

OCTOPUS SCHOOL ROUND 3 APPLICATION FORM

Darebin Council is offering one local primary school the opportunity to take part in the Octopus School Program for 2019/20. Applications close Friday 30th August 2019.

The program aims to create a safe school precinct that encourages students and families to choose active modes of transport such as walking, cycling and scooting.

The school selected for this year's program will receive over \$150,000 investment in the school precinct, which includes up to \$50,000 to support active travel programs guided by Council in the 2019/20 financial year. Schools are invited to apply using the instructions and form below.



REQUIREMENTS AND ELIGIBILITY CRITERIA

- The Round 3 program is limited to public or private primary schools in Darebin with Public Liability Insurance.
- The school principal must be aware of and endorse this application.
- The school must be able to resource the program starting in September 2019, with key engagement by the school with the parent community in Term 4 (however this will be ongoing) and commitment from the champion to work with students throughout the project year.
- Award of the program will be determined on the basis of the school's ability to commit/respond to the following criteria:
 1. Commitment of a designated Safe Travel Champion – a staff member who leads school participation with proven communication and stakeholder skills in engaging with the school council, SRC, parents and the school community. Council will commit \$2,000 to cover time release for the nominated staff member across the year
 2. Participation in recommended active/safe transport programs
 3. A column/section in each newsletter (at least once a term) promoting active/safe travel to school
 4. Monthly travel counts (hands up survey)
 5. Meet with Council's Safe Travel Officer once a term for ongoing evaluation and support
 6. Work with Council's Safe Travel Officer to evaluate the program successes and challenges
 7. Commitment to current Safe Travel to School programs such as Walk to School month and Bike Ed
 8. Participation in a previous Safe Travel to School audit and active travel programs
 9. Identification of a particular safe travel to school issue to be solved. What are the challenges or barriers your school faces when trying to encourage more active travel to school? This could include particular safety concerns, awareness of safe routes, a lack of safe crossing points etc.
- Geographical location and school local context including school ICSEA, will be considered in the evaluation process.

APPLICATION PROCESS

- If your school is interested in applying, please **first contact Council** by calling 03 8470 8286 to discuss your application as we may be able to assist.
- Complete this form and submit it, and any associated documents, **by midday Friday 30th August 2018**.
- Email completed applications to safetravel@darebin.vic.gov.au with the subject line: **Octopus School Application**
- We will confirm receipt of your application and confirm whether you are successful within one month following the application closing date.
- The School will be consulted on the stages of development for the Octopus School program. Initiatives using Council funding must be completed by June 2020.
- The successful applicant must complete an evaluation form after the program is completed. The evaluation form will be forwarded to the successful candidate for completion in due course.

We ask that you include as much information as possible in this application form to assist us to fairly and accurately assess the successful pilot school. Word limits are included to guide the level of detail in your responses, and responses should be typed.

APPLICANT DETAILS	
School	
Address	
Phone	
Email	
Principal (Name, email and phone number)	
Number of students enrolled at the school	
MAIN PROJECT CONTACT (NOMINATED SAFE TRAVEL CHAMPION)	
Name	
Phone	
Email	
Role	



OCTOPUS SCHOOL PROGRAM - KEY SELECTION CRITERIA	
<p>1. Do you have a staff member willing to be the Safe Travel Champion, and how will they be supported by the school to actively engage with the school process (including working/meeting with Council's Safe Travel Officer)?</p> <p>What is their experience working with external stakeholders and in the promotion of active/safe travel programs (engagement/communication)?</p> <p>(A total of \$2,000 will be available from Council to assist with time release/CRT in the first year).</p> <p>There is a commitment to always respond in a timely manner and meet deadlines previously agreed to with Council. Funding is for the 2019/20 financial year so some projects will have strict deadlines.</p>	<p><i>Min. 100 words / Max. 250 words</i></p>
<p>2. Describe how you will manage a commitment to supporting programs such as Walk to School, Bike Ed and Ride to School activities.</p> <p>Include an example of when you have run one of these programs in the past and examples of activities, successes and challenges.</p> <p>If you have not run one of these programs, explain the reasons or challenges.</p>	<p><i>Min. 100 words / Max. 250 words</i></p>
<p>3. Part of the commitment to the program is to run newsletter articles on safe and active travel to engage the wider school community.</p> <p>Who will manage this and what ideas do you have for content?</p>	<p><i>Min. 50 words / Max. 150 words</i></p>
<p>4. Does your school record how students travel to school?</p> <p>If yes, explain how, how long for and provide your most recent counts.</p> <p>If no, explain how you will implement</p>	<p><i>Min. 50 words / Max. 150 words</i></p>

<p>this component of the program.</p> <p>There is a commitment in this program to provide regular reports on active travel initiatives and outcomes to Council.</p>	
<p>5. This program is intended to be a long-term, sustainable school program, with Council support for the first year.</p> <p>Describe how the school will maintain ongoing commitment to the program both within school administration, and with students and parents, after the first year.</p>	<p><i>Min. 100 words / Max. 250 words</i></p>
CURRENT PROGRAMS	
<p>6. Please list the active/safe travel programs the school has participated in over the past five years (including the year/s). These can include externally funded programs, activities with partners such as VicHealth or VicRoads, and internal school programs, as well as Council's Safe Travel to School Audits.</p>	<p><i>List program names and year/s</i></p>
ISSUE IDENTIFICATION	
<p>7. Please describe, in detail, a current safe/active travel or access issue that impacts the number of students using active modes of travel to school. Eg:</p> <p><i>What is the issue?</i></p> <p><i>How have you attempted to address this in the past?</i></p> <p><i>What are the barriers to the success of addressing this issue?</i></p> <p><i>What is your new idea for addressing this issue?</i></p> <p>*Funding for infrastructure is limited, so your response shouldn't focus solely on that, but also demonstrate an understanding of the need for other types of access barriers and behavior change work.*</p>	<p><i>Min. 200 words / Max. 400 words</i></p>

I certify that all details supplied in this application form and attached documents are true and correct to the best of my knowledge, and that the application has been submitted with the knowledge and agreement of the management/committee of the applicant organisation. As a prospective recipient of the grant I agree to address the requirements and eligibility criteria.

By typing my name below, I agree to contact Darebin Council in the event that any information regarding this application changes or is found to be incorrect.

Name
Position in organisation
Date

