



Grant Guidelines: Apply for our Walk to School 2017 grant

Get up to \$10,000* to promote active travel in your community

VicHealth invites Victorian councils to apply for the Walk to School LGA Grant for 2017. The grant provides up to \$10,000* to promote Walk to School in your area.

If you're successful, you'll encourage your local primary schools to participate in Walk to School 2017. You'll also undertake local initiatives to help young students and their families become more active when travelling to school and work.

Important Information

Key dates

Applications open	Tuesday 21 March 2017
Information session	10am, Monday 3 April 2017
Applications close	1pm, Monday 1 May 2017
Recipients notified	Monday 15 May 2017
Grant payments made	May 2017

** 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.*

Getting started

Before applying, please ensure you've read and understood these guidelines, along with:

- Frequently Asked Questions
- Terms and Conditions
- VicHealth Privacy Statement
- VicHealth Website Terms of Use

Application checklist

- ✓ Read these guidelines carefully and thoroughly
- ✓ Check all key dates, processes and requirements
- ✓ Have your council's ABN and bank account details on hand
- ✓ Register your details on the Funding Application System
- ✓ Complete the online Eligibility and Compliance check
- ✓ Download and complete your Walk to School Project Plan
- ✓ Complete and submit your online application.

Apply online at: www.vichealth.vic.gov.au/walktoschool

About VicHealth

For nearly 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.

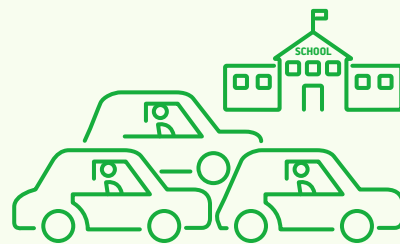
The Walk to School program promotes regular physical activity in Victorian primary school students. It helps kids and their families establish active routines for life. It also supports primary schools, local councils and communities to make active travel easy, safe and accessible.

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

WHY ACTIVE TRAVEL?



Get 60 minutes of activity



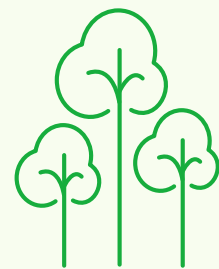
Reduce traffic congestion



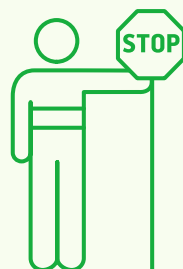
Build healthy habits for life



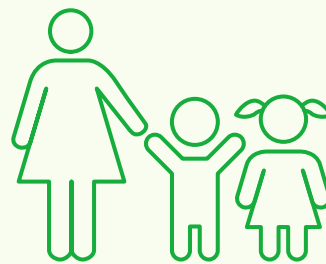
Save on parking



Help the environment



Develop road safety skills



Connect with friends and family

Get your council involved

Victorian councils have an important role to play in the Walk to School program. By applying for the Walk to School grant in 2017, your council can help get more Victorian children active.

Am I eligible to apply?

All Victorian councils are eligible. To apply, you must have satisfactorily acquitted any previous funding received from VicHealth.

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.

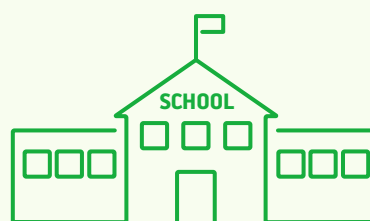
We encourage collaboration with people from:

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

LAST YEAR'S RESULTS



62 councils

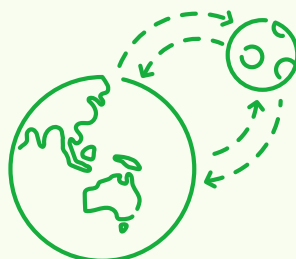


758 schools



144,928 students

walked 1.6 million kilometres.



That's two return trips to the moon!

Imagine what we can do this year!

Application Guidelines

VicHealth Walk to School LGA Grant 2017

The Walk to School grant provides funding of up to \$10,000* for you to deliver activities which meet the following requirements:

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

Requirement 2: Deliver local engagement activities with participating schools throughout October.

Requirement 3: Support primary school students' ongoing active travel by delivering local initiatives.

** 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.*

What's VicHealth looking for?

We're looking for enthusiastic councils who are ready to get their local community active. To get the grant, you'll need to:

- provide a work plan outlining how your activities meet our three requirements
- demonstrate that your chosen activities are well-suited to your local context and community
- explain how you'll cater for all students by ensuring activities are fair, accessible and inclusive
- outline clear plans to improve activities and increase participation, based on previous years' learnings (returning councils only).

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

To meet this requirement, you must:

- encourage all primary schools in your local area to participate in Walk to School
- actively engage schools that have not participated in Walk to School previously
- identify barriers to participation and address these barriers by offering support
- promote Walk to School in your local community, including parents and carers of primary school children
- use a range of communication channels to ensure you reach people who have not participated previously

Note: you must acknowledge VicHealth's funding in all of your Walk to School communications and collateral.



Need ideas?

Take a look at our example activities:

- Contact individual schools by email, phone or in person and follow-up to encourage participation.
- Run competitions with prizes to encourage primary schools to register.
- Conduct radio interviews with council spokesperson or school contacts.
- Develop promotional videos to upload to your website and share through email and social media channels.
- Display posters in local community centres and facilities.
- Leverage your council's existing paid advertising space in local print or radio.
- Publish news items on your council website or in newsletters.

Requirement 2: Deliver local engagement activities with participating schools throughout October

To meet this requirement, you must:

- engage schools throughout October with local activities to encourage participation
- make extra effort to involve schools that haven't participated in Walk to School previously and/or have low levels of active travel/physical activity.



Need ideas?

Take a look at our example activities:

- Identify school champions to encourage participation throughout October (e.g. a teacher, parent or guardian, or support staff).
- Develop incentives, like a collectible card earned with each walk, ride or scoot to school.
- Run local competitions, like lucky dips, golden tickets and inter-school challenges.
- Host a celebration/encouragement event e.g. a healthy breakfast post a whole-of-school walk (especially suitable for schools where low socioeconomic or food insecurity issues are known).
- Provide incentives for parents and guardians who get their children involved.
- Reward school champions for collecting and submitting school data on the Walk to School website on time.

Requirement 3: Support primary school students' ongoing active travel by delivering local initiatives

To meet this requirement, you must:

- deliver local initiatives to encourage year-round walking, riding or scooting to and from school
- deliver at least one recommended activity from the table below.

If you wish to deliver activities not on this list, you must justify your alternate plans by demonstrating how they support long-term sustainable change and active travel to school.

Key barrier	Recommended activities	Need ideas? Take a look at our examples
Distance from home to school (greater than 2km)	Drop/Park and Walk zones	<ul style="list-style-type: none"> • Establish an area, including installation of signage • Help staff/volunteers ensure smooth/safe operation • Place footpath decals from the zone to the school • Monitor usage to evaluate effectiveness
No safe routes to school	Improve routes/environment	<ul style="list-style-type: none"> • Identify safe routes and distribute walking maps • Place decals on footpaths to identify safe routes • Work in partnership with suitable approved stakeholders to deliver active travel initiatives
Low walkability to school	Improve walkability to the area	<ul style="list-style-type: none"> • Install bike racks • Add improvements like cycle paths, footpaths, pedestrian crossings.

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 and prizes for competitions where relevance to local context, value for money and equitable approach 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
- ✓ 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.

We don't fund:

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

Reporting requirements

Councils must comply with the following reporting requirements:

Progress Report 14 August 2017	<ul style="list-style-type: none"> Complete a one-page progress report supplied by VicHealth. Councils not on track are encouraged to discuss challenges with VicHealth via phone or face-to-face.
Participation data 15 November 2017	<ul style="list-style-type: none"> Assist schools to report their participation data online.
Final Report 4 December 2017	<ul style="list-style-type: none"> Submit a final project plan along with supporting documentation to VicHealth. Complete our evaluation survey (sent by our evaluation agency).
Auditing January 2018	<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 2018.

Find out more

www.vichealth.vic.gov.au/walktoschool

Enquiries

Read the guidelines but still have questions?
Contact: walktoschool@vichealth.vic.gov.au

Walk to School timeline

Date	Activity
Tuesday 21 March 2017	Applications open
10am, Monday 3 April 2017	Council information session held at VicHealth <i>Note: Can't make this session? You can watch our recorded webinar after this date</i>
1pm, Monday 1 May 2017	Applications close
Monday 15 May 2017	Grant recipients notified
May 2016	Grant payments made
July 2017 to January 2018	Project plan requirements delivered
14 August 2017	Progress Report due
8 September 2017	Final collateral orders for delivery by end of Term 3
25 September – 6 October	School holidays
9–31 October 2017	Walk to School 2017
15 November 2017	Participation data due
4 December 2017	Final project plan, supporting documentation and survey due
Term 1, 2018	Prizes sent to winning schools



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