

SRTS Academy Program Application

Thank you for your interest in becoming a member of the Safe Routes to School (SRTS) Academy Program. We applaud your commitment to improving the health and academic performance of students throughout Pennsylvania. This is a COPY of the SRTS Academy Program Application; we encourage you to print this form to help prepare your school and community's response.

Eligible Applicants:

The organization/school that assumes the fiduciary responsibility will manage the money on behalf of a SRTS partnership. The SRTS partnership must include school, community and municipality representation.

Funding/Reporting:

SRTS Academy Program is a two-year mini-grant program to support partnership development and coordinate planning and evaluation of SRTS efforts. Two installments of \$2,500 will be provided (January 2009 and January 2010) to support Academy teams.

Teams are expected to report progress on partnership activities (i.e., planning, membership), events, and SRTS programs in December 2009, May 2010, December 2010. All reports will include updates on actual (including in-kind) budgets to provide an overview of project expenses.

Questions concerning the SRTS Academy Program and mini-grants should be addressed to info@srtsacademy.org.

Grant Type:

Which SRTS Academy Program mini-grant are you applying for? (Select one.)

Capacity Building Education & Encouragement

Contact Info:

1. County (drop down)
2. School District (drop down)
3. School Name (drop down)

4. School Address
 - a. Street
 - b. Street 2
 - c. City, Town
 - d. Zip

5. Check all the grades at this school: K 1 2 3 4 5 6 7 8 9 10 11 12
6. School Federal ID Number
7. School Municipality

8. Applicant (person completing this form) Name
9. Applicant (person completing this form) Telephone Number (including area code)
10. Applicant (person completing this form) Email Address
11. Will the applicant (fiduciary) also serve at the Local Project Coordinator? Yes No
 - a. If no, please provide contact information for the Local Project Coordinator
 - i. Name
 - ii. Organization
 - iii. Title
 - iv. Street Address

- v. City/Town
- vi. Zip
- vii. Telephone Number
- viii. Email Address

SRTS Partnership:

Grant applicants must demonstrate partnerships with school, community and municipality representation. Provide contact information for each of these sectors. Successful grantees must provide written collaborative entity agreements (CEAs) from these partners prior to award. CEAs are not needed at the time of application and are used in lieu of letters of support.

Partnership members could include: students, parents, teachers, school officials, local government, local transportation agencies, local bicycle or pedestrian advocates, law enforcement agencies, a local health agency or recognized health organization, local civic associations, and neighboring residents.

Please list **Name, Title, Email Address & Sector** of the members of the SRTS partnership who are agreeing to support involvement in the SRTS Academy Program.

Name	Title	Email	Sector (drop down)
*1.	Public Safety Representative		Volunteer
*2.	School Transportation Coordinator		State Government
*3.	Municipal Representative		Local Government
*4.	Parent Teacher Group Representative		Education
*5.	Teacher		Media
6.			Business & Industry
...			Non-profit Organization
			Professional Association
			Foundation
			Parent
			Other, Please specify

***Required member for the SRTS partnership**

School Demographics:

Our student demographic information includes:

_____ % Asian _____ % Black _____ % Hispanic _____ % Native American _____ % White
 _____ % Other

_____ % low income students _____ % limited English proficient students

_____ % special education students

Please answer the following two narrative questions (2000 characters max)

1. Why does your school/community want to be a part of the SRTS Academy Program?

2. What is the biggest challenge for your school/community in getting kids to walk/bike to school?

5 Es:

Academy Program members will be implementing a comprehensive plan addressing the 5 E's of SRTS.

1. Encouragement – Making walking and bicycling more attractive by planning special events to celebrate active travel, beautifying walking/bicycling routes, and by sponsoring classroom activities and contests.
2. Education – Teaching children, adults, pedestrians, cyclists, and motorists about traffic laws and safe and courteous behavior on the road; and about the health, environmental, and safety benefits of walking and bicycling. Launching driver safety campaigns in the vicinity of schools.
3. Engineering – Building a better environment for walking and bicycling. Plan compact neighborhoods and school sites; construct or maintain sidewalks and bike lanes; and install traffic signals or change the design of streets through traffic-calming structures such as chicanes and bulb-outs.
4. Enforcement – Partnering with local law enforcement to ensure traffic laws are obeyed in the vicinity of schools (this includes enforcement of speeds, yielding to pedestrians in crossings, and proper walking and bicycling behaviors), and initiating community enforcement such as crossing guard programs.
5. Evaluation – Monitoring and documenting outcomes and trends through the collection of data, including the collection of data before and after the intervention(s).

Action Plans for 5Es

Encouragement: Academy members are required to participate in the annual International Walk to School Day (first full week Wednesday in October) AND maintain a Walking School Bus or Drop and Walk program. Note: Only the Walking School Bus or Drop and Walk is required for your education strategy.

A Walking School bus is powered by legs rather than an engine, designed for students who live within a mile of their school. It allows a designated adult supervisor ("bus driver") to "pick up" each student at a designated meeting place on the way to school. The group of students walks to school, quickly and safely, along a set route and under the guidance of trained adult supervisors, all the while enjoying fresh air, exercise and conversation. School administrators, parents and community members collectively plan the designated walking routes, coordinate the student pick-up locations and times, and organize the chaperone schedule for adults volunteering as "bus drivers".

Drop and Walk is a section of the school grounds (a play area or parking lot) or a nearby community location (grocery store parking lot, church lot, etc.) can be used as a dedicated drop-off and pick-up zone only when children are arriving at, or leaving, school. Temporary drop-off and pick-up zones help separate vehicle traffic in the immediate school zone for increased safety of bicycles and pedestrians.

1. What will occur on Walk to School Day? (check all that apply)
 - a. Walking School Buses
 - b. Pedestrian/Bike Safety programs
 - c. Drop and walk to school for students who live 2+ miles away
 - d. Walkability Assessments
 - e. Bikability Assessments

f. Other, please explain.

Please select which additional encouragement strategy you'll be completing. If Walking School Bus, please complete questions 2 – 4. If Drop and Walk, please complete questions 5 – 7. If both, please complete questions 2 – 7.

Walking School Bus Drop and Walk Both

2. In what months will you run a Walking School Bus? (check all that apply) Please note: at a minimum your Walking School Bus must run two months in year one (2008) and four months in year two (2009-10).

2008: September October November December

2009: Jan Feb March April May June September October November December

2010: Jan Feb March April May June

3. What days of the week will your Walking School Bus run? (check all that apply)

M T W R F

4. Develop an Action Plan for establishing your Walking School Bus Program?

Action Steps	Responsibilities	Resources	Timeline
What will be done?	Who will do it?	Funding, materials needed	When Action Step will be achieved?

5. In what months will you have a Drop and Walk program? (check all that apply) Please note: at a minimum your Drop and Walk must run four months in year one (2009) and four months in year two (2009-10).

2009: Jan Feb March April May June September October November December

2010: Jan Feb March April May June September October November December

6. How many days a week (M-F) will your Drop & Walk run?

One – two days a week

Three-four days a week

Five days a week

7. Develop an Action Plan for establishing your Drop and Walk Program?

Action Steps	Responsibilities	Resources	Timeline
What will be done?	Who will do it?	Funding, materials needed	When Action Step will be achieved?

Education: Academy members are required to coordinate two pedestrian or bicycle safety program through classes or assembly (One each year, 2008-09 and 2009-10).

1. Who will be educated as a part of your education initiatives? (check all that apply)
 - a. Students
 - b. Parents
 - c. Community members and motorists

2. What will the focus of your safety program be?
 - a. Pedestrian Safety
 - b. Bicycle Safety
 - c. Both

3. In what format will your safety program be offered? (check all that apply)
 - a. Assembly
 - b. Class lessons/activities
 - c. After-school workshop
 - d. Evening parent session
 - e. Bike rodeo
 - f. Community events
 - g. Other, please explain.

4. Please provide the name and organization of who will be delivering the safety program? (Consider partnering with organizations like AAA, SafeKids, BHSTE, local bike/ped advocates, etc.)

5. There are many venues for providing pedestrian and bicycle safety messages to teachers, students, parents and community members. Where will you provide these messages? (check all that apply)
 - a. School morning announcements
 - b. School newsletters/communications
 - c. Back to School Night
 - d. Parent/Teacher Conferences
 - e. Evening workshops for community members
 - f. Public Service Announcements (PSAs)
 - g. School press releases to local media on events and progress
 - h. Local businesses surrounding the school
 - i. Community meetings
 - j. Other

8. Develop an Action Plan for delivering two educational pedestrian and/or bicycle safety programs?

Action Steps	Responsibilities	Resources	Timeline
What will be done?	Who will do it?	Funding, materials needed	When Action Step will be achieved?

Engineering Preparation: Academy members receive technical assistance in helping to develop a Walk to School plan. The technical assistance provider will be assigned to your school/community by PANA to conduct a one day workshop with your SRTS team. Note: This section is only completed if you are applying for a capacity building grant.

1. Please indicate who will take the lead responsibility for communicating with the technical assistance provider and organizing his/her visit(s).
 - a. Name
 - b. Title
 - c. School/Organization

On the day of the visit, a technical assistance provider will complete walking assessments with members from your school and community. The first is with parents and students and the second will be with community professionals such as local law enforcement, transportation planners etc.

Please check who will be invited to participate in these walking assessments. (Check all that apply)

Students	School District Representative
Teachers	Crossing Guard
Parents	PANA Community Champions
Principal/Building Administrator	Community Health Professional
Parent Teacher Group Representative	Bicycle or Pedestrian Advocates
Local Law Enforcement	Local business people
Elected City/Borough/Township Staff Representative	Neighbors
MPO/RPO/Independent County Representative	Community Groups
Municipal Planner/ Municipal Engineer	Senior Citizens
PennDOT Representative	School Board Members
	Other _____
	Other _____

Enforcement: Academy members are required to choose two of four enforcement initiatives to implement during the funding period (January 2009 – January 2010).

Which of the following enforcement initiatives your school will work on, please select at least two.

1. Provide Crossing Guard Training
2. Assess, revise and enforce school drop-off and pick-up procedures
3. Evaluate local traffic/safety concerns and develop an improvement plan
4. Work with public safety officials for enforcement of school zone regulations
5. Create a student or parent patrol program

Develop an Action Plan for implementing SRTS enforcement initiatives?

Action Steps	Responsibilities	Resources	Timeline
What will be done?	Who will do it?	Funding, materials needed	When Action Step will be achieved?

Evaluation: Collecting data is an integral part of the SRTS Academy Program. Please provide the following information for baseline data.

*Note: If you do not currently have school travel mode and distance data it will be required to be submitted with your letter of agreement and CEAs upon notice of award. Evaluation tools will be provided through PANA to all schools receiving a SRTS Academy mini-grant for collecting school travel mode and distance data.

1. How many students are enrolled in your school building?

2. How do your students travel to and from school?

Travel Mode	Walk	Bike	School Bus	Family Vehicle	Carpool	Public Transit	Other
Number of Students	#	#	#	#	#	#	#

*3. How far do your students live from school:

Distance lived from school	0 miles to ½ mile	½ mile to 1 mile	1 mile to 1 ½ miles	1 ½ miles to 2 miles	Over 2 miles
Number of Students	#	#	#	#	#

4. Does your school have a policy regarding walking/biking to school? Yes No Don't know
 a. If yes, please copy and paste the policy here.

5. Does your school district have a policy regarding walking/biking to school? Yes No Don't know
 b. If yes, please copy and paste the policy here.

6. What supports or activities does your school/community have in place during student travel times: (check all that apply)

- ✓ Crossing guards
- ✓ Student patrol
- ✓ Parent patrol
- ✓ Staff presence during drop-off/pick-up
- ✓ Police department support
- ✓ Neighborhood Watch program
- ✓ Walking School Bus
- ✓ Bike Train
- ✓ School traffic safety plan
- ✓ Other (please explain)

7. Does your school provide "hazardous route" bussing to students? Yes No Don't know

Projected Budget

Budget Category:	Description	Cost
1.	Educational Materials: (pedestrian/bike safety curriculum, activity books, videos, speaker honorarium, etc.)	
2.	Encouragement Strategies : (promotional materials, program supplies, coordinator stipend, etc. For Walk to School Day and the walking school bus or drop and walk program.)	
3.	SRTS Promotional/Incentives (Reflective zipper-pulls, Walk to School Day materials, tokens) It is recommended that this line is no more than 20% of your total budget.	
4.	Professional Development (Substitute teaching coverage, workshops, conferences, etc)	
5.	Other (travel, photocopying, mailing, etc.)	
		Total

Optional: Other Sources of money and contributions

Budget Category:	Description	Amount (\$)
1.	In-kind (Donations)	
2.	Match (\$)	
		Total