

2021-2022 Grant

Virginia Department of Transportation

Vision

Project Name*

Please provide a name for your program (i.e. Lakeside Elementary Safe Routes to School Program)

Character Limit: 100

SRTS Vision*

Please describe your SRTS Vision (from your Program Plan).

Character Limit: 750

How many schools (K-8) will directly benefit from the proposed activities?*

Character Limit: 4

How many total students are enrolled in the schools included in this application?*

Character Limit: 6

Will all of the enrolled students be able to participate in the proposed activities?

If not, please provide an estimate of the number of students that will participate and/or benefit from the activities.

Character Limit: 5

Summary and Funding of Proposed Activities

Cost Estimate*

Upload a budget for your proposed SRTS non-infrastructure activities using the spreadsheet accessible via the link below. See SRTS Program Guidelines for information on funding limits.

Please make sure to use the worksheet applicable to your match type - ex. cash, in-kind or no match

Note: See the special instructions below for more information on filling out the budget worksheet.

Applicants must use the form included at the link below. Previous versions of this form will not

be accepted.

Non-Infrastructure Budget Worksheet

File Size Limit: 3 MB

Special Instructions:

- The worksheet provided has three tabs. Make sure to choose the tab that matches your match type.
- If you are providing an **in-kind match**, include the state portion of the grant only in the top section. Add your in-kind match in the bottom section, ensuring that the items and services you are claiming meet eligibility requirements. Please see page 10 of the Program Guide for eligible costs

Budget Narrative*

Use this space to provide a justification of how a line item helps to meet the program goals. The narrative should touch on each column listed in your budget.

File Size Limit: 3 MB

Total project cost*

Please indicate the entire estimated cost of your project for the year, including requested grant funds, local funds, donations, etc. (min \$5,000, max \$125,000)

(From "Total Project Cost" line at the bottom of tab 1 of the budget worksheet)

Character Limit: 20

Total funds requested*

Please indicate the amount of SRTS grant funds you are requesting. This amount should not exceed the "Total Eligible Project Cost" amount indicated on your budget worksheet.

If your project requires a local match, the requested amount should be no more than 80% of the "Total Project Cost" indicated on the budget worksheet.

Character Limit: 20

Local Match amount*

Please indicate how much you plan to contribute to the project, including local funds and in-kind match. See the SRTS Program Guidelines and Local Match FAQs for information on local match requirements.

If your program requires a local match, this should be no less than 20% of the *"Total Project Cost"*.

Please note: When entering In-Kind and Cash Match amounts in the next two questions below, be sure that In-Kind Match + Cash Match = Local Match

Character Limit: 20

In-Kind Match and Donations*

Of the amount of local match being provided (indicated above), how much will be made up of in-kind services and donations?

Character Limit: 20

Cash Match*

How much of your local match will be covered with cash? (I.e. No in-kind services or donations)

Character Limit: 20

Are you requesting funds for a local coordinator with this application?*

(Requires the participation of three or more schools for a part-time position and 10 or more schools for a full-time position.)

Choices

Yes

No

If yes, how much of your total project cost will be used for the position?*

(under *"Administrative (Local Coordinator)"* column in your budget worksheet)

Funding maximums for the position are as follows:

Full-Time: \$52,000 (Northern Virginia: \$67,600)

Part-Time: \$26,000 (Northern Virginia: \$33,800)

The amounts shown above are the maximums available for use towards the position, including all related benefits, equipment and expenses. Please see page 4 of the SRTS Grant Procedures for a list of eligible expenses.

Northern Virginia includes Arlington, Alexandria, Fairfax County, Falls Church, Loudoun, Manassas, Manassas Park and Prince William County

The project sponsor shall hire the coordinator according to all federal and state labor laws.

Character Limit: 20

Purchase List*

Please provide a list of items you plan to purchase or have donated as part of your project, including quantities where appropriate. This list will be included in your agreement as purchases pre-approved for reimbursement.

Although specifics are helpful, examples and estimates are acceptable as well. (e.g: 1000 small (<\$3) incentive items such as SRTS themed pencils, erasers, water bottles, etc).

Character Limit: 10000

Local Coordinator Role*

If you are requesting funds for a local coordinator position, please describe the role that the person will have in your SRTS program. Include his or her role in each of the planned activities as well as how they will contribute to the sustainability of your program.

Character Limit: 3000

Bicycles and large item maintenance (if applicable)*

If you intend to purchase bicycles and/or any large equipment (storage sheds, trailers, etc.), please use this space to describe how you plan to use, maintain, and securely store these items over the course of their estimated lifespan (~ 5 years). The schools should have a plan to utilize this equipment with or without active support from the local SRTS coordinator. This description will be included in your agreement as a commitment to maintain these items.

Enter "Not Applicable" if you do not plan to purchase bicycles and/or large items with your 2021-2022 SRTS grant funds.

Character Limit: 5000

Activities List*

Please collate the proposed activities for this school year into a bulleted list of approximately 10 items (depending on the scope of your program) that can be measured and tracked during the year. These activities should be listed in your Program Dashboard and will be included in your grant agreement.

Please note: Unless otherwise indicated, all of the schools included in your grant will be expected to participate in these activities.

Character Limit: 10000

Incentive Items*

How much of your total project cost will be used for items that will be given directly to students? (e.g helmets, tokens, t-shirts, etc.)

Character Limit: 20

Character Limit: 20

Acknowledgement of Responsibilities

The receipt of Safe Routes to School grant funds requires a commitment to ensuring that the Safe Routes to School coordinator and the Safe Routes to School program receive the support necessary to be successful, including an active and supportive Supervisor. The Supervisor's role is outlined in the Supervisor Handbook that is provided to each Supervisor at the beginning of the grant period and can be found at <http://www.varsts.org/content/internal-resources>. Please use the space below to provide contact information for the Safe Routes to School Supervisor and the Authorized Approving Official for the contract (person who would sign the final contract).

Safe Routes to School Supervisor:

Name

Title

Email

Phone

Authorized Approving Official:

Name

Title

Email

Phone

Character Limit: 10000

The receipt of Safe Routes to School grant funds requires the grantee to adhere to administrative responsibilities throughout the grant period such as providing monthly and final reports, attending required training and team meetings, and submitting invoices at least on a quarterly basis. Please use the space below to provide contact information for the Safe Routes to School Coordinator and the person responsible for certifying invoices.

Safe Routes to School Coordinator:

Name

Title

Email

Phone

Invoice Certifier:

Name

Title

Email

Phone

Character Limit: 10000

Supporting Information

Support for SRTS*

Summarize the current support for SRTS in the school/community.

Character Limit: 1000

Endorsements*

The following items are required (unless otherwise noted) before the application will be considered complete.

- Endorsement of the school division as indicated in a letter of support from the school division superintendent or designee.
- Letter of support from each school Principal (if entire division, then letter of support from the Superintendent is sufficient. However, Principal letters of support are encouraged.)
- Other letters of support (optional) i.e. – community leaders, parents, teachers, partner organizations, local government, etc.
- 501(c)3 letter (for non-profit organizations only)

Please upload all documents in a single PDF file. Use the space below to provide a list of the uploaded documents.

Character Limit: 1000 | File Size Limit: 4 MB

Photos (optional)

If you would like to include *additional* photos of activities your program has implemented in the past, please upload them to a publicly accessible online folder or free photo sharing website, such as Flickr, and paste the link below:

Character Limit: 250

Mapping (optional)

Please upload a map (in pdf format) showing the number of students living within walking distance of the school(s). The map should show the following:

- Dots indicating student addresses
- Lines showing school attendance boundary
- Lines indicating 1/2 mile, 1 mile and 2 mile radii
- Location of the school(s)

Additional maps are encouraged, but all maps should be included as a single pdf file.

Please use the space below to describe the uploaded map(s).

Character Limit: 1000 | File Size Limit: 10 MB

Endorsements*

The following items are required (unless otherwise noted) before the application will be considered complete.

- Endorsement of the school division (if the school division is not already the main sponsoring agency and signatory), as indicated in a letter of support from the school division superintendent or designee.
- Letter of support from each school Principal
- Other letters of support (optional)
- 501(c)3 letter (for non-profit organizations only)

Please upload all documents in a single pdf file. Use the space below to provide a list of the uploaded documents.

Character Limit: 1000 | File Size Limit: 5 MB