



## City of Bellevue Bellevue SchoolPool Mini-Grant Program

*Program Materials and Application Packet – September 2023*

### PROGRAM INFORMATION

***As a participating school in Bellevue SchoolPool, would you like access to a boosted incentive level through a mini-grant for a specific small capital item, project or activity to help reduce chauffeur student drop-off and pickup trips to and from your school?***

***If you answered “Yes!” and opt into a mini-grant option instead of a cash option for your school, you may be able to receive up to \$2,500 from Bellevue SchoolPool to help – a 150% boost over the \$1,000 cash incentive amount!***

### OVERVIEW

Beginning in spring 2023, as part of each spring and fall campaign, Bellevue SchoolPool has a new mini-grant incentive option for participating schools. Mini-grants of up to **\$2,500** per SchoolPool campaign, may be used on projects or items specific to encouraging or facilitating increased trips to/from schools by modes other than being chauffeured alone, including carpooling, riding the bus, walking and biking. The funds will be distributed through a scored application process for small capital items, safety equipment or other items that facilitate these modes, in keeping with eligibility requirements below.

For participating schools that meet incentive requirements and choose to apply, mini-grant applications are being accepted as of the spring 2023 SchoolPool campaign. For each campaign, mini-grant applications will be accepted within 60 days following the end of the campaign. Applications that meet the scoring threshold described below will be awarded funding within per-grant monetary limits, on a first-come, first-served basis while funding lasts.

### ELIGIBILITY

#### **Program Limitations and Project Requirements:**

- Available to Bellevue SchoolPool participating schools in lieu of the \$1,000 monetary incentive.
- The per-project grant amount limit is **\$2,500** per school, per fall or spring SchoolPool campaign event.
- Only projects that provide a public benefit by supporting the reduction of chauffeur-alone school trips or improving safety for those types of trips will be selected for funding. Schools may not profit monetarily from the mini-grant funds.
- Mini-grant funds will be provided on a reimbursement basis: Schools selected for mini-grants are required to complete and submit a project evaluation form and



receipts/documentation of expenses at the completion of the mini-grant in order to be eligible for reimbursement.

- Funding amount will be based on project cost estimates and scope set forth in a funding agreement to be executed between the city and the school following notice of mini-grant award. Reimbursement may not exceed the approved grant allocation.
- The City of Bellevue does not guarantee that a project application will be funded and reserves the right to determine which applications are funded and to what degree.
- Limit one grant application per school per spring or fall campaign event.
- Mini-grant projects may include multiple facets/components (such as new bicycle amenities plus a promotional campaign to market the new amenities to students or encourage/incentivize their use).
- Funds are intended to support activities, programs or resources that schools are not already providing, or to enhance current activities to reduce drive-alone chauffeuring. Expenses must be specific to supporting this objective and not for items that are general in nature.

### **Eligible Project Types:**

Funds are intended to provide support or enhancement toward activities already under way, or to make activities possible that organizations cannot normally offer. Mini-grant projects may take the form of:

- Small capital purchases such as bike racks, student way-finding signs or features; street crossing equipment/vests/flags; or other items to facilitate students taking the bus, being dropped off or picked up in carpools, or walking and biking.
- In limited cases, software expenses or services may be eligible purchases if used specifically to enable non-chauffeur travel to/from school, such as ridematching software, or software that matches families to help set up walking school buses, bike trains, etc., to school.
- If (and only if) a project includes capital components, equipment, or software tools, additional expenses to promote the new items are eligible; these expenses may include event expenses, promotional materials, student encouragement items, or other campaign- or event-related expenses (but not including food or refreshments).
- Mini-grant funds may be used to fund a portion of a larger effort undertaken by your school for purposes that meet these criteria.

### ***Do you have another idea?***

*We're excited to hear about it! Email or call Choose Your Way Bellevue staff at [BellevueSchoolPool@bellevuewa.gov](mailto:BellevueSchoolPool@bellevuewa.gov) or 425-452-7896 to discuss your proposal. Additional ideas may be considered other than the examples above if they are in keeping with the program limitations and project requirements.*

### **EXAMPLES OF NON-ELIGIBLE PROJECTS/EXPENSES**

- Projects that entail activities that the school is already doing.



- Expenses that have broad application to areas other than student travel to school by non-chauffeur-alone modes.
- Campaign rewards in the form of cash or general-use gift cards are not eligible (although one-time incentive rewards may include small student safety or encouragement items).
- Food and beverages.

## HOW DO I APPLY?

**Step 1 (optional but recommended):** Talk with a Bellevue SchoolPool representative about your project idea. Send an email to [BellevueSchoolPool@bellevuewa.gov](mailto:BellevueSchoolPool@bellevuewa.gov) or call 425-452-7896 for help with developing a project.

**Step 2:** Obtain necessary approvals from within your school or district to participate in the mini-grant program.

**Note:** The program requires your organization to expend the funds first and then submit an itemized invoice with original receipts, together with a project evaluation, for reimbursement.

**Step 3:** Submit a completed grant application to [BellevueSchoolPool@bellevuewa.gov](mailto:BellevueSchoolPool@bellevuewa.gov), or mail the application to the address on the application form.

## ONCE I APPLY, THEN WHAT?

For applicants and projects that meet requirements stated above, Choose Your Way Bellevue will evaluate applications against the following criteria:

### **Application Evaluation Criteria**

1. Extent to which the project will support and encourage student trips to and from school by bus, carpool, walking and/or biking, including the robustness of the basis for assessing or measuring this impact **(25 points)**
2. Likelihood that project will continue to have a positive impact on non-chauffeur trips to school during and beyond the implementation timeline **(25 points)**
3. Extent to which the project overcomes an initial barrier, fills a gap and/or creates a new opportunity in your organization's program for reducing solo chauffeuring trips to/from school **(20 points)**
4. Is the project fully developed, including a plan for administering and completing the project? Are adequate details provided about the project's development, promotion (if applicable), and expected performance? **(20 points)**
5. Quality and completeness of application **(10 points)**



**Total possible points: 100**

**Scoring threshold – required number of points for grant award: 75**

**Selection Process and Timeline:**

Bellevue SchoolPool staff will review applications as they are received based on the above criteria, awarding grants on a first-come, first-served basis, while funding lasts. Bellevue SchoolPool will aim to provide notice to applicants on whether or not they have been awarded a mini-grant within 14 days of the application submittal date.

**Reimbursement Process and Timeline:**

The deadline for completion of project implementation and submittal to City of Bellevue of itemized invoice, original receipts, and completed project evaluation form is the end of the month following the spring or fall campaign event for which the application was submitted, (June 30 or November 30, depending). Mini-grant fund reimbursement is anticipated to occur within 60 days following submittal of the above items to the satisfaction of the City of Bellevue.

**For more information, please contact your Bellevue SchoolPool representative:**

*Kate Johnson, Senior Transportation Planner, [BellevueSchoolPool@bellevuewa.gov](mailto:BellevueSchoolPool@bellevuewa.gov), 425-452-7896*

**Bellevue SchoolPool looks forward to receiving your application!**



## BELLEVUE SCHOOLPOOL MINI-GRANT APPLICATION FORM

### Application Section I: APPLICANT INFORMATION

School Name:
Street Address:
City, State and Zip:
Tax ID Number*
City of Bellevue Business License Number (if known):*
Contact Person:
Title:
Phone Number:
Email
Project Lead (if different from contact person):
Title:
Phone Number:
Email:

\*Tax ID number and business license required in order to receive mini-grant reimbursement

4b. Is the proposed mini-grant project a for a **new** capital item/project, or an expansion of a current one?

### Application Section II: PROJECT DESCRIPTION

1. **Project Title:**

2. **What is the purpose of implementing the project?** Provide background on why the project is important/beneficial or what need/gap it will fill. How will it assist with student travel to/from school by bus, carpooling/ridesharing, walking or biking?



**Project Description:** Describe what will be implemented, including any small capital items, student busing/walking/biking support items, campaigns, events, educational materials, incentives, or project-specific software purchases.

**Note:** Ensure that the project is in keeping with the Eligibility section of Program Information, above.

4. How will this project impact student use of modes other than being chauffeured alone to and from school, such as busing, carpooling, walking and biking?

5. What is the project timeline or start/end date? In order to receive reimbursement, all projects must be completed and an itemized invoice with original receipts, plus a project evaluation, must be submitted to the City of Bellevue by 90 days following completion of the project.

6. How will you ensure delivery of the project? Who will perform the work required to administer the project? If this person is no longer available to facilitate the project, who will ensure the project is completed?



**Application Section III: PROJECT BUDGET**

Capital costs	
Equipment	
Incentives/encouragement items (only eligible if supporting items above)	
Marketing expenses	
Other (identify):	
Other (identify):	
Other (identify):	
<b>TOTAL GRANT AMOUNT REQUESTED</b>	
Total project cost (if larger project)	
Difference (additional funds your school will be contributing to this project)	

**Application Section IV: EXPECTED PROJECT OUTCOMES**

1. How many students attend your school?
2. How many students do you anticipate participating, or being affected/influenced by in the project?  
Please explain their involvement.
3. How will you invite/involve student participation (if applicable)?
4. Please estimate how many **new** non-chauffeur-alone trips will occur during a given school commute period during the time of project implementation, as a result of this project. Please provide your best estimate. Include a description of your method for estimating.



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**Application Section V: SIGNATURE**

I understand this mini-grant operates on a reimbursement basis and that our organization will need to make expenditures and subsequently submit documentation to the City of Bellevue for reimbursement.

\_\_\_\_\_  
Signature of school's Project Lead

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

***Please submit to:*** [BellevueSchoolPool@bellevuewa.gov](mailto:BellevueSchoolPool@bellevuewa.gov)

***Or mail to:*** ***Kate Johnson  
City of Bellevue Transportation Dept.  
P.O. Box 90012  
Bellevue, WA 98009-9012***

\_\_\_\_\_  
**For internal use only:**

\_\_\_\_\_  
Received

\_\_\_\_\_  
Date

**BELLEVUE SCHOOLPOOL  
MINI-GRANT EVALUATION FORM\***

**Project Information**

School name:

Contact person:

Project lead (if different from contact person):

Email address:

Phone number:

Project title:

How did you implement the Bellevue SchoolPool mini-grant project? Was it different from the original project described in the grant application?

What was the project timeline or start/end date? \_\_\_\_\_

What was the actual dollar amount spent to implement the project?

Capital costs:

Equipment

Incentives/encouragement items (only eligible if supporting items above):

Marketing expenses:

Other (identify):

Other (identify):

Other (identify):

Total amount spent:

## **Project Results**

How many students participated in the project? \_\_\_\_\_

What were the outcomes of the project? How did the project impact the number of students using modes to and from school by modes other than being chauffeured alone? If possible, please include estimated numbers of people switching from driving alone to each of the following modes: transit, carpool, walking, biking.

How well, and by what means, did the project meet the original goals described in the grant application?

Are the results of the project sustainable now that the project is over?

## **Mini-Grant Program Feedback**

How did the Bellevue SchoolPool Mini-Grant program affect your decision to try a new commute project, program or activity? Please check one:

- ☐ Would have implemented the project anyway
- ☐ Was a small factor in deciding to implement the project
- ☐ Was a large factor in deciding to implement the project
- ☐ Would not have implemented the project without Bellevue SchoolPool funding or assistance

Additional comments:

How could the Bellevue SchoolPool Mini-Grant program be improved? Is there anything else you'd like to tell us?

**Signature**

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Signature of Project Lead

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Title

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Date

In order to be eligible for reimbursement, please submit with an itemized invoice and original receipts for reimbursement within 90 days of project completion, and no later than Nov. 30, 2024, to:

Kate Johnson  
City of Bellevue Transportation Department  
PO Box 90012  
Bellevue WA 98009-9012  
[kmjohnson@bellevuewa.gov](mailto:kmjohnson@bellevuewa.gov) or [BellevueSchoolPool@bellevuewa.gov](mailto:BellevueSchoolPool@bellevuewa.gov)