

GRANT GUIDELINES

During the 2016/2017 school year, Rideshare's Safe Routes to School program will be offering county public schools grant funds to support school-site Safe Routes to School (SRTS) Programs. Examples of school-site SRTS initiatives include:

- Organization and promotion of Walk/Bike to School Days
- Implementation of a School Pool program (carpool matching via iRideshare.org software)
- Formation of Bike Brigades and/or Walking School Buses
- Creation of and/or support for a school-site Transportation Safety Team
- Promotion of a Mileage Incentive Programs using irideshare.org

NEW PROGRAM IDEAS ARE ALWAYS WELCOME!

The mission of Rideshare's Safe Routes to School program is to educate and empower school communities with, how-to tools and incentives for K – 12 students and parents to encourage the use of active transportation choices and create change in family/student commuter habits. The SLO County SRTS program also acts as a clearinghouse on school site safety data and infrastructure inventories region wide.

Any faculty, administrator, or parent who is part of a SLO County school and wishes to build or grow a Safe Routes to School Program is welcome to apply for grant funds. Selected applicants will receive support in the form of reimbursable grant dollars, community resources, giveaways, and Rideshare staff support. Additionally, Rideshare will market your school as a Safe Routes to School community member in PR, advertisements, newsletters, and on our website.

There are three funding levels available:

GOLD – up to \$600

- Monthly student events throughout the entire school year (for at least 9 months)
- Participation in both International Walk to School Day, October 5, 2016 and National Bike to School Day May 10, 2017
- Host 4th or 5th Grade Bike/Walk Safety Course

SILVER – \$201 - \$400

- Four (4) events throughout the school year
- Participation in both International Walk to School Day, October 5, 2016 and National Bike to School Day May 10, 2017
- Host 4th or 5th Grade Bike/Walk Safety Course or School Assembly

BRONZE – up to \$200

- Host two (2) events during the school year

Eligibility:

- School site must be within SLO County
- School serving K – 12th grade
- Adult-supervised elementary, middle, or high school groups or clubs
- Community-based or private non-profit organizations engaged in improving safety for and increasing the number of children who safely walk or ride a bicycle to school

Attach a letter of support from the school principal and return to Rideshare no later than Friday, September 30, 2016.

All applicants must demonstrate:

- Project falls under the mission of the SLO County Safe Routes to School Program
- Project involves two or more of the following groups: students, parents, community, or school staff/faculty
- Project is approved by the school principal. (The letter of support must be included with the application.)
- Reimbursable program costs equate to no more than \$600
- Ability to provide Rideshare Program Coordinator with quarterly status reports on program.

Awards will be given to programs showing a high potential for longevity and sustainability.

Ineligible activities include:

- Staff salaries
- Infrastructure projects (construction or demolition)
- Fundraising
- Cash Prizes
- Gift Cards more than \$20. (If gift cards are purchased as an incentive, the total of the cards cannot be more than \$20 per event.)

Reporting Requirements:

Upon the project's completion Rideshare requires that recipients provide a brief evaluation that summarizes the project to include:

- Budget worksheet of actual expenditures (attached)
- Description of the project's activities, challenges, successes, and participation rates (number of students and adults biking, number of students and adults walking, etc.) (worksheet attached)
- At least three digital pictures that show one or more activities of the funded project

All reporting and receipts are required in order to receive reimbursement. Reimbursement will happen once per school year (on, or before June 2, 2017). All receipts, expense, and participation sheet must be submitted to Rideshare by June 2, 2017. Checks will be distributed by June 30, 2017. Failure to turn in all pieces will result in Grantee not being reimbursed.

Note: Use SRTS logos provided by Rideshare and get approval from Rideshare Program Coordinator on all marketing materials and Press Releases used to promote your school's events

3. Describe your proposed 2016/2017 program in detail including events and activities in the monthly timeline. Please include 4th or 5th Grade Bike/Walk Safety Course or School Assembly, International Walk to School Day and National Bike to School Day in your timeline. If you are applying for Silver or Bronze Level Mini-Grants, leave the textbox blank in the months you are not planning on having an event.

Month	Activity Description
EXAMPLE: October	<i>International Walk to School Day, we will be promoting Walk to School Day the two weeks before with a telephone call home and signage around campus. On walk to school day, we will have multiple walking school buses, and muffins for when students arrive at school.</i>
August	
September	
October	
November	
December	
January	
February	
March	
April	
May	
June	

4. How will you ensure outreach to all students (newsletter, flyers, etc.)

Rideshare will support your event with: social media, websites (iRideshare and Rideshare.org), or e-newsletter, when requested.

Please send completed applications by September 30, 2016 to:
 Sarah Trauger, Rideshare Program Coordinator
 Regional Rideshare
 1114 Marsh St.
 San Luis Obispo, CA 93401
 f: 805-781-1385 e: strauger@rideshare.org

The following two pages are to be completed after your Safe Routes to School Program has concluded for the 2016/2017 school year.

SAFE ROUTES TO SCHOOL MINI-GRANT BUDGET WORKSHEET

Please complete the following worksheet and return it to Rideshare along with copies of all receipts by June 2, 2017. You may use additional pages if needed.

Worksheets without itemized receipts attached will not be accepted!

SCHOOL INFO

School name: _____ Grant amount (\$): _____

Where should we send your check for reimbursement?

Make Payable to:

Address:

City/State: _____ Zip: _____

BUDGET EXPENSES

	Reimbursement Amount Requested	Total Cost (if different from requested reimbursement)	Paid To	Description of Items Purchased
Example	\$23.45	\$12.68	Smart and Final	Bagels and Juice for students

Mail, email or fax along with copies of ALL receipts to:

SLO Regional Rideshare
ATTN: Safe Routes to School
1114 Marsh St.
San Luis Obispo, CA 93401
f: 805-781-5703 t: 805-781-1385
e: strauger@rideshare.org

Safe Routes to School 2016/2017

	Activity Description	What was successful?	What challenges did you face?	How many students participated?
EXAMPLE				
August				
September				
October				
November				
December				
January				
February				
March				
April				
May				
June				

Attach at least three photos from this year's Safe Routes to School programs/events and mail, email, or fax no later than June 2, 2017:

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