# Connecting Schools Grant

## Agreement 2020/21

1. **Background**

Connecting Schools is a grant program aimed at improving bicycle access and end of trip facilities for schools since 2012. A total pool of $100,000 has been made available in the 2020/21 financial year on a 100% funding basis to fund school end-of-trip facilities, bike education and innovative cycling infrastructure projects.

The definition of infrastructure eligible for the grant includes items such as bicycle parking, end of trip facilities, wayfinding, or bike education sessions which are available to eligible schools to access on the Your Move website as individual grant packages.

The Your Move website will be used to facilitate grant application and acquittal processes for schools. The Your Move website points based accreditation system will be used to determine a schools’ eligibility for Connecting Schools program for bike education workshops, wayfinding, bike shelters, bike repair stations, bicycle parking and bike skills tracks. (See section 3 - Eligibility requirements below).

1. **How it works**

* Schools must first sign up, then become engaged with the [Your Move program website](https://yourmove.org.au/). They will then be eligible for a Connecting Schools grant once they have accumulated enough ‘*redeemable points’* on the website to reach Silver, Gold, Platinum or Double Platinum accreditation.
* Schools eligible for a Connecting Schools grant can view the grant packages on the *‘*[*Rewards Shop’*](https://yourmove.org.au/rewards-shop/) on the Your Move website.
* Schools can only apply for one Connecting Schools grant per year between July 29th, 2020 to December 31st, 2020.
  + E.g. - From July 29th to December 31st, 2020, a school can apply for a Connecting School grant based on the highest level of accreditation reached up until that point in 2020.
* The Connecting School grants will not affect a schools’ redeemable pointswhich have been accumulated on the Your Move website.
  + E.g. - A school reaches Gold (600 points) on July 30th, 2020
  + The school is now eligible for and chooses to apply for a *‘Medium Level’* Connecting School grant on the Your Move website’s ‘*Reward Shop’*
  + The school’s redeemable points on the website are still 600 which can be used to redeem other items in the Rewards shop such as bike helmets, stickers, t-shirts etc.
* Where necessary, schools may be asked to pay for remediation works, to cover costs of installation over and above the standard installation costs, from their Schools ‘Minor Works Budget’.
* Furthermore necessary, schools can *‘Top up’* their Connecting School grant with their Your Move ‘Redeemable points’ balance if:
  + They need to cater for extra students in Bike Education
  + To increase the number of bike or scooter racks being installed
  + To cover additional installation costs over and above the standard installation costs included in the grant package.

1. **Eligibility requirements for Schools**

* Schools engaged with the Your Move Schools program online will be eligible for a grant once they reach a certain level of accreditation and they have completed an initial ‘Hands up Survey’, and agree to complete another ‘Hands up Survey’ at the end of the year.
* **Small grants** - Schools reaching *‘Silver accreditation’* on the Your Move website (300 points) will be able to unlock 100% funding for small scale bike related infrastructure, bike education, place-making initiatives and wayfinding up to $799 in value;
* **Medium grants** - Schools reaching *‘Gold accreditation’* on the Your Move website (600 points) will be able to unlock 100% funding for medium scale bike related infrastructure, bike education, place-making initiatives and wayfinding between $800 to $2499 in value.
* **Large grants** - Schools reaching *‘Platinum accreditation’* on the Your Move website (1000 points) will be able to unlock 100% funding for large scale bike related infrastructure and bike related education between $2500 to $7499 in value.
* **Major grants**- Schools reaching *‘Double Platinum accreditation’* on the Your Move website (1500 points) will be able to unlock 100% funding for major bike related infrastructure and bike related education between $7499 to $15 000 in value.

1. **Acquittal requirements for schools**

The Connecting Schools grant acquittal process from a school’s perspective will not be onerous and simply consist of the following requirements:

* Schools must have completed an initial ‘Hands up Survey’, and agree to complete an another ‘Hands up Survey’ at the end of the year. In the event that a participating school signs up after the ‘Start of Year Hands Up Survey’ period (Term 1), they will be required to complete a hands-up survey as soon as possible before undertaking any significant Your Move activities.
* School writes a story on the Your Move website once the grant complete. For acquittal processes, the story must include:
  + A brief description of the project including why it is needed, where it is located and who was involved in the process.
  + Five photos and video footage of the installed infrastructure, delivered place-making initiative or bike education sessions, to be used for DoT internal and external promotion.
  + Video footage can be shared on a story via link to Vimeo or school YouTube channel. Alternatively, video footage can be sent to YMS team via Objective Connect link.
  + Reflections on how the grant has been received at the school, how it has helped increase active transport use at the school and if relevant, what the school learned through the process.
* Schools redeeming a Major Grant must also provide:
  + A one-page description and site plan signed by the principal and approved by DoE/BMW as required.

**Optional:** Your Move recommendsthe school also completes the related activity ["School Infrastructure Audit"](https://yourmove.org.au/resources/school-infrastructure-audit-activity/) which will provide the school with an in-valuable snapshot of the infrastructure already installed within the schools grounds and in the surrounding suburb.

1. **Connecting Schools Grant process**

**Connecting Schools grant standard process: Small, Medium and Large grants**

* School reaches ‘Silver’ (small grant), ‘Gold’ (medium grant) or ‘Platinum’ (large grant) accreditation.
* During the active grant period (July to December) the school redeems a small, medium or large Connecting Schools grant in the Your Move online Rewards Shop.
* School ticks “I agree to the Terms and Conditions” on the ‘Checkout’ page on the Rewards Shop.
* An automated order confirmation email with a link to the *Terms & Conditions* and *2020/21 Connecting Schools Grant Agreement* is sent to both the school and Your Move.
* Your Move team contacts school to confirm order and outline steps required.
* The nominated school grant coordinator completes the *2020/21 Connecting Schools Grant Agreement* including signed approval from the school Principal and returns emails this signed agreement via email to [yourmove@transport.wa.gov.au](mailto:yourmove@transport.wa.gov.au)
* Where place-making initiative package selected, YMS team to supply school grant coordinator with additional *2020/21 Grant Acquittal Statement* to assist schools track expenditure.
* School liaises with Department of Education (DoE) or Building Management Works (BMW) about infrastructure installation, as required.
* The school liaises with Your Move team to discuss place-making initiative or select bike education or infrastructure to suit needs of school.
* In case where infrastructure selected, school grant coordinator to supply Your Move team with site photos and map to ascertain suitability of chosen site.
* Where infrastructure or bike education is selected, Your Move liaises with supplier to confirm the quote for provision of goods or services based on the specific site conditions and provide school coordinator grant contact details.
* Where place-making initiative selected, school grant coordinator to liaise directly with suppliers.
* Supplier contacts the schools nominated grant coordinator and commences communication around site location and/or dates for installation/delivery of infrastructure/service. Supplier may need to perform site visit for quoting large-scale infrastructure works. As works will be carried out by non-DoT contractors, DoT accepts no liability for damages or disruptions incurred.
* No funds will be transferred by DoT to the school, except in the case of place-making initiatives.
* When all the above has been completed, and the quote for the specific job is received by the Your Move team, DoT will place the order for the product or service on the quote.
* Infrastructure is installed, or bike education service is delivered by contractor.
* In the case of place-making initiative, school to pay supplier(s)/provider(s) then seek reimbursement after initiative complete by submitting a tax invoice, along with receipts and completed *2020/21 Grant Acquittal Statement,* for total amount spent, up to the upper grant limit, by 1 June. Invoice to be made out to: Department of Transport 140 William Street Perth WA 6000.
* The school posts a story as described in acquittal requirements with +5 photos, and submit video footage to Your Move team, of installed infrastructure, event, or the service delivered.
* The School completes an end of year Hands up Survey.
* If no story posted for acquittal an automated email will be sent out each week to the school grant coordinator. If no reply, emails will be sent to the principal each week until acquittal story is posted.

**Major grant process (2020/21)**

* Only two Major Grants will be available, and these will be awarded to the first two schools to reach Double Platinum and apply for a Major Grant.
* All other schools reaching Double Platinum after the two Major Grants have been awarded will be able to access a Large Grant.
* Schools that receive a Major Grant in 2020/21 will not be eligible to apply for a Connecting School Major Grant again until 2023/24 but will be able to apply for a lesser grant in the interim.
* For all major infrastructure projects (bike shelters, end of trip cages, etc), schools will need to liaise with DoE/BMW to confirm the requirement for, and obtain if necessary, a Development Approval, then liaise with the relevant LGA to get a building permit. In addition to completing the standard grant application process, Major Grants will also require schools to complete a one-page description and site plan (signed by the principal) and liaise with the Your Move team and other relevant stakeholders to determine the best location for the bike infrastructure.

1. **Terms and Conditions**

* Only one Connecting School grant will be available to each school per financial year.
* Only two Major Grants will be available in the 2020/21 grants process. These will be awarded to the first two schools to reach Double Platinum and apply for a Major Grant.
* All other schools to reach Double Platinum after the two Major Grants have been awarded, will only be able to access a Large Grant.
* Schools that receive a Major Grant in 2020/21 will not be eligible to apply for a Connecting School Major Grant again until 2023/24 but will be able to apply for a lesser grant in the interim.
* By applying for a Connecting Schools grant on the Your Move website and signing the agreement document, the school agrees to be responsible for the acquittal requirements stated in section 4, and the grant process as described in section 5 of the *Connecting Schools Grant Agreement 2020/21*.
* The school agrees to send to DoT a copy of the *Connecting Schools Grant Agreement 2020/21* signed *w*ith the signatures of the Principal and the grant co-ordinator with their name, email address and phone number.

Where place-making initiative package selected, schools agree to pay for services/goods and seek reimbursement from Department of Transport after initiative complete as outlined in section 5 of the *Connecting Schools Grant Agreement 2020/21*.

* Before applying for a Connecting Schools Grant, schools understand that they must have completed an initial ‘Hands up Survey’, and agree to complete an another ‘Hands up Survey’ at the end of the year. In the event that a participating school signs up after the ‘Start of Year Hands Up Survey’ period (term 1), they will be required to complete a hands-up survey as soon as possible and before undertaking any significant Your Move activities.
* School agrees to posting acquittal story with +5 photos and submitting video footage directly to the Your Move team for use in DoT internal and external publications by 30th June.
* DoT will procure the products or services directly, therefore no funds will be transferred by DoT to the school, except in the case of place-making initiatives.
* As works will be carried out by third party non-DoT contractors, DoT accepts no liability for damages or disruptions incurred.
* The Department of Transport is not liable for the actions of third party providers of educational services, and the School agrees to release and discharge The Minister for Transport and the Director General for any liability or responsibility for any injury caused by such third parties.
* School’s applying for a Connecting Schools grant agree that they may need to *‘Top up’* the installation costs with their ‘Your Move redeemable points’ if the quoted installation costs exceed the standard allocation provided in the grant.
* School’s applying for a Connecting Schools grant agree that they may need to pay for additional remediation works from their schools *‘Minor Works Budget’*, to allow for infrastructure installation over and above the standard installation costs included in the grant*.* Schools will be directly invoiced by the supplier (Leda Security) for the work.
* It is the schools’ responsibility to liaise with the Department of Education about any infrastructure installation on school grounds.
* Schools have until the end of the 2020/21 financial year to install equipment or run bike education, then acquit the grant.

1. **Acceptance and authorisation**

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| --- | --- | --- | --- |
| ACCEPTANCE | | | |
| I agree to comply with the terms and Conditions, grant process and acquittal requirements stated above in this document. |  | I agree to comply with the terms and Conditions, grant process and acquittal requirements stated above in this document. |  |
|  |  |  |  |
|  | / / |  | / / |
| School Principal | Date | School grant co-ordinator | Date |
|  |  |  |  |
| ………………………………………. | ………………….. | ………………………………………. | ………………….. |
| Email address | Phone | Email address | Phone |

## Appendix 3: Place-Making Initiative Application & Acquittal

**Part one**:

**This section must be completed by the School grant coordinator and returned to the Your Move School team, prior to initiative taking place.**

**Name of School**

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**School contact**

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**Initiative Description:**

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**Proposed location and date:**

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**Part two**:

**Upon completion of the Place-making initiative, the following acquittal document must be completed and return to Department of Transport, along with evidence of receipts and a Tax invoice, totalling the same expenditure to receive payment.**

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| --- | --- | --- | --- |
| **Initiative Expenditure**  e.g. Food, drink, merchandise, marketing materials, volunteer expenses | | | |
| **Item** | **Supplier** | **Description** | **Cost $** |
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| Insert additional rows if required |  | **TOTAL EXPENDITURE** | **$** |