



CCHSRTS

SafeRoutes

City and County of Honolulu
Safe Routes to School



MINI-GRANT APPLICATION CHECKLIST

The City and County of Honolulu Safe Routes to School Program (CCHSRTS) provides mini-grants to individuals and groups for the purpose of increasing the number of children in grades K through 8 who walk and bike to/from school. These mini-grants are to be used as seed money towards starting new SRTS non-infrastructure projects and activities. They are not for covering ongoing costs. The grant application process is designed to encourage the involvement of parents, students, and schools in the creation of a SRTS Program and the implementation of a SRTS Plan.

Mini-grant applications are evaluated based on completeness of application, past SRTS mini-grant performance (if applicable), estimated effectiveness of the project, quality of the SRTS Plan, creativity, parent survey and student tally participation efforts, leveraging of SRTS funds, and funding availability.

Mini-grant applications are accepted year-round and may be submitted either electronically, by mail, or in person. Parent surveys and student tallies may not be submitted electronically. Failure to provide a complete application at the time of submission may result in the application being deemed unacceptable and removed from further consideration.

Checklist

- Read the "Mini-grant Applications Details" document
- Understand what SRTS is and how SRTS funds can be used
- Create a SRTS Program <http://guide.saferoutesinfo.org>
 - Create a SRTS Team (bring together the right people and hold a kick-off meeting)
 - Conduct pre-project parent surveys at all schools covered by the program
 - Conduct pre-project student tallies at all schools covered by the program
 - Identify issues to walking and bicycling
 - Identify solutions to walking and bicycling
- Create a SRTS Plan (be complete but also concise in answering all applicable questions in section 4.4 of the "Mini-grant Application Details" document)
 - Provide an implementation schedule
 - Attach all appropriate maps
- Receive the endorsement of all schools affected by the project using the Endorsement Form
- Receive a letter of agreement and completed Partner Information Form from each partnering organization (if applicable)
- Complete the Pre-project Evaluation Form
- Complete the Expected Project Cost Form or similar