiatives (previously called place making initiatives)

### Example one – Gold grant, Mountain Bike Trail project

**Grant category:** Gold

**Grant project title:** Mountain Bike Trail project

**Project value:** \$2,499

**Applicant school:** Albany Primary School

#### Project description

In 2021 the school applied and were successful for Gold innovation (place making) grant, valued up to \$2,499. Albany Primary School engaged the services of Albany-based not-for-profit Outdoors Great Southern to develop a concept plan, provided volunteer training and support the build of Albany’s first mountain bike trail loop on school grounds. The school assisted with volunteer recruitment and sourcing donated materials.

#### Project outcome

The project outcome is a well-used trail where students continue to develop and build on their bike handling skills to become more competent, confident riders. It provides the school with opportunities to deliver activities such as opening the trail on random days to encourage students to ride their bike to school as often as possible in the hope of catching a mountain bike track day. Albany Primary School also uses the trail as the site for Bike education. All these opportunities provided by the mountain bike trail means the school has stories to post, allowing to continue to earn points and accreditation.

#### Follow up

In 2023 Albany Primary successfully applied for a Platinum grant for bike education and an innovation (place making) ‘add-on’ package to complete an upgrade, and improvement to mountain bike trail. The upgrade will ensure the trail remains attractive to students and continues to enhance bike riding skills.

**APS MOUNTAIN BIKE TRAIL TAKES SHAPE!**



A huge thank you to Outdoors Great Southern for coordinating this project; to the Your Move team at DOT for supporting our grant application; to the Albany Mountain Bike Club and all the amazing volunteers who came to help make this project a reality!

Figure 5 Albany Primary School 2021 CSG funded Mountain Bike trail



Figure 6 Albany Primary School 2023 CSG funded upgrade

## Example two – Gold grant, Bush pathway activation

**Grant category:** Gold

**Grant project title:** Bush pathway activation

**Project value:** \$2,200

**Applicant school:** Noranda Primary School

### Project description

In 2023, Noranda Primary School, applied and were successful for a Gold innovation initiative (place making) grant. The school's goal for this project was to enhance the pedestrian and bike rider access point to the school, making it a more inviting and informative entry.

The project involved the school:

- Seeking quotes from suppliers for the supply and installation of activity-based floor decals including hopscotch and numbered caterpillars.
- Engaging with an AIEO at another Perth School to create an Acknowledgment of Country sign, printed in English and Noongar.
- Involvement of the school Bush Warden group to help maintain and create the space, as well as produce QR codes that can be displayed along the fence line. The QR codes would serve to educate the school community about the land, active travel and the animal life within our school's bushland.
- Seeking approval from the principal to provide extra funding towards the project as required.

### Project outcome

Since the implementation of the project, the school has already observed a significant increase in the use of the bushland pathway by students and community members. The pathway transformation aides in promoting active travel, highlighting the safest entry point for walkers and wheelers, and improves the overall wellbeing of the students.



Figure 7 Noranda Primary School Bushland Pathway activation