KIDS ACTIVE TRAVEL PROGRAM

PROGRAM GUIDELINES 2023 - 2025

# **Message from the Minister**

Authorised by the Victorian Government, 1 Treasury Place, Melbourne.

Department of Jobs, Skills, Industry and Regions, 121 Exhibition Street, Melbourne Victoria 3000

© Copyright State of Victoria,

Department of Jobs, Skills, Industry and Regions (DJSIR) 2023

This document is also available in an accessible format at [www.sport.vic.gov.au](http://www.sport.vic.gov.au)

This document is accurate at the time of publishing but may be subject to changes at the Department’s discretion. The Department reserves the right to amend these guidelines and the terms and conditions of funding at any time as it deems appropriate.

**Acknowledgement**

We acknowledge the traditional Aboriginal owners of country throughout Victoria, their ongoing connection to these lands and water ways and we pay our respects to their culture and their Elders past, present and future. We acknowledge Aboriginal Self- Determination is a human right as enshrined in the United Nations Declaration on the Rights of Indigenous Peoples. We are committed to developing strong and enduring partnerships with Aboriginal communities that will contribute to growing a prosperous, thriving and strong Victorian Aboriginal community.

Traveling to and from school is something that most children do every day. This provides them with an opportunity to be active and to develop healthy habits as they grow.

I’m thrilled to introduce the *Kids Active Travel Program*, which provides funding for initiatives that encourage and support primary school aged children to walk or ride to school.

It builds on the Victorian Government’s [*Active Schools*](https://www.vic.gov.au/active-schools) program, which identifies active travel as one of six priority areas to ensure that all Victorian students have the skills, confidence and motivation to be active in life.

The Program also aligns with the Government’s [*Active Victoria*](https://sport.vic.gov.au/publications-and-resources/strategies/active-victoria-strategic-framework-sport-and-recreation) strategy by attempting to increase community participation and activity through ways that suit them, particularly walking.

Active travel has significant benefits for children, including positive health and wellbeing outcomes, opportunities for social connection, spending time in the outdoors and building confidence and independence by learning how to navigate their local neighbourhood.

The *Kids Active Travel Program* is part of the Government’s $11 million commitment in the 2023-24 Budget to help keep Victorians active and healthy and address key barriers to participation.

I encourage your council or organisation to read the Program’s guidelines thoroughly and submit an application.



**The Hon Ros Spence MP**

**Minister for Community Sport**

**TABLE OF CONTENTS**

[**Message from the Minister** 1](#_Toc150158751)

[**1** **About the Program** 1](#_Toc150158752)

[**1.1** **Program Objectives** 1](#_Toc150158753)

[**1.2** **Program Outcomes** 1](#_Toc150158754)

[**2** **Who can apply?** 2](#_Toc150158755)

[**3** **Program details** 3](#_Toc150158756)

[**4** **Child abuse insurance** 5](#_Toc150158757)

[**5** **What will not be funded** 6](#_Toc150158758)

[**6** **How to apply** 7](#_Toc150158759)

[**7** **Assessment Criteria** 8](#_Toc150158760)

[**8** **Assessment Process** 9](#_Toc150158761)

[**8.1** **Assessment of applications** 9](#_Toc150158762)

[**8.2** **Assessment Process** 9](#_Toc150158763)

[**9** **Key Timelines** 10](#_Toc150158764)

[**10** **Conditions of Funding** 11](#_Toc150158765)

[**11** **General Conditions** 11](#_Toc150158766)

# **About the Program**

The *Kids Active Travel Program* encourages primary school aged children to choose active travel options when traveling to and from school to establish positive physical activity behaviours and develop physical literacy skills.

The Program seeks to establish positive active travel behaviours within new Victorian primary schools as well as build upon existing active travel commitments in primary school settings through the Active Schools initiative.

The Program aims to improve active travel participation consistent with strategic directions identified in *Active Victoria 2022-2026 – A Strategic framework for sport and active recreation in Victoria*.

In 2023-25, the Program will prioritise support for:

* primary schools that are identified with the highest levels of social disadvantage (based on Student Family Occupation and Education data)
* primary schools that have identified active travel as a priority action through Active Schools in the last 3 years
* new primary schools that have opened in 2023.

## **Program Objectives**

The objectives of the Program are to:

* support primary school aged students to walk or ride to and from school, embedding physical activity habits
* build the confidence and independence of Victorian primary school children through the delivery of a suite of active travel interventions within school settings
* promote safe routes to parents/guardians to encourage them supporting their children to choose active travel.

## **Program Outcomes**

The intended outcomes of the Program are:

* primary school aged kids involved in the Program are more confident, independent and can safely navigate local streets surrounding their school
* primary school aged kids involved in the Program are engaging in physical activity through active travel as their primary mode of transport to and from school.

# **Who can apply?**

Applications are accepted from Victorian councils and organisations based in Victoria currently or intending to directly deliver in Victorian primary schools.

**The applicant must meet all the following 7 criteria:**

1. At the time of submission of the application and, if successful, for the duration of the activity, the applicant must be operating in Victoria and be one of the following legal entities:
* A body corporate under the *Local Government Act 2020* (Vic).
* An incorporated association registered under the *Associations Incorporation Reform Act 2012* (Vic).
* Registered as a company limited by guarantee under the *Corporations Act 2001* (Cth).
* Registered as an Aboriginal and Torres Strait Islander corporation under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth).
* A private company incorporated under the *Corporations Act 2001* (Cth).
* An incorporated trustee on behalf of a trust provided that the trustee:
	1. under the trust deed, has the ability to enter into the grant agreement in its capacity as trustee
	2. is entitled to be indemnified from the trust funds in connection with performance of the grant agreement.
1. The applicant must adhere to and enforce the Fair Play Code, or equivalent code of conduct and/or member protection policy, which incorporates the
[Fair Play Code](https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code) <https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>.
2. The applicant must implement and maintain policies relating to the [Child Safe Standards](https://ccyp.vic.gov.au/child-safe-standards/) <https://ccyp.vic.gov.au/child-safe-standards/> in accordance with the *Child Wellbeing and Safety Act 2005* (Vic).
3. Have a Sport Integrity Australia approved anti-doping policy in place and comply with the National Anti-doping Scheme where required.
4. If the applicant has been named in the Royal Commission into Institutional Responses to Child Sexual Abuse, or received notice that it was named in an application for redress to the National Redress Scheme for Institutional Child Sexual Abuse established under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth)(National Redress Scheme), it must join or provide advice to the Department that it intends to join, the [National Redress Scheme](https://www.nationalredress.gov.au/about)
5. If an applicant intends to deliver direct services to children, it must be appropriately insured against child abuse. Further information about this requirement can be found at section 4 of these guidelines and at <https://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/organisations-providing-services-to-children-new>.
6. If the applicant is a recognised sport and recreation body or is affiliated with a recognised sport and active recreation body, the recognised body must have achieved the Victorian Government requirement of minimum 40% women on their board or have an approved action plan with the Office for Women in Sport and Recreation to meet this requirement.

# **Program details**

The Program will provide funding to support the delivery of a suite of interventions designed to encourage and support primary school aged kids to choose active travel as their preferred mode of transport to and from school, in up to 28 priority primary schools, as identified by the Department.

The total funding available under this Program from 2023-24 to 2024-25 is $680,000.

Organisations can choose the amount they are requesting based on the project plan. No application can exceed the total Program budget of $680,000 for delivery over 2 years (2023-25). Organisations can choose to apply for a grant amount that is less than $680,000 over 2 years (2023-25).

The Program seeks to fund organisations for an initial 2 years with the option to extend funding for a further 2 years (2025-27) dependent on project success.

Co-contribution (in-kind or financial support) is encouraged.

**Funding will be prioritised for applications that:**

* **focus on delivery to kids in grades 3 to 6**
* **deliver into the council areas of Hume, Dandenong, Wyndham and/or Shepparton (2023-25 funding period).**

Proposed projects should align with behaviour change theory and:

* deliver activities for all 4 Program interventions (as outlined in Figure 1)
* promote the benefits of active travel, including the opportunity to increase their child’s confidence and independence
* address the safety concerns of parents/guardians that may prevent them from allowing their child to choose active travel
* improve the motivation and capability of kids and their parents as well as the opportunity to choose active travel as the preferred mode of transport to and from school
* identify how projects will engage with school leadership and students.

Proposed projects should align to [Victorian Curriculum](https://victoriancurriculum.vcaa.vic.edu.au/) and utilise existing Victorian Government active travel investments and resources which may include:

* + [Active Schools (Department of Education)](https://www.vic.gov.au/active-schools?Redirect=1)
	+ [Minor Capital Works Fund (Victorian School Building Authority)](https://www.schoolbuildings.vic.gov.au/minor-capital-works-fund)
	+ [Road Safety Education (VicRoads)](https://www.vicroads.vic.gov.au/safety-and-road-rules/road-safety-education)
	+ [Small Grants Program (TAC)](https://www.tac.vic.gov.au/about-the-tac/community/grants/small-grants-program?drop=1)
	+ [Local Government Partnerships (VicHealth)](https://www.vichealth.vic.gov.au/programs-and-projects/local-government-partnership).

The Program’s interventions are:

*Figure 1: Kids Active Travel Program interventions*

Whilst organisations are required to deliver activities for all 4 Program interventions, when working directly with primary schools, organisations are expected to demonstrate flexibility, tailor approaches to local school context and ensure the proposed approach will maximise sustainability.

Activities that might be funded under the Program interventions may include, but are not limited to:

|  |  |
| --- | --- |
| **Interventions**  | **Examples of activities**  |
| Education and support  | * Deliver walking and riding experiences with families in and around local streets and surrounding schools.
* Promote details on safe routes to and from school to parents/guardians.
 |
| Skills and experience  | * Deliver bike education and maintenance sessions during school times.
* Connect parents/kids to community walking and riding opportunities.
* Deliver before and after school walking and riding groups with parents and their children.
 |
| Environment and infrastructure  | * Install new or use existing technology to confirm that kids have arrived safely at school.
* Install bike storage at schools or access to school bike fleets.
* Partner with councils to facilitate wayfinding signage to promote safe walking, and riding routes.
 |
| Awareness campaigns  | * Deliver local school-based active travel campaigns, including targeted messaging campaigns for parents/guardians.
 |

# **Child abuse insurance**

Child abuse insurance may be required depending on your proposed delivery model as outlined in your application.

If child abuse insurance is required, the Funded Organisation must have child abuse insurance of $5 million, exclusive of public liability insurance.

Written advice must be provided by the insurance provider and included in the application.

|  |  |
| --- | --- |
| **Required**  | **Not required**  |
| * Funds will be directly used to deliver activities or services to persons under the age of 18 on a recurring basis and your organisation is **responsible** for the supervision of, or authority over a child during the activities.

**Examples*** Activities delivered outside of the school setting without parent/guardian supervision or presence.
* Activities delivered within the school setting with no teachers present.
 | * Funds will be directly used to deliver activities or services to persons under the age of 18 on a recurring basis but your organisation is **not responsible** for the supervision of, or authority over a child during the activities.
* Funds will be directly used to deliver activities or services to persons under the age of 18 on a one-off, incidental or ad-hoc basis.

**Examples*** Activities delivered in the school setting/during the school day with a teacher present.
* Activities delivered outside of the school setting with parents present and actively supervising the activity.
* A one-off come and try walking and riding experience.
 |

# **What will not be funded**

The *Kids Active Travel Program* will not fund:

* costs that the Organisation has already received financial support from other funding bodies or programs at local, state or federal government level
* general running costs of an organisation (for example, day to day expenses such as rent, gas, electricity, and insurance)
* overhead costs that sit outside of direct program delivery
* costs for the purchase of vehicles
* costs for primary school staff salaries
* items not related to the delivery of the interventions identified in *Figure 1*
* activities that the Applicant is already delivering
* reimbursement for costs already incurred
* costs for infrastructure projects in public settings, such as footpaths or road upgrades
* applications submitted by a third-party grant writer.

# **How to apply**

**Step 1: Check your eligibility**

Check the detailed information contained in these guidelines to see if your organisation

and proposed project is eligible. Other important information can be found on the Sport

and Recreation website.

**Step 2: Prepare your application**

The applicant, as part of its application, must complete and submit the Kids Active Travel Program online application form which will identify and clearly articulate:

* Project objectives
* key Project activities
* Project deliverables/outcomes
* Project partners
* Project risks and mitigation strategies
* an overview of the Project implementation timeline
* communications and engagement activities with a focus on school consultation methods
* a detailed Project budget for 2023-24 and 2024-25 including any co-contributions or investments from other sources
* scalability options
* supporting documents or attachments such as partner support letters.

**Step 3: Apply online**

Submit an application online via the Department of Jobs, Skills, Industry and Regions (DJSIR) online portal at <https://sport.vic.gov.au/grants-and-funding/our-grants/kids-active-travel-program>

**Go to Apply now**

Once an applicant has successfully submitted an application, they will receive email confirmation of the submission. Please check the spam/junk mail folder if the confirmation email is not located in your inbox.

**Attaching required information**

* Documents can be attached to your online application in acceptable file types (for example Word, Excel, PDF, or JPEG). Maximum file size must not exceed 10MB.
* When submitting your application online check carefully to ensure all your attachments have been uploaded.

**General submission of application rules**

* On submission of an application, the applicant accepts, and agrees to be bound by, the terms and conditions of the Program as set out in these guidelines, the Program application form and grant application attestation and declaration.
* All applications must be submitted by an authorised representative from the applicant organisation.
* Applications submitted by third-party grant writers will not be accepted.

**Timelines and conditions**

* Applications will open on **20 November 2023** and close at **11.59pm on 19 January 2024.**

# **Assessment Criteria**

Eligible applications and projects will be assessed on how well they meet the assessment criteria as outlined below. All supplementary attachments and information provided as part of the application will be taken into consideration during the assessment process.

Eligible organisations may submit 1 application that meets the assessment criteria outlined below.

| **Assessment Criteria** | **Considerations** | **Weighting** |
| --- | --- | --- |
| Quality of the application  | Quality of detail within the application and the Kids Active Travel Project Plan addressing:* what is being delivered
* the objectives and expected outcomes
* key milestones and time frames
* detail of any anticipated risks and associated mitigation strategies
* detailed project budget breakdown including co-contributions
* reach (level of funding requested against project scope and outcomes), and scalability options
* supporting documents.
 | 30% |
| Alignment to Program priorities  | The application clearly demonstrates how the project will:* deliver activities for all 4 Program’s interventions
* promote the benefits of active travel and address the barriers of active travel including safety concerns
* identify project partner/s with organisations such as councils, local walking or bike groups etc.
* align to Victorian curriculum and use existing Victorian Government active travel investments.
 | 30% |
| Value for money | The organisation demonstrates value of money through proposed impact and co-contributions (in-kind or financial). | 10% |
| Sustainability  | The organisation clearly outlines how primary school-based activities will be sustainable and contribute to ongoing behaviour change.  | 10% |
| Communications and engagement | The organisation demonstrates how school leadership will be engaged, how student voice will be incorporated into delivery as well as consideration of how parents/guardians will be engaged to encourage participation in active travel. | 10% |

Organisations’ scores based on the assessment criteria will receive a boost of 10% if they can demonstrate how they will deliver:

* to kids in grades 3 to 6, and/or
* into the council areas of Hume, Dandenong, Wyndham and/or Shepparton (2023-25 funding period).

# **Assessment Process**

## **Assessment of applications**

The application process is expected to be competitive. It is recommended that organisations discuss applications with the Active Recreation team at SRV as early as possible in the application period.

All applications will be assessed by a panel based on the information provided.

**Competitive applications will:**

* clearly articulate what the project will include and deliver
* deliver effective, measurable and sustainable outcomes
* identify key milestones and project timelines
* clearly articulate how the project will deliver to kids in grades 3 to 6 to encourage and support active travel behaviours
* clearly articulate how the Program will deliver activities for all 4 Program interventions
* provide details of how the project will be delivered to kids in grades 3 to 6
* provide details of how the project will be delivered into council areas of Hume, Dandenong, Wyndham and/or Shepparton
* provide a detailed project budget (including co-contributions) that demonstrates value for money
* provide details of project partnerships and communication and engagement activities.

## **Assessment Process**

 Assessment of applications will follow the process as outlined below.

1. A check of the organisation details and eligibility against the criteria outlined in these guidelines.
2. An assessment of the application for funding by a DJSIR assessment panel comprised of SRV staff. Applications will be assessed the assessment criteria listed.
3. The DJSIR panel will recommend applications and the total grant amount based on the assessment, due diligence and budget considerations.
4. A Financial Risk Assessment may be required as determined by the Department.
5. DJSIR recommendations will be submitted to the Minister for Community Sport for consideration and approval.

# **Key Timelines**

|  |  |
| --- | --- |
| **PROGRAM FUNDING TIMELINES**  |  |
| **Milestone**  | **Date** |
| Applications open  | 20 November 2023 |
| Applications close | 11.59pm on 19 January 2024  |
| Applicant(s) notified of outcome  | February/March 2024 |

# **Conditions of Funding**

**Letters of offer and grant agreements**

* Applicants recommended for funding will be issued a letter of offer and invited to enter into a legally binding grant agreement with the Department. The grant agreement details all funding obligations and conditions. An offer of funding is not binding on the Department unless and until both the Department and the successful applicant execute the grant agreement.
* Projects must not commence until a grant agreement has been duly executed by both the Department and the successful applicant.
* Once a grant agreement has been executed, the successful applicant will be required to commence the project within the agreed timeframe set out in the grant agreement.
* The Department will provide the names of the priority schools to the successful applicant once a grant agreement has been executed.

Grant agreements will include reference to the following requirements:

* Evidence of appropriate incorporation and appropriate insurance for applicants who proposed direct delivery of services to children must be submitted for DJSIR records and reporting requirements
* Evidence of approved applicants’ direct delivery staff’s current Working with Children Checks
* Grant funds must be spent on the activity as described in the application. Any proposed variation to the approved activity must be submitted to the Department for approval prior to implementation.
* Grant recipients must participate in data collection to ensure project outcomes, including levels of diversity, are measured at baseline and over course of project implementation.
* Grant recipients must collaborate and share knowledge regarding shared outcomes and evaluation frameworks.

# **General Conditions**

**Post-project evaluation**

Applicants agree to comply with the Department’s performance monitoring and evaluation regime should their application be successful. Successful applicants may receive an evaluation survey from the Department and may be required to participate in the Program evaluation activities.

The evaluation surveys may be required for up to 24 months following the completion of the Program. This is a non-negotiable requirement for applicants to the Program. Non-compliance could impact future applications to the Department programs.

Successful outcomes may be used in the Program evaluation reviews and Department marketing material.

**Acknowledging the Government’s support and promoting success**

Successful applicants need to acknowledge the Victorian Government’s support through the provision of a grant from the *Kids Active Travel Program 2023 – 2027.*

All applicants agree to the requirements of the Department’s promotional guidelines and, if successful, the requirement that all grant project activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases and promotional material.

For full details and logos, download the [acknowledgement and publicity guidelines for Sport and Recreation Victoria grant recipients](https://sport.vic.gov.au/resources/documents/victorian-government-acknowledgment-and-publicity-guidelines) <https://sport.vic.gov.au/resources/documents/victorian-government-acknowledgment-and-publicity-guidelines>.

**Tax advice**

Taxation implications for grant applicants may differ depending on individual circumstances. The Department recommends applicants seek independent tax advice.

**Compliance and audit**

Applicants are subject to a risk assessment, which verifies organisation legal details provided with the Australian Securities and Investment Commission, Australian Charities and Not-for-profits Commissioner, Consumer Affairs Victoria and/or other applicable regulator or registrar.

Applicants will be subject to audit by the Victorian Government or its representatives and may be required to produce evidence of how the grant funding was expended at the request of the Victorian Government for a period of 4 years after the grant has been approved.

If any information in the application is found to be false or misleading, or grants are not applied for the purposes of the organisation in accordance with the terms of funding as set out in these guidelines and the application, the grant will be repayable on demand.

**Privacy**

The Department is committed to protecting your privacy. We collect and handle any personal information about you or a third-party in your application for the purpose of administering your grant application and informing the public of successful applications.

In order for us to administer your grant application effectively and efficiently, we may need to disclose your personal information to others for the purpose of assessment, consultation and reporting. This can include Departmental staff, Members of Parliament and their staff, external experts, such as members of assessment panels, or other government departments. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third-party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014* (VIC) and other applicable laws.

To obtain a copy of the Department’s privacy statement or for information about how to access information about you held by the Department, please email the Department at privacy@ecodev.vic.gov.au.

**Resources and additional information**

For preliminary information on this or any other grant program please email SRV at getactive@sport.vic.gov.au.