



VicHealth Walk to School Grant 2016

Guidelines for applicants

VicHealth is inviting Victorian councils to apply for a Walk to School grant for 2016. The grant will provide funding to councils to promote Walk to School in their local area.

Successful councils will need to liaise with local primary schools to encourage them to actively participate in Walk to School 2016, and undertake local initiatives to support ongoing active travel among primary-school children and their families.

The Walk to School grant will provide funding of up to \$10,000 (ex. GST). On exception, 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.

Councils can apply by completing and submitting a Walk to School application and Project Plan online at www.vichealth.vic.gov.au/walktoschool

Enquiries

If you have any questions after reading these guidelines, please email walktoschool@vichealth.vic.gov.au

Further information

www.vichealth.vic.gov.au/walktoschool

Important information

Key dates

Opening date	Tuesday 1 March 2016
Closing date	Friday 15 April 2016 – 1pm
Notifications anticipated	Friday 29 April 2016
Grant payments	May 2016

Important documents

Before applying, please ensure you have thoroughly read and understood these Guidelines as well as the:

- [Frequently Asked Questions](#)
- [Walk to School Project Plan](#)
- [Instructions for the Walk to School Project Plan](#)
- [Terms and Conditions](#)
- [VicHealth Privacy Statement](#)
- [VicHealth Website Terms of Use](#)
- [Walk to School council case studies](#)
- [Your council and Walk to School 2016](#)

Submitting an application

To complete your application, you will need to:

- have your council ABN and bank account details
- register your details on the Funding Application System
- complete the online Eligibility and Compliance check
- download and complete a Walk to School Project Plan in line with the instructions provided
- complete the online application
- upload your Walk to School Project Plan before submitting your Walk to School application

Councils can apply online at:

www.vichealth.vic.gov.au/walktoschool

About VicHealth

VicHealth is a pioneer in health promotion – the process of enabling people to increase control over and improve their health. Our primary focus is promoting good health and preventing chronic disease. VicHealth’s current campaigns align with the VicHealth Action Agenda for Health Promotion, which prioritises five areas for our work.

The Action Agenda is our strategic plan to 2023, with 10-year goals and 3-year priorities on the following strategic imperatives:

- Promote healthy eating
- Encourage regular physical activity
- Prevent tobacco use
- Prevent harm from alcohol
- Improve mental wellbeing.

More information about VicHealth is available at www.vichealth.vic.gov.au

About Walk to School

Walk to School is an annual high profile community event that encourages primary-school students across Victoria to walk, ride or scoot to and from school as often as possible during the month of October.

The Walk to School campaign encourages regular physical activity in Victorian primary-school children by supporting them and their families to establish active routines, and by helping primary schools, local councils and communities to integrate active travel behaviours into their local settings.

Walk to School focuses on positive health outcomes, and is based on a range of research and evidence that indicates that increasing the level of physical activity achieved by Victorian children may provide health benefits:

- National guideline recommendations are that children aged 5–12 should engage in at least 60 minutes of moderate to vigorous physical activity every day.ⁱ
- Only one in five children aged 5–17 gets the recommended amount of physical activity every day.ⁱⁱ
- Active transport choices, such as walking, riding or scooting instead of driving, can contribute to an individual’s achievement of the recommended physical activity levels.ⁱⁱⁱ
- High levels of persistent physical activity participation among children are correlated with adult levels of activity.^{iv}
- Less than 20% of Victorian children walk to school.^v

Walking, riding or scooting to and from school can help children achieve the recommended 60 minutes of moderate to vigorous activity every day and adopt physical activity habits for life. By choosing active transport modes to and from school, children and families can also help reduce traffic congestion, parking difficulties and associated environmental impacts while connecting with each other, friends and neighbours, and developing road safety skills and independence.

Your council can be part of the action

Victorian councils have an important role to play in the Walk to School campaign. By applying for the Walk to School grant in 2016 your council can be part of the action.

In 2015, 61 local councils received a VicHealth Walk to School grant to deliver local activities and initiatives. This saw a record number of students and schools participate with 108,997 children taking part from 620 schools across Victoria. Together they walked more than 1.2 million kilometres during October, the equivalent of walking almost 32 times around the world.

This was a significant increase on the Walk to School results from 2014, which saw 78,628 students and 499 schools involved.

In partnership with local councils, VicHealth aims to build upon these strong foundations to deliver an even more successful Walk to School campaign in 2016.

How Walk to School supports local government priorities

Promoting physical activity campaigns such as Walk to School can support and strengthen a range of health priorities and commitments within council Municipal Public Health and Wellbeing Plans including:

- promoting active lifestyles and reducing sedentary behaviour
- engaging with schools, individuals and families
- providing opportunities for social connectedness
- providing equitable mobility options
- reducing traffic congestion
- reducing harmful air pollution and carbon emissions.

By promoting Walk to School in your local area, your council can also send a powerful message to the community that walking to and from school is acceptable, safe and normal.

Working collaboratively

The Walk to School grant works best when you can work collaboratively with people across council and in your local community.

Within council

Think about how you could involve people from across your council and who could help support the scope of your proposed Walk to School activities. These may include people from:

- communications
- transport/traffic
- health promotion
- community health and development
- sport and recreation
- children, youth and family services.

Local partnerships

We encourage councils to work with any local community provider and/or local business where needed. These relationships could be useful in helping to deliver your Walk to School activities, integrate your activities into the community and/or help optimise resources. These may include people from:

- local health promotion agencies
- community organisations
- sporting organisations
- local businesses.

Note: VicHealth can only provide Walk to School grant funds directly to Victorian councils. Councils can pass part of the funding onto partner organisations that are assisting in delivery of Walk to School activities, with approval from VicHealth.

Consider supporting those who need it most

VicHealth's Walk to School grants aim to encourage Victorian primary-school students, particularly those who are currently least active in travelling to school and those with additional barriers due to living in a rural or regional area.

We encourage councils to think about the groups in their communities who need some extra support to walk to school, and consider how this grant could be used to assist the groups with the most need.

Examples

- If you are in a rural area, a significant number of students may live more than two kilometres from school, making it particularly hard for them to participate in Walk to School. You might consider setting up 'park and walk' locations to help those students overcome the barrier of distance.
- If your community has a large proportion of people from culturally and linguistically diverse (CALD) backgrounds, parents of primary-school students may find it difficult to read or access information about Walk to School. You might consider translating some resources or facilitating targeted walking networks or groups to support CALD families to connect and share walking journeys.
- If there are primary schools in your LGA located in areas with a lower SEIFA (Socio-Economic Indexes for Areas) score, you could assist them with promotional and school recruitment activities prior to Walk to School, and prioritise delivering targeted engagement activities during Walk to School to support participation among students.

VicHealth Walk to School Grant 2016

What's on offer?

The Walk to School grant will provide funding of up to \$10,000 (ex. GST) to undertake the following requirements:

1. Promote Walk to School and encourage primary schools to register and participate.
2. Deliver local engagement activities with participating schools.
3. Deliver local initiatives to support ongoing active travel by primary-school children.

Who can apply?

All Victorian councils are eligible to apply and **must** have satisfactorily acquitted any previous funding that has been received from VicHealth.

All Walk to School applications must be submitted online in accordance with timelines and processes outlined.

How will applications be assessed?

We will be assessing applications against the following assessment criteria:

Relevance to local area

- Demonstrate ability and provide examples of how council will promote Walk to School.
- Demonstrate ability to encourage primary schools to register and participate in October 2016.
- Provide details of local Walk to School engagement activities to be delivered to participating schools, and outline clearly why these initiatives have been chosen for this local context.
- Provide details of local initiatives to support ongoing active travel by primary-school children and outline clearly why these initiatives have been chosen for this local context.

Equity

- Provide evidence that proposed activities cater for all primary-school students, including those who are less likely to participate, and demonstrate activities are fair, accessible and inclusive.

Growth (for previous Walk to School grant recipients only)

- Demonstrate learnings from previous years and how council will build on them.
- Provide examples of how council will increase participation of schools from previous years.
- Address any challenges experienced in previous years and provide rationale and strategies for overcoming these.

WHAT WE WILL FUND

- ✓ Reasonable staff costs to engage a contractor or reimburse staffing costs for existing employees delivering agreed activities.
- ✓ New initiatives in line with funding requirements, or delivery of clearly identified outcomes that build upon and add value to existing council work.
- ✓ Incentives and prizes for competitions where relevance to local context, value for money and an 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 is 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 of facilitation for approved events, such as healthy catering, facility hire and administrative costs.

WHAT WE WILL NOT FUND

- ✗ Existing council plans or work that will go ahead regardless of Walk to School grant.
- ✗ Excessively expensive prizes, or those where no justification or rationale for prize choice is provided, or 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

As part of the Walk to School application process, councils are required to submit a Project Plan.

The Walk to School Project Plan is designed to help you deliver on the grant requirements. It is also used when submitting reports.

Reporting timelines for the Walk to School 2016 grant:

Progress Report August 2016	A phone call with VicHealth during August 2016. <i>Note: will be booked in advance between council and VicHealth</i>
Walk to School participation data 18 November 2016	Councils assist schools to report school data.
Final Report and supporting documentation 16 December 2016	Submit a final project plan and supporting documents to VicHealth.
*Selected council auditing December 2016	In addition, VicHealth may contact a percentage of councils in December 2016 requesting further information for auditing purposes.

Timelines

Key dates for the Walk to School grant 2016 are outlined below:

Date	Activity
Tuesday 1 March 2016	• VicHealth Walk to School Grant 2016 opens
Friday 15 April 2016 – 1pm	• VicHealth Walk to School Grant 2016 closes
Friday 29 April 2016	• Successful grant recipients notified
May 2016	• Grant payments
July to August 2016	• Councils plan promotional and engagement activities • Councils contact all primary schools in their local area and support schools to register
July to September 2016	• Councils and schools order resources and merchandise • VicHealth distributes materials to councils and schools
August 2016	• Progress Report phone call with VicHealth
19–30 September	• School holidays
3–28 October 2016	• Walk to School 2016
18 November 2016	• Walk to School participation data due to VicHealth
16 December 2016	• Final report and supporting documentation emailed to VicHealth
December 2016	• Councils complete program evaluation (e.g. survey)

Funding conditions

Successful applicants are required to:

- comply with VicHealth's Terms and Conditions
- confirm bank account details for electronic funds transfer
- confirm ABN with VicHealth
- comply with reporting requirements as outlined in these guidelines
- take part in an evaluation of Walk to School 2016 if requested
- acknowledge the VicHealth Walk to School grant 2016 in all communications as detailed in the Terms and Conditions
- comply with VicHealth and Walk to School brand guidelines
- ensure they are not a recipient of financial support from tobacco companies.

Payment of funding to successful organisations

If your council is successful in receiving a Walk to School grant in 2016, the funds will be made by electronic funds transfer into your nominated bank account provided during the Walk to School application.

VicHealth will issue you with a Recipient Created Tax Invoice (RCTI) along with remittance advice once the funds have been made. This is a VicHealth generated invoice and your council is not required to raise a separate invoice.

It is council's responsibility to ensure the bank account details are correct, as outlined in clause 11 of the Terms and Conditions.

Important document links

- Frequently Asked Questions
<http://www.vichealth.vic.gov.au/funding/walk-to-school-grants#FAQ>
- Walk to School Project Plan
<http://www.vichealth.vic.gov.au/~media/ProgramsandProjects/PhysicalActivity/Walk%20to%20School/Walk%20to%20School%20Project%20Plan.doc>
- Instructions for the Walk to School Project Plan
<http://www.vichealth.vic.gov.au/~media/ProgramsandProjects/PhysicalActivity/Walk to School/Walk to School Project plan instructions.pdf?la=en>
- Terms and Conditions
<http://www.vichealth.vic.gov.au/~media/ProgramsandProjects/PhysicalActivity/Walk to School/VicHealth Walk to School Grant 2016 Terms and Conditions.pdf?la=en>
- VicHealth Privacy Statement
<http://www.vichealth.vic.gov.au/about/policies-and-procedures/privacy-statement>
- VicHealth Website Terms of Use
<http://www.vichealth.vic.gov.au/about/policies-and-procedures/terms-of-use>
- Walk to School council case studies
<http://www.vichealth.vic.gov.au/programs-and-projects/walk-to-school-case-studies>
- Your council and Walk to School 2016
<http://www.vichealth.vic.gov.au/~media/ProgramsandProjects/PhysicalActivity/Walk to School/Your council and Walk to School 2016.pdf?la=en>

References

- ⁱ Department of Health and Ageing 2004, *Australia's physical activity recommendations for 5-12 year olds*, Department of Health and Ageing, Canberra.
- ⁱⁱ Australian Bureau of Statistics 2013, *Australian health survey: physical activity, 2011-12*, 4364.0.55.004, Australian Bureau of Statistics, Canberra.
- ⁱⁱⁱ Australian Institute of Health and Welfare 2012, *Risk factors contributing to chronic disease*. Cat. no. PHE 157. Australian Institute of Health and Welfare, Canberra, <http://www.aihw.gov.au/publication-detail/?id=10737421466>
- ^{iv} Telama, R, Yang, X, Viikari, J, Välimäki, I, Wanne, O & Raitakari, O 2005, 'Physical activity from childhood to adulthood: a 21-year tracking study', *American Journal of Preventive Medicine*, vol. 28, iss. 3, pp. 267-273.
- ^v Australian Bureau of Statistics 2013, *Census at School Australia, 2013 National Summary Tables*, Australian Bureau of Statistics, Canberra.



Victorian Health Promotion Foundation
PO Box 154 Carlton South
Victoria 3053 Australia
T +61 3 9667 1333 F +61 3 9667 1375

vichealth@vichealth.vic.gov.au
vichealth.vic.gov.au
twitter.com/vichealth
facebook.com/vichealth

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