

# Active School Travel Pilot Program Guide

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UPDATED**





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*Content adapted with permission from Ontario Active School Travel Fund Round 2 Program Guide (2018), Green Communities Canada.*

**Note: In an effort to remain flexible, remove barriers, and support schools to use funds in a way that addresses their unique challenges, BC Healthy Communities has made the decision to remove some requirements around budget submission for Pilot applicants. Changes are noted in highlighted text on pages 5–7.**

## Introduction

The Active School Travel (AST) Pilot Program aims to support more B.C. students and families to be active more often for the school journey. The Active School Travel (AST) Pilot Program is a pilot initiative led by BC Healthy Communities Society (BCHC) and is funded by the B.C. Ministry of Transportation and Infrastructure.

## Program description

Under the current circumstances of COVID-19, there has never been a better time to support students to be active and connected in their school communities. Using active modes of travel (walk, wheel, cycle, scooter) to and from school allows students to spend more time outside while staying connected with family and peers in a way that ensures safe physical distancing. By developing sustainable actions to encourage students to walk, wheel, cycle or scooter more often for their school journey, schools can support lasting changes in physical, mental and social well-being across the whole school community.

The goal of the Active School Travel Pilot Program is to support schools to make those changes using a whole-school approach. During this Pilot year, the Program will work with a small cohort of 10 B.C. school communities to assess the feasibility and applicability of existing evidence-based Active School Travel Programs, which have been successful in Ontario school communities for several years.

**School Travel Planning** (STP) is a community-based model for increasing active school travel, which systematically addresses barriers to and incentives for walking and cycling for the school journey. Through STP, school and community stakeholders collaborate to create and implement action plans that use all of the 5 E's (education, encouragement, engineering, enforcement, evaluation), plus the addition of 'equity', to:

- Address ongoing transportation and traffic safety problems
- Increase the number of students using active and sustainable modes for all or part of the school journey

Sample STP tools and training resources are available from Green Communities Canada's **School Travel Planning Toolkit**. The STP model is flexible to allow specific actions and areas of interest to be tailored as needed by communities.

The Pilot program will take place from November 2020–December 2021. With guidance and support, selected schools will be taken through an online-based Active School Travel learning curriculum delivered by BC Healthy Communities, and implement active School Travel Plans (STP) using a range of tools, resources and templates adapted from the Ontario model.

BCHC is soliciting Expressions of Interest in the Pilot Program from local schools across British Columbia. The Pilot Program will support initiatives expected to have a significant and lasting impact in their school communities by establishing a foundation for continuing growth in active school travel. Support is available to expand and strengthen existing active school travel initiatives, or to help get initiatives underway in new communities.

## Funding amount

Schools selected for the 2020 AST Pilot cohort will receive up to \$10,000 in funding to support:

- Participation in the Pilot’s learning curriculum
- Development and implementation of active School Travel Plans

## Eligibility

The AST Pilot Program targets local initiatives operating at a school or school community scale, supported by partnerships among key stakeholders who are connected to the school, rather than regional or province-wide.. As such, BCHC will not be awarding funds to school districts at this time.

In order for a school to be eligible to participate in the AST Pilot Program, they must meet the following criteria:

- 1) Preference will be given to schools located in rural, semi-rural, and suburban communities.
- 2) Schools must be located within a neighborhood setting, with sufficient infrastructure to ensure active travel to/from school is feasible for the duration of the Pilot.
- 3) Schools must be able to demonstrate a clear motivation and capacity to engage in active School Travel Planning, for example:
  - a) A ‘champion’ staff member at the school to lead the project planning
  - b) An existing school travel plan or program in place
  - c) A commitment from school partners and/or parents for an active school travel project
- 4) Schools must be willing to promote the Pilot to staff and students, and actively encourage participation in data collection and evaluation measures for the purposes of the Pilot.

- 5) Initiatives must take place in British Columbia and the lead applicant must be one of the following key local stakeholders for active school travel in the applicant community:
- School Principal
  - Vice Principal
  - Teacher
  - School administrator
  - PAC member
  - Other role that is directly connected to a local school and supports school-based program planning (e.g., program coordinator, healthy schools lead)

The lead applicant will be responsible for:

- Coordinating and managing the active School Travel Planning process, including local partnerships in the project planning and implementation phases
- Participating in the program learning curriculum
- Using and providing feedback on resources and tools provided by BCHC
- Maintaining regular communication with the Program lead from BCHC about the project activities and related outcomes
- Submission of baseline and final reports to BCHC

## Priority areas

The intention of the AST Pilot Program is to build capacity within schools that will foster long-term commitments to increase active school travel by students and families. ***This requires a comprehensive approach that involves all key stakeholders and that addresses the [Five E's of the School Travel Planning approach: Evaluation, Education, Engineering, Enforcement and Encouragement](#). The AST Pilot Program will place an additional focus on “Equity” as part of our program as well.***

The AST Pilot Program will support projects that focus on the following priority areas:

### 1) School Travel Planning

Examples include, but are not limited to:

- Appointing dedicated leader(s) or facilitator(s) to provide direct support to the school to implement a School Travel Plan
- Conducting assessments and developing School Travel Plans
- Implementing the actions identified in School Travel Plans through an [equity lens](#)
- Share knowledge about the Active School Travel Planning process obtained through the Pilot’s learning curriculum with staff, students and parents at the school level

### 2) Strengthening stakeholder partnerships, collaboration and coordination to leverage resources and support long-term project sustainability, such as:

- Building and strengthening partnerships between stakeholders, such as school boards, public health, municipalities, PAC members and police services
- Enhancing collaboration and information-sharing between stakeholders

- Creating or strengthening a committee that coordinates Active School Travel initiatives
- Securing stakeholder commitment (e.g., signing of an Active School Travel Charter);
- Building links between schools and community-wide initiatives to maximize access to the active transportation programs and resources available
- Creating opportunities for staff and volunteers to increase skill levels and leadership in active transportation
- Creating opportunities for parents and students to be actively involved in the Active School Travel planning process (e.g., conducting an assessment of parent perceptions of safety for kids to walk/wheel/cycle to school)

**3) Developing and/or strengthening policy and procedures that support active school travel, such as:**

- Conducting an environmental policy scan for your region/area
- Determine if and how existing policies and procedures are being implemented
- Developing or updating policy and procedures (e.g., winter maintenance, student transportation, school siting and design, land use and transportation master planning)

**4) Building public support, such as:**

- Raising awareness through events, campaigns and media
- Sharing news and information; celebrating success
- Engaging and involving local champions and leaders

***Schools are encouraged to describe in their Expression of Interest how they will address any or all of the above priority areas using the funds awarded to them.***

## Capacity-building supports

Fund recipients will be supported throughout the duration of the Program with exclusive access to capacity-building supports and resources from a team of public health practitioners, community planners, researchers and evaluation experts at BC Healthy Communities. Such supports may include:

- Sharing of evidence-based tools, templates and information resources provided by BCHC
- Training, coaching and mentoring services from BCHC, including learning modules related to school travel planning and informational webinars
- Advice and guidance from BCHC (e.g., re: data collection, project and event evaluation, application of an equity lens)
- A community of learning and practice (likely online due to COVID-19 restrictions) to share experiences and learnings
- Facilitated knowledge exchange of fund recipient learnings, successes and impacts through the BCHC website and other communication channels.

## Budget

Applicants are required to submit a high-level budget with their application. A space to upload a budget document is provided in the online Expression of Interest. A sample budget template can be found [here](#).

BC Healthy Communities is no longer requiring submission of a budget with the Expression of Interest. We will instead work with successful applicants to develop a budget together that meets the schools needs while ensuring funds support sustainability of project outcomes.

### Eligible expenses:

- Project staff/contractors (e.g., coordination, facilitation, partnership development)
- Communications (e.g., promotional materials, printing and design)
- School and community partner expenses (e.g., venue, travel mileage, food, accommodation and child care) related to supporting participation in project activities
- Data collection (e.g., asset mapping, school site walkabout, student surveys)
- Capital costs (e.g., supplies/equipment, bike racks) ~~to a maximum of 40% of the project budget~~ BC Healthy Communities has removed the capital cost limit and will work with successful applicants to ensure budget allocation is balanced and supports sustainable project outcomes

### Ineligible expenses:

- Expenses for activities that have already taken place
- Existing school programs, unless you are working to scale or expand proven impacts
- Entertainment or personal expenses
- Expenses not directly related to the funded project
- ~~Costs associated with equipment and other capital expenses over 40% of the project budget~~

Fund recipients are responsible for identifying and obtaining any permits, insurance, licences or other approvals required to deliver their projects, including school board ethics approval for data collection at the school level **if required** for your project.

## Fund timeline and key dates

2020				2021		
PROGRAM COMPONENT	OCT	NOV	DEC	JAN- MAR	APR- NOV	DEC
Pilot Program Informational Webinar: Oct 29, 2020						
Applications due: Nov 15, 2020						
Notification of decisions: within 30 days						
Program learning curriculum: Jan – Mar 2021						
School-based Project implementation: Jan – Nov 2021						
Final Report: Dec 2021						

<b>Objectives</b>	<ol style="list-style-type: none"> <li>1. Build capacity of schools to increase active travel mode share in their school community</li> <li>2. Support the development and strengthening of multi-sectoral partnerships between the school, school district, health authority, municipality and others</li> </ol>
<b>Maximum amount per fund</b>	<b>\$10,000</b>
<b>Number of funds available</b>	<b>10</b>
<b>Expression of Interest due date</b>	<b>November 15, 2020</b>
<b>Adjudication period</b>	<b>Successful applicants notified within 30 days</b>
<b>Earliest project start</b>	<b>January 2021</b>
<b>Latest project end</b>	<b>December 2021</b>

## Expectations of fund recipients

As participants of the Pilot Program, schools will be required to:

- Agree to participate in the pilot program for the entirety of the program term (until December 31, 2020)
- Complete a baseline survey and participate in informational interviews about existing Active School Travel activities
- Use the materials that are being tested as part of the Pilot Program to plan, implement and evaluate your Active School Travel project
- Apply a whole-school approach to program-related activities (i.e., funding cannot be used to support actions that affect only one classroom or grade level — all students must benefit at the school)
- Provide information to support a quality assessment about the program and materials to BC Healthy Communities
- Submit a (brief) final report

## Expression of Interest process

Interested schools are encouraged to attend an Informational Webinar on October 29, 2020 at 10am PDT, during which important details about the Pilot will be provided, as well as an opportunity to ask questions about the program and application process. If you are unable to attend the live webinar, a recording will be made available for viewing on the [Pilot Program webpage](#) from October 30, 2020.

To apply to participate in the Pilot, please submit the following no later than **11:59pm on November 15, 2020**.

1. An Expression of Interest (EOI), available [here](#)
2. ~~A high-level budget: a template with sample budget can be found~~ [here](#)

All Expressions of Interest must be submitted by the deadline via the online link. The Pilot Program webpage also includes contact information should you require assistance in submitting your Expression of Interest.

## Contact

Our team is available to support you during the entire process.

Please don't hesitate to contact us:

**Jennifer Butcher | Community Well-being Specialist and Pilot Program Lead**

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