

Active School Travel Pilot Program 2022

APPLICATION GUIDE



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

Active School Travel Pilot Program Application Guide

OCTOBER 2021



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 AST Pilot Program is managed and delivered by BC Healthy Communities Society (BCHC) and funded by the BC Ministry of Transportation and Infrastructure.

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 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. Schools can support lasting changes in physical, mental and social well-being across the whole school community by developing sustainable actions to encourage students to engage in human-powered transportation more often for their school journey.

Program description

Informed by learning and evaluation from the 2020–2021 pilot, BCHC will work with a cohort of up to 10 new B.C. school communities to build their capacity for active school travel at the school level. This program aligns with and supports the provincial Active Transportation Strategy under the [CleanBC Initiative](#).

The second year of the pilot will take place from January 2022 to December 2022. It is a made-in-B.C. approach to Active School Travel Planning originally adapted from the Ontario Active School Travel (OAST) and Active and Safe Routes to School (ASRTS) programs. The AST Pilot Program is a capacity building grant program that includes an online facilitated learning curriculum, access to curated tools and resources, and a provincial community of practice to support the development and implementation of active school travel plans and projects.

BCHC is soliciting applications from schools across British Columbia to participate in this program. In partnership with the BC Ministry of Transportation and Infrastructure, BCHC will support initiatives expected to have a significant and lasting impact in their school communities. 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 2021–2022 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 and projects

Eligibility

The AST Pilot Program targets local initiatives operating at a school or school community scale, supported by partnerships with 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 as well as First Nations schools and schools with significant Indigenous student populations.
- 2) Schools must have 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
 - Student (Grade 11 or 12)
 - School administrator
 - PAC member
 - Other role that is directly connected to a local school and supports school-based program planning (such as 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 curriculum and community of practice
- Using and providing feedback on resources and tools provided by BCHC

- Maintaining regular communication with the Program Coordinator from BCHC about the project activities and related outcomes
- Coordinating the completion of Family and *Hands Up!* surveys for data collection
- Submission of baseline and final reports to BCHC

Priority areas

The goals of the AST Pilot Program are to build capacity of schools to increase active travel mode share in their school community and to support the development and strengthening of multi-sectoral partnerships between the school, school district, health authority, local/Indigenous government and others.

To do this, the AST Pilot entails a comprehensive approach that involves key stakeholders and six essential elements of the School Travel Planning approach (6 E's): *Equity, Evaluation, Education, Encouragement, Engineering and Enforcement*.

The AST Pilot Program will support projects that include the following:

1) School travel planning, such as:

- Appointing dedicated leader(s) or facilitator(s) to provide direct support to the school to develop and implement a school travel plan
- Conducting assessments and developing school travel plans
- Implementing the actions identified in school travel plans through an [equity lens](#)
- Sharing 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:

- Creating opportunities for parents and students to be actively involved in the active school travel planning process, such as a family survey assessing parent perceptions of their child(ren)'s safety on the journey to/from school
- Collaborating with, or formalizing partnerships between, stakeholders (for example, district level staff, public health nurse, community health facilitator, health promoting school coordinator, community planner, local government, Indigenous government, ICBC, HUB Cycling, community organizations and Parent Advisory Committees)
- Creating or strengthening a committee that coordinates active school travel initiatives, such as an Active Travel Committee as part of the PAC or a Green Team
- 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

3) A project/event/activity/improvement suited to your school community, such as:

- Safety education
- Special events
- Infrastructure improvements
- A combination of these

4) Building public support, such as:

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

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

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

Schools are encouraged to describe in their application how they will address any or all of the above using the funds awarded to them.

Capacity-building supports

Fund recipients will be supported throughout the duration of the pilot with access to capacity-building supports and resources from an interdisciplinary team of planning, evaluation, research, and public engagement specialists 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 online interactive learning modules related to school travel planning
- Advice and guidance from BCHC (for example, regarding data collection, project and event evaluation, application of an equity lens)
- An online community of practice to share experiences and learnings and build relationships with others engaged in this work
- Facilitated knowledge exchange of learnings from participants, successes and impacts.

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 application. A sample budget template can be found [here](#).

Applications will be adjudicated using the objectives of equity, sustainability, and commitment/readiness level. For example, we strongly encourage schools to pay honoraria to volunteers and to support local business where possible instead of requesting donations.

Budgets may contain a mix of any eligible expense categories. Your application must clearly explain how the expenditures will fit into a project that aligns with the AST Pilot Program's objectives of capacity building and sustainable project outcomes.

Eligible expenses:

- Project staff/contractors (such as coordination, facilitation, partnership development)
- Communications (such as promotional materials, printing, design work)
- School and community partner expenses related to supporting participation in project activities (such as venue, travel mileage, food, accommodation, childcare)
- Data collection (such as asset mapping, school site walkabout, family surveys)
- Capital costs (such as supplies/equipment, bike racks, infrastructure*)
*infrastructure improvements are eligible to a maximum 40% of the funded amount

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
- Infrastructure expenses over 40% of the AST Pilot Program funded amount

Fund recipients are responsible for identifying and obtaining any permits, insurance, licenses 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

2021		2022			
PROGRAM COMPONENT	NOV	DEC	JAN- MAY	JUN- OCT	NOV- DEC
Pilot Program informational webinar: Nov 4, 2021					
Application deadline: Dec 2, 2021					
Notification of decisions: Dec 16, 2021					
Program learning curriculum: Jan – May 2022					
School-based project implementation: Jan – Nov 2022					
Final report submission: November 25, 2022 Final Interviews: Nov – Dec 2022					

Objectives	<ol style="list-style-type: none"> 1. Build capacity of schools to increase active travel mode share in their school community 2. Support the development and strengthening of multi-sectoral partnerships between the school, school district, health authority, municipality and others
Maximum funds per school	\$10,000
Number of schools funded	up to 10
Application deadline	December 2, 2021
Adjudication period	Successful applicants notified by December 16, 2021
Earliest project start	January 2022
Latest project end	December 2022

Expectations of fund recipients

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

- Agree to participate in the pilot program for the entirety of the program term, including attending module webinars and community of practice sessions
- Complete a baseline survey and participate in informational interviews about existing active school travel activities
- Complete *Hands Up!* surveys to track mode shift
- Use the materials that are being tested as part of the pilot to plan, implement and evaluate your active school travel project
- Apply a whole-school approach to program-related activities. Funding cannot be used to support actions that affect only one classroom or grade level; all students at the school must benefit
- Provide information to support a quality assessment of the program and materials to BC Healthy Communities
- Submit a brief final report (template will be provided) and participate in a final interview

Application process

Interested schools are encouraged to attend an Informational Webinar on November 4, 2021 at 10am PDT. During the webinar, BC Healthy Communities staff will share important details about the pilot and the application process and answer any questions. If you are unable to attend the live webinar, a recording will be available on the [AST Pilot Program webpage](#) from November 5, 2021.

To apply to participate in the pilot, please submit the following no later than **11:59pm on December 2, 2021**.

1. An application available [here](#)
2. A high-level budget: a template with sample budget can be found [here](#)

All applications must be submitted by the deadline via the online link. The program's webpage also includes contact information should you require assistance in submitting your application.

Contact

Our team is available to support you during the application process. Please don't hesitate to contact us:

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