



Walk to School 2019 Funding Guidelines

Partner with VicHealth on the 2019

Walk to School program

Get \$15,000 funding per year to promote active travel in your community

Eighty per cent of Victorian councils took part in Walk to School in 2018.

In 2019 VicHealth aims to get every council in the state involved, so we've made it even easier for your council to participate.

To be part of Walk to School 2019, all we need is some details about your council and a completed short project plan.

We've also increased the amount of funding we're providing to participating councils - from \$10,000 in 2018 to \$15,000 in 2019, to help you support the program even further in your local area. VicHealth will provide \$15,000 to support you to:

- promote the Walk to School program in your area
- encourage and support your local primary schools to participate in Walk to School
- undertake local initiatives to help students and their families become more active when travelling to school and work.

In other improvements, Walk to School information resources are easier to order than ever before and there's now less data collection required of schools.

Important information

Walk to School - 2019 Key dates

Local Government Areas submit Project Plans	Friday 5 April 2019
Grant payments made	May 2019

Getting your council involved

VicHealth is offering the funding to all Victorian councils.

Victorian councils have an important role to play in the Walk to School program. Some councils have already committed to the 2019 Walk to School program. Those who haven't need to provide us some details in order to partner with us on the program and receive funding.

Then all we need from you is a Project plan detailing how you will implement the required activities and you will receive \$15,000 of funding in May 2019.

We are making it easier for your council to show its commitment to getting more Victorian children active.

Getting started - checklist

- ✓ Before partnering with us, please ensure you have satisfactorily acquitted any previous funding received from VicHealth and you've read and understood these guidelines, along with:

[Frequently Asked Questions](#)

[Terms and Conditions](#)

[VicHealth's Website Terms of Use](#)

[VicHealth's Privacy Statement](#)

- ✓ Have your council's ABN and bank account details on hand
- ✓ Provide your details on the Funding Application System
- ✓ Download and complete your [Walk to School Project Plan](#)

To indicate your interest, go to: www.vichealth.vic.gov.au/walktoschool

Enquiries

For questions regarding the grants, guidelines or Terms and Conditions, please email walktoschool@vichealth.vic.gov.au

About VicHealth

For over 30 years, VicHealth has helped individuals and communities make better-informed decisions for their health, and shaped environments to support healthier choices. Our Action Agenda for Health Promotion outlines our priorities (strategic imperatives) that together give Victorians a better chance to improve their health and wellbeing. Our five strategic imperatives are to:

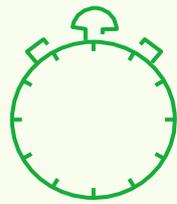
- promote healthy eating
- encourage regular physical activity
- prevent tobacco use
- prevent harm from alcohol
- improve mental wellbeing.

Find out more about VicHealth at www.vichealth.vic.gov.au

About Walk to School

Every October, Walk to School encourages Victorian primary school students to walk, ride or scoot to and from school. The Walk to School program promotes regular physical activity in Victorian primary school students. It helps kids and their families establish active routines for life. It also supports primary schools, local councils and communities to make active travel easy, safe and accessible.

Walk to School creates positive health outcomes. It is based on extensive research and evidence indicating that increased physical activity in Victorian children can provide real health benefits.



Get 60 minutes of activity



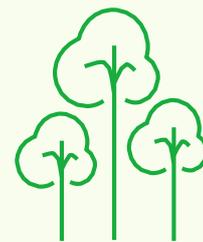
Reduce traffic congestion



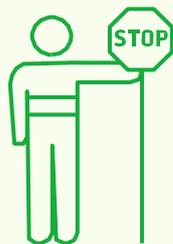
Build healthy habits for life



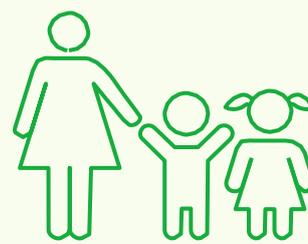
Save on parking



Help the environment



Develop road safety skills



Connect with friends and family

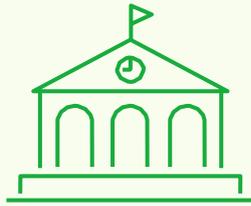
Let's work together

We love seeing councils working with their local community. Collaborating can help you deliver your Walk to School activities, integrate your activities into the community and make the best use of your resources.

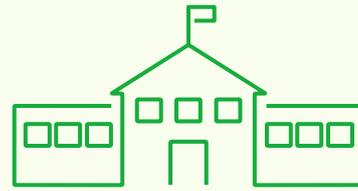
We encourage collaboration with people from:

- local primary schools
- other departments in your council
- community organisations
- sporting organisations
- local businesses

LAST YEAR'S RESULTS



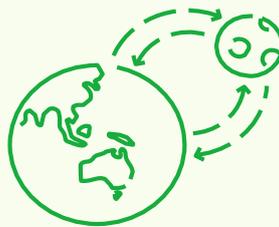
63 Councils



746 schools



147,776 students walked over 1.7 million kilometres



That's two return trips to the moon!

Imagine what we can do this year!

What is VicHealth looking for?

We're looking for all councils to get their local community active and will provide funding of \$15,000* per year for you to deliver Walk to School activities which meet the following requirements:

Requirement 1: Promote Walk to School by encouraging primary schools to participate

Requirement 2: Improve your support network with schools in your council area

Requirement 3: Deliver and support local engagement activities with participating schools throughout October

When completing your Project Plan we encourage you to explain how:

- your chosen activities are well-suited to your local context and community
- you'll cater for all students by ensuring activities are fair, accessible and inclusive
- you will improve activities and increase participation, based on previous year's learnings (returning councils only).

*Excluding GST. VicHealth has the right to upscale any Walk to School grant funding and any decision to do so is at the sole discretion of VicHealth.

Requirement 1: Promote Walk to School by encouraging primary schools to participate

1. Contact all primary schools in your local area to encourage them to participate in Walk to School

- Consider a plan to actively engage schools who have not previously participated and / or prioritising schools in disadvantaged areas

2. Promote Walk to School in your local area by:

- Delivering key promotional activities to engage and follow up schools to participate in Walk to School. Choose at least three (3) promotional options from the list below.

Use the Walk to School newsletter copy in council/school/community newsletters
Use the Walk to School media release template for media opportunities
Conduct radio interviews with council spokesperson, school, parent/carer or student
Leverage your council's existing paid advertising space in local print or radio
Post on your social media channels
Publish news items on your council website
Promote on council on-hold messages
Display Walk to School posters around council offices, in local community centres and facilities
Develop promotional videos and upload to your website and/or share on social channels
Promote Walk to School at your local community events

3. Select a school champion to lead the program

- Ask your schools to nominate at least one Walk to School champion (e.g. principal, teacher, school nurse, PE teacher, parent/carer, senior student or past student) to be the main contact throughout the program.

4. Recommended activities/resourcing approach to address strategies for specific issues (these are not mandatory):

- Employ or allocate responsibility to an existing council officer to run Walk to School

- Develop information packs for schools
- Present at school assemblies
- Partner with local businesses, sporting clubs or community health services.

Requirement 2: Improve your support network with schools in your council area

1. Support and engage schools by building a support network:

- This could be by delivering an education workshop in your council area with your schools to support planning for 2019 Walk to School, connecting schools to provide peer support and discuss specific topics that support ongoing active travel to and from school
- Encourage your school champion/s to attend a workshop
- Ask schools to identify any barriers to participation and discuss ways to address these barriers in the workshop

Requirement 3: Deliver and support local engagement activities with participating schools throughout October

1. Develop and roll out engagement activities with participating schools throughout October

- Do this by choosing at least three (3) options from the list of activities below.

Run local competitions to encourage participation throughout the month e.g. inter-school challenge or trophy for best dress-ups, such as wearing crazy socks
Footpath decals for walking routes
Safe walking route map
Hold a healthy breakfast post a whole-of-school walk for the start of Walk to School (particularly where low socio economic or food insecurity issues are present)
Incentivise the month e.g. collectable cards with each walk, ride, scoot, vouchers for healthy breakfasts/sporting equipment, visits from mascots, ambassadors or local celebrities
Create a promotional video with a school/s
Creative activities for younger students (Grade 1s and 2) e.g. badge design, sticker incentives, colouring comp
Reward the students for collecting and tracking walks, scoots and rides using the classroom calendar (particularly for senior students)
Provide incentives for parents or carers who help their children to be involved
Engage with the school crossing supervisors to develop an activity e.g. lucky dip or golden tickets
Decorate shoes, bikes and scooters for the start of Walk to School

Sustainable Active Travel - suggestions for supporting primary school students' ongoing active travel

VicHealth acknowledges that improving infrastructure in local areas to encourage active travel can take time, integrated planning across council departments and requires further financing. The following information provides your council with suggested actions to support ongoing active travel to school.

Drop/Park walk zones – install signage and decals from selected zone/s to school
Improve routes/environment – Develop safe walking route signage highlighting the safe routes and best options to park and walk to and from school
Improve walkability to the area – Bike racks, bike shed, improvements to footpaths, make the area more appealing with plants/trees etc

For other actions and funding opportunities please see the following:

TAC offers two levels of grants to eligible councils that wish to improve safety and walkability to their area:

- Community Road Safety Grants – grants of up to \$30,000 to support local community-based road safety programs and projects targeting local road safety issues.
- Local Government Grants – small-scale infrastructure treatments (either \$30,000 or \$100,000) to address pedestrian and cyclist safety.

Please see their full list of funding options and details here: www.tac.vic.gov.au/about-the-tac/grants

Note: supporting sustainable active travel initiatives are strongly encouraged, but are not a funding requirement.

What we fund:

- ✓ Reasonable costs to reimburse staff or engage contractors delivering agreed activities
- ✓ New initiatives in line with our funding requirements or initiatives with clearly identified outcomes that build on and add value to existing council work
- ✓ Incentives or prizes for competitions where relevant to local context, value for money and equitable approaches are demonstrated
- ✓ Design publication or production costs for local Walk to School materials and collateral where clear VicHealth and Walk to School branding are included. All designs requiring VicHealth approval to be sent to walktoschool@vichealth.vic.gov.au
- ✓ Advertising or media costs for Walk to School promotions
- ✓ Infrastructure improvements that clearly support active travel by primary school children
- ✓ Resources or tools that can be owned/managed by council and shared among local schools to support ongoing active travel
- ✓ Reasonable and necessary costs to facilitate approved events, such as healthy catering, facility hire and administrative costs
- ✓ Costs associated with the delivery of an education workshop or supporting schools in your council area.

We don't fund:

- x Existing council plans or work that will go ahead regardless of Walk to School grant
- x Excessively expensive prizes, prizes where no justification or rationale is provided, and cash prizes
- x Design, publication or production costs for items without clear VicHealth and Walk to School branding and relevance, or where materials duplicate those provided by VicHealth
- x Advertising or media costs for other related council activities
- x Infrastructure improvements without a clear link to active travel by primary school children
- x Excessive event costs or unhealthy catering options.

Reporting Requirements

Councils must comply with the following reporting requirements for each year of Walk to School:

Project plan	<ul style="list-style-type: none"> Complete and submit a Project Plan to VicHealth (template supplied) Councils that need assistance are encouraged to discuss challenges with VicHealth via phone or face-to-face
Final report	<ul style="list-style-type: none"> Submit a final project report along with supporting documentation to VicHealth, including a list of participating schools in your area and any short success stories (template supplied) Complete our evaluation survey (sent by our evaluation agency)
Auditing	<ul style="list-style-type: none"> Randomly selected councils may be requested to complete a Certified Financial Acquittal for auditing purposes VicHealth will contact your council, if selected, in January 2020

Walk to School timeline

Date	Activity
5 April 2019	All LGAs to submit completed project plans to VicHealth
May 2019	Grant payments made
July 2019 – January 2020	Project plan requirements delivered
July – August 2019	Progress check in with VicHealth (optional)
6 September 2019	Final collateral orders for delivery by end of Term 3
21 September – 6 October 2019	School holidays
7 October – 1 November 2019	Walk to School 2019
6 December 2019	Final project plan, supporting documentation and survey due
Term 1, 2020	Prizes sent to winning schools

Find out more

www.vichealth.vic.gov.au/walktoschool

Enquiries

Read the guidelines but still have questions?

Contact: walktoschool@vichealth.vic.gov.au

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