

Safe Routes to School Mini-Grants Spring 2012

SafeRoutes

National Center for Safe Routes to School



Call for Applications

The National Center for Safe Routes to School is now accepting applications for 25 mini-grants of \$1,000 each. These mini-grants support the goal of Safe Routes to School (SRTS) programs, which is to enable and encourage children to safely walk and bicycle to school. SRTS programs are implemented nationwide by parents, students, schools, community leaders, and local, state, and tribal governments.

Mini-grants fund activities that range from the nuts and bolts that help start or sustain a program to new ideas that explore the range of benefits of safe walking and bicycling. Selected mini-grant proposals will fit a school's identified needs and interests around safe walking and bicycling. The mini-grant activities should occur between January 1, 2012, and the end of the Spring 2012 semester.

Applications are due **Wednesday, October 19, 2011**.

Who can apply for a mini-grant?

Eligible applicants include:

- Adult-supervised elementary or middle school groups or clubs;
- Faculty, staff, or parent volunteers at elementary or middle schools;
- Local and Tribal governments; and/or
- Non-profit organizations that will work with a school to improve safety and/or increase participants.

Ideas for getting started

The goal of the National Center's mini-grant program is to help schools identify their safe walking and bicycling needs and/or interests and enact related activities that address these needs/interests. The National Center also encourages applicants to engage student leaders and/or harness students' creativity in these steps. There are many right answers, and creativity and innovation are encouraged.

Collecting student travel data can be a great way to get started.

While it is not required, applicants may want to collect student travel and parent survey data as part of their application. Information on current rates and perceptions of walking and bicycling to school may help to inform the applicant's needs, interests, and potential activities. For more on data collection, student travel tallies and parent surveys, and the National Center's online system, which is a public service offered to local communities and schools, please see www.saferoutesinfo.org/data.

Looking for examples of school goals and activities that can help to reach them?

Go to www.saferoutesinfo.org/funding-portal/mini-grants/eligible-activities to see examples of the many reasons to create a safe walking and bicycling program and the related activities that schools have proposed. Applicants may also consider engaging students in safe walking/bicycling activities through additional approaches, such as service-learning projects and community service requirements.

For examples of activities that have been funded in the past, please see the press releases for the previous four rounds of mini-grant awards – Spring and Fall 2010, and Spring and Fall 2011 – at www.saferoutesinfo.org/funding-portal/mini-grants/previous-recipients. These press releases contain a brief summary of each recipient's proposed activities.

What can recipients do with the money?

The mini-grant funds are federal funds, and there are rules about how federal funds may be spent. Because of the small award size, the restrictions on these mini-grant funds are slightly different than spending guidelines associated with State SRTS grants. Below are examples of items that can and cannot be purchased using the mini-grant funds. **Please note that these lists are not exhaustive.** If you have questions about funding eligibility for specific activities or items, please email info@saferoutesinfo.org.

Yes! Mini-grant funds CAN be spent on items like these:

- Promotional materials*
- Educational materials*
- Safety items (e.g., reflective vests and bands, bicycle helmets, bicycle lights)
- Bicycle racks
- Bicycles that benefit groups of students
- Bicycle rentals
- Digital camera rental
- Video camera rental
- Helmet camera rental
- iPad rental
- Professional services (e.g., safety trainers)

No, Mini-grant funds CANNOT be spent on items like these:

- Food and refreshments
- Staff salaries
- Stipends for volunteers
- Fund-raising activities
- Gift cards
- Contests, prizes, and incentives
- Bicycles for specific individuals
- Digital camera purchase
- Video camera purchase
- Helmet camera purchase
- iPad purchase

** Modest-cost promotional/educational materials with the broadest reach are more likely to be competitive in the application process.*

Activities must be completed by June 15, 2012, or by the end of the Spring 2012 semester, whichever is later.

What information should applicants provide?

The National Center seeks clear, well-thought-out application responses that:

- Identify the school's safe walking and bicycling needs or interests;
- Propose activities that can address the identified walking/bicycling needs/interests and that have the potential to have a broad reach and lasting impact;
- Demonstrate a reasonable connection between activities and desired outcomes, and include a plan for measuring those outcomes; and
- Include a clear description of how funding will be used for these activities.

As a group, the applications that are selected for funding will represent a broad geographic distribution and a diversity of community characteristics.

What happens once applications are selected?

Mini-grant recipients will be notified by Wednesday, November 16, 2011, and will be formally announced in December 2011. To accept the award, recipients complete a form accepting these funds for the proposed activities. Checks are disbursed approximately six weeks after receipt of the form. Activities must be completed by June 15, 2012, or by the end of the Spring 2012 semester, whichever is later.

The National Center requires that mini-grant recipients submit two reports:

- 1) An informal report on activities midway through the implementation period; and
- 2) A final report in at the end of June 2012 that describes activities and budget expenditures accompanied by at least three digital pictures.

Mini-grant recipients may be asked to complete a brief questionnaire after the grant period.

For more information

Additional information about the mini-grants is available on the National Center's website, www.saferoutesinfo.org/funding-portal/mini-grants/FAQs. Questions can also be emailed to info@saferoutesinfo.org.

About the National Center for Safe Routes to School

Established in May 2006, the National Center for Safe Routes to School assists states and communities in enabling and encouraging children to safely walk and bicycle to school. The National Center serves as the clearinghouse for the federal Safe Routes to School program. The organization also provides technical support, resources, and online registration for U.S. Walk to School Day, and facilitates worldwide promotion of and participation in International Walk to School Day. The National Center for Safe Routes to School is part of the University of North Carolina Highway Safety Research Center with funding from the U.S. Department of Transportation Federal Highway Administration. For more information, visit www.saferoutesinfo.org.

Submittal Information

Applications are due by midnight on **Wednesday, October 19, 2011**. Applications may be submitted in one of three ways*:

1. Submit electronically at www.saferoutesinfo.org/mini-grants-app.
2. Fax to:
(919) 962-8710
Attention: Safe Routes Mini-Grants
National Center for Safe Routes to School
3. Mail to:
Attention: Safe Routes Mini-Grants
National Center for Safe Routes to School
730 Martin Luther King Jr. Blvd, Suite 300
Campus Box 3430
Chapel Hill, North Carolina 27599-3430

** In order to be fair to all applicants, electronic, faxed, and mailed applications are all subject to the same **word** limitations per question.*

Application Attachments

If you want to include attachments to your application, please submit the application as above and email no more than three pages of an attachment to info@saferoutesinfo.org. In the email text, please include the name of the primary contact person, the school name, and the city and state.

Notification

Mini-grant recipients will be notified by Wednesday, November 16, and will be formally announced in December 2011. Activities must be completed by June 15, 2012, or the end of the Spring 2012 semester, whichever is later.

Additional Questions

Please email questions or requests for assistance to info@saferoutesinfo.org. For more information, see www.saferoutesinfo.org/funding-portal/mini-grants/FAQs.

Application

To apply for the National Center for Safe Routes to School's mini-grant, please complete the following form.

1. Applicant Information

Primary contact's name:

School/Organization/Agency name:

Telephone number:

Email address:

Mailing address (Street):

City, State, Zip:

2. School(s) where activities will be conducted (if different from above)

School name:

Mailing address (Street):

City, State, Zip:

Name of the school administrator who has approved this application:

If applicable, name of the student group or club:

3. This mini-grant will help...

Start a NEW safe walking/bicycling program

Support an EXISTING safe walking/bicycling program

** Please note: starting or continuing a safe walking/bicycling program is a required condition of mini-grant funding. If this question is left blank, the application will be disqualified.*

4. Please help the National Center know more about the school where the activities will be conducted.

Grades proposed activities are targeting

Type

Lowest Grade: _____

Public

Highest Grade: _____

Private

Charter

Magnet

Other: _____

5. Please help the National Center know more about the potential reach of the proposed activities:

Approximately how many of this school's students live within two miles of the school? _____

Approximately how many students will the mini-grant activities reach? _____

Essay questions

Please note that there are limits on the number of **words** for each answer.

6. Explain the walking and bicycling needs and/or interests that have been identified for this school.

Optional: Is there anything noteworthy about the school's walking/bicycling situation that provides context for these needs and/or interests? (up to **400 words**)

7. Describe the activities the mini-grants will fund and how these ideas support the stated needs and/or interests.

Optional: Is there anything unique or innovative about these ideas? Optional: Will students be involved in planning or carrying out these activities, and if so, how? (up to **450 words**)

8. What changes in behavior, safety, attitudes, and/or knowledge do you hope to see at your school as a result of these activities? Required: How will your program track these changes? (up to **325 words**)

9. Please provide a brief list of activities that will happen each month. (up to **150 words**)

10. Please provide a budget for the proposed items to be used for the walking/bicycling activities (rounded to the nearest dollar). Applicants may list up to 10 items.

Item	Cost
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total (not to exceed \$1,000)	_____