

Walking School Bus Discretionary Fund application form

- Funding is available from Auckland Transport to assist Walking School Buses.
- Each school is eligible for a grant of up to a maximum of \$250.00 per Walking School Bus (WSB) route.
- The grant money can be used for promotional items, incentives and other materials needed for a successful Walking School Bus, but not for personnel time.
- Auckland Transport will not fund incentive programmes that use petrol vouchers.

Grant criteria:

1. The school must be within the Auckland regional boundaries.
2. Funds can only be spent on the Walking School Bus activities, and it is recommended that a separate sub-account be set up to ensure schools can track their Walking School Bus funding.
3. Applications should detail the proposed use of funds. Please see attached guidelines on page 2.
4. Walking School Bus volunteer coordinators can apply for discretionary funding one year after the last funding was paid. Only one successful application can be made per year.
5. Criteria will be judged on sustainability of your Walking School Bus and recruitment of new volunteers.
6. Walking School Buses are expected to operate according to the Travelwise best practice guidelines. Please contact an Auckland Transport representative by emailing walkingschoolbus@aucklandtransport.govt.nz or phone us on 09 355 3552.

Payment of approved funding applications will be made on receipt of an invoice from the school. Invoices are paid on the 20th of the month following approval.



Walking School Bus Discretionary Fund application form



Your details:

| | |
|---|--------|
| Name of School: | |
| Name of WSB route: | |
| Parent coordinating the WSB: | |
| Mailing address: | |
| Phone number: | Email: |
| Number of volunteers currently available to operate the WSB route | |
| Number of children currently registered with the WSB route | |
| Number of days the WSB will operate each week | |

Please describe in detail below how you will use this funding:

Please see below some guidelines to consider when detailing how you will use this funding:

- Consider how you will maintain existing Walking Schools Buses e.g. reward students on WSBs, recruit more volunteers.
- How you will recruit new volunteers?
- How you will get new students on Walking School Buses?
- How you will use your funding for resources?

Please indicate which activities your funding will be used for:

WSB Discretionary Funding Application Budget

| Maintain WSB | Example | Suggested budget | Unit | Your number | Your Budget |
|---|--|------------------|---------------|---------------|-------------|
| Volunteer meetings | Catering/refreshments for volunteers attending roster or other meetings e.g. thank you morning tea, recruitment meeting | \$8.00 | per volunteer | | |
| School based WSB celebrations/rewards for students | Route anniversary celebration, celebrate a Walking School Bus route milestone, winter walking promotions with morning tea or other activity for students | \$5.00 | per student | | |
| Other - Describe: | | | | | |
| | | | | | |
| | | | | Total: | |

Walking School Bus Discretionary Fund application form



Signatures:

We confirm the funds will be used for Walking School Bus activities only.

| Parent Coordinator | School representative |
|--------------------|-----------------------|
| Name: | Name: |
| Signature: | Signature: |
| Role: | Role: |
| Date: | Date: |

Application form checklist:

- There is a detailed budget of up to the maximum of \$250
- There are two signatures and date above

Completed forms should be emailed or posted to:

Please attention your application to one of the following Community Transport Auckland areas: Central, North, South or West.

Community Transport Coordinator
Walking School Bus
Auckland Transport
Private Bag 92250
Auckland 1142

Email: walkingschoolbus@aucklandtransport.govt.nz

(Auckland Transport Community Transport Coordinator to complete)

Walking School Bus Discretionary Fund Application

Accepted

Date: _____ by _____ (Community Transport Coordinator) _____ (peer reviewed by)

Declined

Comments:

