



## School Travel Mini-Grant Guidelines

### Overview

The purpose of the school travel mini-grant program is to encourage and help Parent Advisory Committees (PAC) and other school parent volunteers, school administration or teachers implement school-based education, engagement programs, or events that encourage safe and active travel (walk, bike, roll, and transit) to and from school.

West Vancouver schools can apply for mini-grant funding up to \$300 per school per year.

The school travel mini-grant pilot is administered through the District of West Vancouver's Engineering Department and is an initiative of the School Traffic Advisory Roundtable (START).

### Eligible activities

School mini-grant funding could be used to fund any of these initiatives:

- Back to school communication
- Drive to five / park and walk programs
- Kindergarten playdates
- Parent advisory council presentations
- Unique initiatives that encourage safe and active school travel
- Skills and safety training
- Student active travel art projects
- School travel surveys
- Walk and wheel events
- Regular walk and wheel to school programs

Projects must be free, accessible, and welcoming to all students. Projects that build the capacity of the school community and sustain an active transportation culture are preferred.

### Who can apply?

- A school PAC representative or other parent volunteer with the support of the school principal.
- A school administrator or administrative staff on behalf of parent volunteers or PACs.

Applications are welcomed from all West Vancouver schools—public and private, primary and secondary. Please submit a maximum of one application per school per school year. School representatives are also welcomed to collaborate with other schools to initiate the same program at multiple schools. However, each school should submit separate application forms for their portion of expenses. Maximum funding available is \$300 per school.

### Key dates and deadlines

Applications will be considered on a rolling basis. Grants are available until funding resources are exhausted. Each application will be evaluated based on its own merits and not compared to other applications. Approved mini-grant funding will be distributed by cheque to the school.

The District of West Vancouver will accept applications for the fall term until **Friday, November 17, 2023**, and for the spring term until **Friday, May 24, 2024**.

All mini-grant funded programs must take place in the school year for which the application is submitted, and a summary report of grant-funded activities must be provided by the end of the semester in which the program takes place.

For additional information, please contact: [tdore@westvancouver.ca](mailto:tdore@westvancouver.ca)