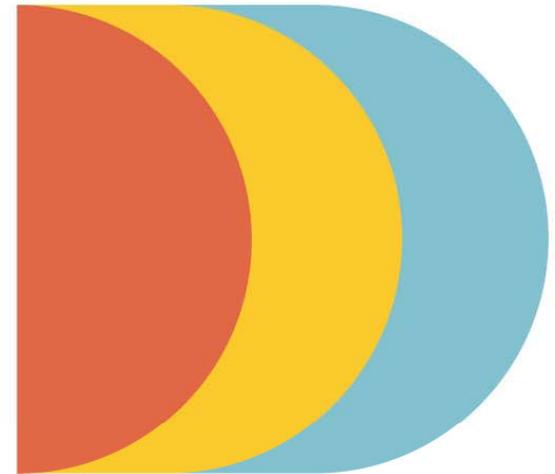


Ontario Active School Travel FUND



Q&A Webinar - 30 January 2018 - 1pm EST



Welcome



Kate Berry

Senior Program Manager

Green Communities Canada (GCC)



With support from:

- **Claudia Foug** – Technical support, GCC
- **Celenna Ciuro** – Project coordinator, GCC
- **Subha Ramanathan** – Research consultant, Atmoco Ltd.

Green Communities Canada (GCC)

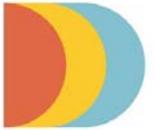
- A national association of community organizations that helps Canadians to:
 - improve the health of our communities
 - conserve resources for future generations
 - reduce pollution
- GCC has been leading active school travel in Canada since 1996
 - research, advocacy, education resources, training, and programming to encourage more students to walk and cycle for the school journey



Ontario Active School Travel



- The Ontario Ministry of Education is providing \$3.5M over 3 years to pilot a **provincial centralized framework for active school travel**
- Active transportation aligns with their goal of **promoting student well-being**
 - active lifestyles among children
 - increased safety and reduced car emissions by reducing vehicular traffic in school zones
- Majority of the funding will support local initiatives through the **Ontario Active School Travel Fund**



The goal



Increase physical activity opportunities for Ontario students by supporting and expanding active school travel programs.

Objectives

1. Provide **funding**, tools and resources that support local active school travel programs
2. Coordinate events and awards that encourage students to walk and wheel to school
3. Engage and raise awareness amongst target audiences
4. Monitor and evaluate project performance
5. Build sustainable capacity beyond the life-span of the pilot project

Agenda

- Fund overview
- Eligibility – *who can apply?*
- Criteria – *what makes for a strong application?*
- Priority areas – *what types of initiatives are important?*
- Timeline
- How to apply – *application process, type of information required*
- Questions and answers
 - *If you have a question please use the webinar chat box and send to ‘everyone’*

Fund overview

- Application-based funding (\$30k-\$100k per grant) available to support local active school travel programming
- Focus on elementary age groups (grades K–8)
- Funding available for initiatives that will have a **significant and lasting impact** in their communities
 - Expand and strengthen existing initiatives
 - Stimulate initiatives in new communities
- **Round 1: January – March 2018**
- Round 2: Fall 2018

Timeline for Round 1

- Fund launch: 17 January, 2018
- **Application deadline: 9 March, 2018**
- Notification of decisions: End of March, 2018
- Public announcement of funded projects: April 2018
- Award of funds: May 2018
- Latest project start date: September 2018
- Completion and final report: June 2020



Eligibility – *scale of project*

- Initiatives must take place in Ontario
- Initiatives operating at a **community scale** or **regional scale**, and supported by partnerships between key regional stakeholders (**municipality** and **school board** at a minimum)
 - Individual schools are not eligible to apply
- **Limit of one application per community.** By community we mean a lower tier or single tier municipal area.

Eligibility – *who can apply?*

- Lead applicant must be one of the following:
 - public health
 - municipality (lower, single or upper tier)
 - school board
 - student transportation consortium
 - non-profit corporation

Criteria – *what makes for a strong application?*

- Relevance and lasting impact of the proposed initiative:
 - Is the initiative innovative?
 - Will the initiative fill a need/gap within the community?
 - Will target audiences be engaged effectively?
 - Are plans in place to foster long-term shifts from passive to active school travel beyond 2020?
- Capacity of lead applicant and project team
 - Does the applicant and project team have the knowledge, skills and experience to the deliver the initiative?

Achieving lasting impact

Building community capacity that will foster long-term commitments to increase active school travel requires a comprehensive approach that:

Involves multiple stakeholders

Municipality
Public Health
School Board
Student transportation consortia
School staff, students and parents
Police services



Addresses all of the 'Five E's'

Education
Encouragement
Engineering
Enforcement
Evaluation

Priority areas

The Fund supports initiatives that achieve a comprehensive approach through a combination of:

1. School Travel Planning
2. Strengthening stakeholder partnerships, collaboration and coordination
3. Developing policy and procedures
4. Building public and political support

Additional action areas that increase opportunities for Ontario students to engage in active school travel will also be considered. These include:

- a) Encouragement of **daily** active school travel
- b) Education related to active school travel

Priority area 1: School Travel Planning

Activities may include:

- appointing dedicated Facilitator(s) to implement School Travel Planning
- developing School Travel Plans
- implementing the actions identified in School Travel Plans

Priority area 2:

Strengthening stakeholder partnerships, collaboration and coordination to leverage resources and support long term sustainability

Activities may include:

- building and strengthening partnerships
- enhancing collaboration and information-sharing
- 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

Priority area 3: Developing policy and procedures

Activities may include:

- **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

Priority area 4: Building public and political support

Activities may include:

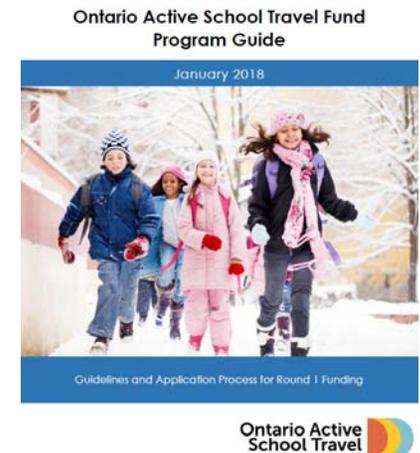
- **raising awareness through events, campaigns and media**
- sharing news and information, celebrating success
- engaging and involving local champions and leaders

Learning supports

- The School Travel Planning Toolkit (will be updated by Spring 2018)
<http://www.saferoutestoschool.ca/school-travel-planning-toolkit>
- Training, coaching and mentoring services
- Advice and guidance
- Grant recipient gatherings (online and in-person)
- Facilitated knowledge exchange network

How to apply

- Register to access the Application Form and submission portal
<http://www.saferoutestoschool.ca/Ontario-active-school-travel-fund>
- Prepare application:
 - Read the **Program Guide**
 - Develop a proposal with community partners
 - Complete the **Application Form**
 - Gather **Letters of Support**
- Submit application using the online portal:
 - Application Form (Word and PDF versions)
 - Letters of Support (combined into a single PDF)



Get the Application Form

www.saferoutestoschool.ca/ontario-active-school-travel-fund/



ABOUT ▾ MAKING THE CASE ▾ MAKING IT HAPPEN ▾ EXPERT HELP NEWS

FRANÇAIS

DONATE



to help get initiatives underway in new communities.

The first round of funding is open to applications until 9 March 2018.

To find out more about the Fund's criteria and application process:

- Read the [Program Guide](#) - includes Fund guidelines, criteria and application process
- Register below to access the Application Form
- Attend the [Q&A Webinar on Tuesday 30 January 2018](#)
- Review the [Frequently Asked Questions](#)

Register to access the Application Form:

REGISTER NOW!

Click to open the form Ontario Active School Travel Fund - Register to access the application form in a

Application form

Seven sections to complete:

1. Contact information
2. Project overview
3. Building the case
4. Partnerships and community capacity
5. Project budget and plan
6. Evaluation plan
7. Sustainability plan

The Form is a protected Word document with character limits – be succinct!

Ontario Active School Travel Fund – Application Form (Round 1)

Section 2: Project overview

2.1 Provide a brief description of your proposed initiative, highlighting how it will expand and strengthen existing active school travel initiatives or help to get active school travel started in new communities. <Limit 1500 characters, approximately 250 words>

2.2 In which of the following catchment areas, refer to the catchment areas, refer to the catchment areas

- Algoma, Cochrane, Manitowish, Champlain
- Durham, Haliburton, Kawartha, Essex, Kent, Lambton
- Grand River
- Grey, Bruce, Huron, Perth
- Halton-Peel
- Hamilton
- Muskoka, Nipissing, Parry Sound
- Niagara
- Northwestern
- Quinte, Kingston, Rideau
- Simcoe-York
- Thames Valley
- Toronto
- Waterloo, Wellington, Dufferin

2.2.1 Select the school board(s) that will be impacted by your initiative

- Type
- Public, English
- Public, French
- Catholic, English
- Catholic, French
- Protestant, English
- Children's Treatment Centres

2.3 Which of the following Priority Areas will be impacted by your initiative?

- School Travel Planning
- Strengthening stakeholder partnerships and support long term
- Developing policy and procedures
- Building public and political support
- Encouragement of daily active
- Education related to active school travel

2.3.1 Describe how your initiative will be implemented. <Limit 3000 characters, approximately 600 words>

Ontario Active School Travel Fund – Application Form (Round 1)

Section 4: Partnerships and community capacity

4.1 List key members of your Project Team that will be responsible for delivering the initiative. Identify their roles and specify which aspect(s) of the initiative they will deliver. Add or delete rows to the table as needed.

Name	Organization	Project role and aspects of the initiative that will be delivered

4.1.1 Describe the capacity of your Project Team (e.g., leadership, knowledge and skills, previous experience) to deliver the proposed initiative. <Limit 1800 characters, approximately 300 words>

4.2 Do you have an existing active school travel steering committee (e.g., a local, municipal or regional committee)?

4.2.1 If you answered 'yes' to Question 4.2, Please specify the name of the committee below:

4.2.2 If you answered 'yes' to Question 4.2, When was this committee formed (MM/YYYY)?

4.2.3 If you answered 'yes' to Question 4.2, How often does this committee meet?

- Monthly
- Quarterly
- Bi-annual
- Annual
- Other (please specify):

4.2.4 If you answered 'yes' to Question 4.2, Which of the following stakeholder groups are currently members? Select all that apply:

- Transportation engineering
- Planning
- Police and bylaw services
- Public health/community health
- School Board

2: Project overview

- Description of proposed initiative
 - *Is the initiative well-defined and clear?*
- Location (catchment area) and School Boards involved

2: Project overview (con't)

- Description of how the proposed initiative will:
 - address the Priority Areas
 - *Are priority areas adequately and effectively addressed? Are there links between priority areas?*
 - differ from current work
 - *Is the initiative innovative? Will it fill a gap within the community?*
 - engage target audiences
 - *Will target audiences be engaged effectively?*
 - contribute to the goal of increasing the number of students that use active school travel
 - *Are the anticipated contributions realistic? Linked to specific actions?*

3: Building the case

- Rationale for the proposed initiative and relevance to the community
 - *Does the evidence cited support the rationale?*
 - *How does the initiative link with existing programs?*
- Track record and capability of the Lead Applicant
 - *Has the applicant made effective contributions to active school travel?*
 - *Does the applicant have the necessary leadership and expertise to deliver a partnership-based project?*

4: Partnerships and community capacity

- Description of the Project Team responsible for delivery
 - *Does the team have the knowledge, skills and experience to deliver the initiative?*
- Community stakeholders:
 - any existing active school travel steering committee
 - any existing official documents that outline roles and responsibilities, and demonstrates commitment
- Informal partners
 - *How will informal partnering or collaboration that support the proposed initiative?*
- Letters of support: Municipality and School Board

5: Project budget

- Revenues
 - Total amount of funds requested
 - Matching funds (cash and in-kind)
 - source, type and amount
 - min **25%** of the total amount of funds requested
- Expenses
 - Direct personnel costs
 - Direct non-personnel costs
 - Honoraria, incentives and prizes (max. **5%** of total budget)
 - Administration costs (max. **15%** of total budget)
 - Other expenses

Matching funds

- Matching funds (cash and in-kind) may include:
 - grants or cash contributions from:
 - municipal, regional or provincial government
 - school board
 - in-kind contribution of:
 - staff time (e.g. municipal, public health)
 - space, equipment and supplies (e.g. meeting space, printed materials)
 - professional services (e.g. graphic design, legal advice, event speaker)
 - volunteer hours (e.g. school council, parents, students)
- Capital works cannot be counted towards matching funds
- All matching funds must come from sources that were not already committed prior to the proposed initiative

5: Project plan

Project Phase	Key Objectives	Tasks and Deliverables	Estimated Date of Completion	Resources Required (e.g., personnel, facilities, materials)
Planning and Set-up (May 2018 – August 2018)				
Delivery Year 1 (September 2018 – August 2019)				
Delivery Year 2 (September 2019 – June 2020)				
Final Evaluation (May 2020 - June 2020)				

- There are key activities that must be included – see the [Program Guide](#)

6: Evaluation plan

- Description of how results and lessons learned will be shared
- Evaluation Plan:

Process

Whether the initiative was delivered as planned, how well it functioned, challenges faced, solutions employed.

Outcome

The types of changes resulting from the initiative, the impact and relevance, unintended outcomes, key contributions.

Project Phase	Key Objectives	Goals/Target Results	Performance Measures (metrics)	Potential Data Collection Tools
Planning and Set-up (May 2018 – August 2018)				
Delivery Year 1 (September 2018 – August 2019)				
Delivery Year 2 (September 2019 – June 2020)				
Final Evaluation (May 2020 - June 2020)				

7: Sustainability plan

Description of how active school travel will be supported and sustained once the grant ends in 2020.

- *Is there a plan to foster long-term shifts from passive to active school travel?*
- *Are sustainability plans realistic and well-defined?*
- *Are alternate, long-term sources of funding identified?*

For more information...

- Read the **Program Guide**
- Register to access the **Application Form**
- Review the **FAQs** (will be updated following this webinar)

<http://www.saferoutestoschool.ca/Ontario-active-school-travel-fund>

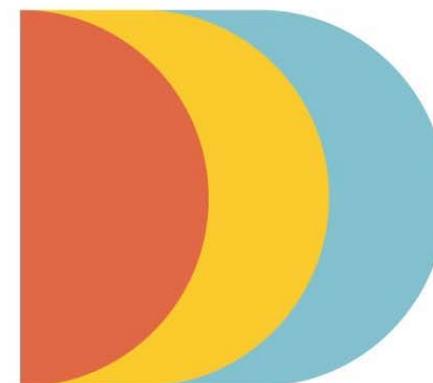
A recording of this webinar will also be posted on the webpage

Questions?

Thank you!



Ontario Active School Travel



Ontario Active School Travel is funded by the Government of Ontario

