



Grant Guidelines

Connecting Schools Grant 2025-26



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1. Overview

1.1 Background

The Connecting Schools Grant (CSG) is an initiative of the State Government, administered by the Department of Transport and Major Infrastructure (DTMI) and jointly funded by DTMI through its Western Australian Bicycle Network Grants Program, and the Department of Education (DoE).

Since its launch in 2018, the CSG has awarded over \$1 million to support active travel initiatives in Your Move schools across the State. This has enabled thousands of students to foster safe and healthy active travel habits and be part of a more connected school community.

1.2 What the CSG offers

The CSG is available to Western Australian schools participating in the Your Move program. It offers funding to improve bike and walking access, skills and infrastructure; this supports students to get physically active for the trip to school more often and reduces car trips and parking demand around schools.

The CSG is offered as packaged goods and services, which are used by the school to deliver a project.

Through the CSG, schools can access:

- bike and pedestrian safety education workshops
- upgrades to bike and scooter parking
- funding to support innovative initiatives that support active travel.

1.3 Funding availability

As part of the 2025-26 grant round, a total funding pool of \$325,000 (exclusive of GST) is available. The funding will be distributed across four categories, and grouped under two streams:

1. Silver, Gold and Platinum (stream one)
2. Double Platinum (stream two).

Each funding stream has its own deadline for acquittal. All Silver, Gold and Platinum funded projects must be completed within the 2025-26 financial year. All Double Platinum projects must be delivered and completed within the 2026 calendar year.

Applications for the 2025-26 CSG funding round are to be submitted by using DTMI's online grants management system, Transport WA Grants (Omnistar).

For guidance on writing your 2025–26 CSG application, please refer to the ‘Preparing for your 2025–26 CSG application’ on the [CSG resource](#) page.

1.4 Timeframes

Milestone	Date
Applications open	8.00 am Monday 13 October 2025
Applications close	10.00 am Monday 3 November 2025
Successful grantees notified	Early-December 2025
Grantee ‘kick-off’ meetings	Mid-late December 2025
Acquittal due dates: Silver, Gold and Platinum grants Double Platinum grants	Monday 22 June 2026 Monday 7 December 2026

2. Objectives

To be successful in securing funding, your project must clearly demonstrate how it meets the CSG objectives.

1. Improve bicycle access, active transport infrastructure and initiatives that support increased riding, walking and scootering to school.
2. Build capacity for increased participation in active travel for the trip to school.
3. Increase the opportunity for schools across WA to have access to bicycle facilities of high quality that are suitable for use by all ages and abilities.
4. Promote and support a positive culture of active travel in school communities.

Projects that are found to strongly meet these objectives, when measured against the assessment criteria, will score highest and have the best chance of receiving funding.

Projects applying for Silver, Gold or Platinum funding must address **one of the four** objectives, while Double Platinum projects must address at least **two of the four**.

3. Grant stages

The CSG has the following stages:

1. Application	• Meet general eligibility requirements and submit a single complete application via 'Transport WA Grants' (Omnistar).
2. Assessment	• Your application is assessed by DTMI, and where successful, signed off by delegated approver Executive Director Urban Mobility.
3. Agreement	• You will be notified of the outcome of your application by email. If successful, you will be asked to attend an initial kick off meeting to discuss your project timeline, scope, value and milestones. • Your Grant Deed must be signed and returned within 14 days of the initial 'kick off' meeting, or by the date nominated by DTMI. A Deed summary letter will then be issued, allowing project commencement.
4. Monitoring	• You may be required to provide periodic updates via email or phone on your grant activities. Double Platinum grantees may be required to attend additional meetings.
5. Acquittal	• You must undertake all proposed activity related to the grant, and complete all acquittal reporting by the date set by DTMI.
6. Review	• You may be contacted post acquittal to provide an update on grant funding outcomes and to provide feedback on the grant process.

4. Funding information

4.2 Available funding

Up to \$325,000 (exclusive of GST) is available in the 2025-26 CSG funding round.

The Guidelines may be revised at any time to reflect changes to funding sources should more funding become available.

4.3 Who can apply?

Western Australian schools that participate in Your Move and meet the criteria are eligible to apply.

4.4 Funding categories

There are four categories of grant funding available, grouped under two streams: Silver, Gold, Platinum (stream one) and Double Platinum (stream two). Eligibility for each category is based on the Your Move accreditation level the school has achieved in 2025 (Table 1). Eligible schools can only apply for one CSG per financial year.

Table 1: Accreditation level and category of funding

Funding category	Accreditation level required	Grant description	Number of packages available	\$ value (excl GST)
Silver	Silver (300-599 points)	Options include Safety School excursions, innovation initiative projects, Nature Play WA walking tour, road safety signs, bike safety checks, balance bike skill development and Cycle Instructor Accreditation (with teacher relief).	12	Up to \$1,200
Gold	Gold (600-999 points)	Options include bike and scooter related parking infrastructure, bike education, balance bikes and road safety signs package, bikes and helmets (for bicycle library), and innovation initiative projects.	18	Up to \$3,500
Platinum	Platinum (1,000-1499 points)	Options include bike and scooter related parking infrastructure and bike check-ups and education.	20	Up to \$7,500
Double Platinum	Double Platinum (1,500 points or higher)	Funding only for large scale bike parking infrastructure projects and bike trail (design and initial construction). Only one bike trail project will be funded in this round.	6	Up to \$25,000

4.5 Distribution of funds and packages

It is anticipated that 6 Double Platinum, 20 Platinum, 18 Gold and 12 Silver grants will be awarded. If the maximum number of grants in any category is not awarded, DTMI reserves the right to reallocate the remaining funds at its discretion. Redistribution will be based on the quality and alignment of applications received across all categories.

To ensure fairness and equitable distribution of funding across Western Australian regions and school types, the following rules apply:

- Schools awarded a Double Platinum grant (previously referred to as a 'Major' grant) in any given year are ineligible to apply for another Double Platinum grant for the subsequent two financial years (Appendix 15.4).
- During this two-year exclusion period, these schools may apply for a lower-tier grant (Silver, Gold or Platinum), provided they meet the eligibility criteria and funding is available.
- At least one Double Platinum grant will be reserved for a regional or remote school.
- If no eligible applications are received from regional or remote schools, this reserved grant will be reallocated to a metropolitan school.

4.6 Funding model

The CSG is designed to provide successful applicants with 100 per cent funding to cover the total eligible cost of their active travel project or initiative.

4.6.1 School co-contribution

Schools may opt to contribute additional funding, either from their own budgets or alternative sources, to enhance the scope and quality of goods and services delivered through their project or initiative.

A co-contribution can be especially relevant for infrastructure projects, which are often costly and might exceed the scope of what the grant alone can support.

It is mandatory that schools address any remediation works (if necessary) to facilitate construction or installation, before the project proceeds. This will allow clarity of costs needed in addition to the grant value.

To deliver large scale projects, or those that include additional features, schools are encouraged to contribute supplementary funding through:

- seeking additional financial support from the school's parent representative body to increase the scope of the grant project delivered
- electing to 'top up' their grant with their Your Move redeemable points balance.

These contributions allow for enhancements or upgrades beyond what the grant alone can cover, helping schools achieve more impactful and lasting outcomes.

4.6.2 In-kind contributions

In-kind contributions refer to the donation or provision of goods or services other than cash. Their use must be approved in advance and is permitted solely at DTMI's discretion.

5. Assessment process

The CSG uses a staged, competitive process for assessing funding applications. This is based on two types of criteria:

General eligibility criteria – These criteria apply to all grant categories and are non-weighted, meaning they are not scored but are essential for consideration. All applications must meet these criteria to proceed to the assessment stage.

Assessment criteria – These are weighted criteria used in the competitive assessment process to evaluate applications against specific grant category priorities. Each application is assessed independently against each criterion, with scores reflecting how well the proposal aligns with the objectives of the grant.

5.2 General eligibility criteria

To achieve general eligibility criteria, school must have:

- achieved a Your Move accreditation level of Silver or higher by the grant closing date
- completed a start of year Hands Up Survey in Term 1, 2025, or within two weeks of registration (or date specified by DTMI) where a school has joined Your Move after Term 1, 2025
- committed to submitting an end of year Hands Up Survey in Term 4, 2025 and a start of year Hands Up Survey in Term 1, 2026
- fulfilled all acquittal requirements for previous CSG funded projects (if applicable).

Where a school applies for a grant and has not met the general eligibility criteria, the application will be deemed ineligible and removed from the assessment pool.

5.3 Assessment criteria and guidance

Once an application is deemed eligible, it progresses to the competitive assessment stage. At this stage, applications are evaluated based on the following two streams:

1. Silver, Gold and Platinum
2. Double Platinum.

Each stream has its own set of assessment criteria (sections 5.3.1 and 5.3.2). The assessment criteria is scored on a scale of 1 to 5, where:

- 1 indicates the application does not adequately demonstrate how it meets the criteria
- 5 indicates the application strongly demonstrates how it meets the criteria.

Refer to the appendices for guidance on supporting documentation and example responses to criteria.

5.3.1 Silver, Gold and Platinum grant applications

Table 2 outlines the two assessment criteria for this funding stream.

Table 2: Assessment criteria and guidance for Silver, Gold and Platinum grants

Criteria	Criteria question	Applicant guidance
1. Alignment to CSG objectives (60%)	Select one CSG objective (Refer to section 2) and describe how your project will aim to achieve it.	Consider and describe the need for the project from the perspective of increasing active travel. What outcomes do you expect to see from your project and how do they align with the objective you have selected? Where innovation initiative is the selected package, a description of the proposed project is required. See Appendix 15.2 for more details.
2. Ongoing commitment to active travel (40%)	Explain how the project will support the school's ongoing commitment to engage with Your Move and delivery of active travel initiatives over the next 12 months.	Describe any new initiative(s) to be introduced after the grant funded project is delivered, i.e. regular active travel day, or establish a bike club. Describe how these initiatives build on the impact of the grant funded project. Document evidence of ongoing commitment to the Your Move program beyond the project delivery period, i.e. school calendar of active travel activities for the following year.

5.3.2 Double Platinum grant applications

This stream of funding is available only for bike and scooter parking or bike trail infrastructure projects.

- A maximum of one bike trail infrastructure project will be awarded for the 2025-26 round.
- Schools applying for a bike trail infrastructure project will have the opportunity to nominate an alternative bike and scooter parking project in case they aren't successful in securing the trail project.
- If no applications are received for a bike trail infrastructure project, none will be awarded in this category.

Table 3 outlines the four assessment criteria for this funding stream.

Table 3: Assessment criteria and guidance for Double Platinum grants

Criteria	Criteria question	Applicant guidance
1. Project description (20%)	Provide a description of the bike/scooter parking infrastructure project, or bike trail project, and estimated timeline for delivery and completion.	DTMI requires the following documents to be submitted with a Double Platinum grant application: • School map identifying site location • Site plan with measurements and other relevant details • Relevant photos • Project quote. For bike/scooter parking infrastructure project applications only: • DTMI has a contractor for the supply and installation of infrastructure. Metropolitan based schools must include a project quote from DTMI's supplier. • Refer to the Grant Menu (available from the CSG webpage) for pricing guidance and contractor details. • Regional schools must seek quotes from school-sourced suppliers for project quotes. • Metropolitan schools may seek additional quotes from school-sourced suppliers for comparable scopes of work. • Refer to Section 6.3.2 and Appendix 15.1 for more detail on school-sourced infrastructure suppliers. For bike trail project applications only: • To discuss your project, please refer to the Grant Menu for DTMI supplier contact details.
2. Alignment to CSG objectives (50%)	Select at least two CSG objectives (Refer to section 2) and describe how your project will aim to achieve them .	Consider and describe the need for the project from the perspective of increasing active travel. What outcomes do you expect to see from your project and how do they align with the objectives you have selected?

Criteria	Criteria question	Applicant guidance
		For each objective selected in the application, the applicant must explain how their proposed project will address or achieve that objective. Where innovation initiative is a selected add-on package, a description of the proposed project is required. See Appendix 15.2 for more details.
3. Ongoing commitment to active travel (25%)	Explain how the project will support the school's ongoing commitment to engage with Your Move and delivery of active travel initiatives over the next 12 months.	Describe any new initiative(s) to be introduced after the grant funded project is delivered, i.e. regular active travel day, or establish a bike club. Describe how these initiatives build on the impact of the grant funded project. Document evidence of ongoing commitment to the Your Move program beyond the project delivery period, i.e. school calendar of active travel activities for the following year, plans to commence a bike club or have Your Move listed in the school business plan.
4. Activation/celebration moment (5%)	Describe how you will activate the new infrastructure to celebrate the completion of the grant funded project and encourage students and their families to use the infrastructure on a regular basis.	Demonstrate how the school will build awareness of the new infrastructure and continue to increase usage, i.e. plan an event and consider inviting the Minister for Transport to 'open' the new infrastructure and celebrate the achievement. Up to \$3,500 of the funding can be reserved to use towards an innovation initiative project to support the launch of the new infrastructure. See Appendix 15.2 for more details on innovation initiative projects.

6. Funded goods and services

The CSG is offered as packaged goods and services, which are used by the school to deliver a project. The Grant Menu ([available on the CSG webpage](#)) outlines the packages that schools can apply for under each funding category.

DTMI will make the final decision on what goods and services are funded as part of the CSG and may provide further guidance to schools as required.

6.1 Funded items

- School end-of-trip facilities
- Innovation initiative projects (Appendix 15.2)
- Bike education sessions (Appendix 15.3)
- Bike check-ups
- Bike and scooter skills track surfacing
- Bike trails
- Bike repair stations
- New or upgrades to bike and scooter parking infrastructure, including but not limited to bike and scooter racks, shelters for bike parking and fencing
- Bicycle and scooter accessories
- Bicycles and balance bikes for school bike libraries and education delivery
- Teacher accreditation course – cycling
- Teacher relief – must be used solely to undertake the following grant funded activities, approved at the discretion of DTMI:
 - school incursions and excursions
 - bike education
 - professional learning
 - planning and delivery of tasks related to innovative initiatives
- Active travel related excursions, including but not limited to Constable Care Safety School and mountain biking
- Walking tours – focused on routes to school or the surrounding neighbourhood
- Active travel related educational resources, including but not limited to road safety signage and books
- Bike hire for excursions or bike education
- Skateboard, scooter and BMX performances and coaching session
- Bus charter costs (for excursions offered through grants)
- Active travel related guest speakers.

6.2 Unfunded items

The following list is not exhaustive and is provided to offer guidance to schools on what is deemed an ineligible item for CSG funding.

- Fundraising or for-profit events
- Professional development seminars and workshops
- Conference attendance or travel requests
- Individual endurance rides, competitive bike events or spin classes
- Gift vouchers and prizes from non-WA based businesses
- Infrastructure or assets including sporting team apparel or general sporting equipment
- Internal/organisational project management or administration costs (overheads), including staff wages, in-house office supplies and printing utilities; with the exemption of teacher relief for grant related activities to be used as outlined under 'funded items'
- Ongoing operating or maintenance costs of infrastructure or bike tracks
- Depreciation costs
- Any other costs not directly related to the project defined in the CSG Deed.

6.3 Delivery of CSG goods and services

DTMI has contractors in place for the delivery of bike and scooter parking infrastructure, bike trail design and construction and bike education.

6.3.1 Bike education program delivery

Schools cannot source or use CSG funding to pay external providers for the delivery of any bike education program, except where regional delivery is not possible, or at the discretion of DTMI.

6.3.2 Infrastructure delivery and installation

For Double Platinum bike and scooter parking infrastructure, and bike trail design and construction, schools must obtain and submit a quote from the DTMI contractor with their application. Schools may also seek additional quotes from other reputable suppliers for a comparable scope of works and submit the quote(s) with their application.

DTMI retains the right to review and oversee all quotes submitted from external contractors. The final decision to award the work rests solely with DTMI. No works may commence until the grant has been awarded and DTMI has given final approval of the selected contractor.

Work will only be awarded to an alternative provider if the following conditions are met:

- The proposed work is comparable in scope to that of DTMI's approved contractor, and
- DTMI's contractor quote is not accepted because it exceeds the school's budget, or
- DTMI's contractor has confirmed they are unable to deliver the required goods and/or services.

If an external contractor is approved by DTMI, the school will be responsible for the overall management of the:

- scoping, procuring and delivery of the project
- any and all risks, however caused, associated with the project
- managing disputes associated with the project.

Schools will be reimbursed for project costs, up to the awarded grant value, after the completion of the works.

7. Grant funds management

For most grant projects, the funding is held and managed by DTMI on behalf of the awarded schools.

DTMI will not transfer funds directly to a school's account to reimburse schools for CSG project expenses, except under the following specific circumstances:

1. Approved innovation initiative (Section 8.3)
2. Approved teacher relief (Section 6.1)
3. Approved infrastructure projects where DTMI is a minority funder, and its grant contribution is less than 50 per cent of the total project cost
4. Approved infrastructure projects where work is completed by an external contractor, and not DTMI's contractor (Section 6.3.2).

8. Application process

8.1 How to apply in 2025

Applications must be submitted via DTMI's online grants management system Transport WA Grants (Omnistar). Email submissions will not be accepted or considered.

The 2025-26 CSG round includes two separate application forms: one for Silver, Gold or Platinum grants, and one for Double Platinum grants.

An online briefing session will be held on Tuesday 23 September 2025. Register your expression of interest to attend via the Your Move [website](#).

For further detailed guidance on how to apply, refer to the 'preparing for your application' section on the [CSG resource](#) page.

Application steps:

1. Log in to your school's Your Move profile and navigate to the [CSG resource](#) page. From the opening date of the application period, a link will be available to sign in to Transport WA Grants (Omnistar).
2. If you haven't created an Omnistar account yet, follow the prompts using the provided [resource](#). Use your individual work email address (not the generic school email) when registering. Once created, your account can be shared with other staff to assist with the application.

3. After signing in, you'll see all available DTMI grant rounds. Select the appropriate round:
 - 2025–26 Connecting Schools Grant – Double Platinum
 - 2025–26 Connecting Schools Grant – Silver_Gold_Platinum
4. Complete the relevant online application form.
5. Mandatory fields must be completed, including:
 - Supporting documentation
 - Selection of a specific package item (e.g., bicycle education)
6. Incomplete applications will be automatically deemed ineligible.
7. Allocate between 1 to 8 hours to complete your application, depending on the funding level. You can save your progress and return to complete it later.
8. Schools may only apply for the funding category they are eligible for (Table 1).
9. If your school has not yet achieved the required accreditation level, you may begin the application and save it. Once accreditation is attained, you can finalise and submit your application before the closing date.
10. Please ensure the entire application form is completed and checked thoroughly before submission.
11. DTMI is not responsible for lost data and cannot accept late submissions. Submit your application early and seek clarification if needed.
12. All applications will be reviewed by DTMI to ensure they meet the general eligibility criteria.
13. If a school submits multiple applications, only the first received will be assessed. All subsequent applications will be deemed ineligible and excluded from assessment.

8.2 Supporting information

Key documents are required to support CSG applications. The following is not an exhaustive list; additional details can be found in Appendix 15.1.

- For Gold or Platinum infrastructure projects, schools must provide:
 - a school map clearly identifying the proposed site location
 - a site plan with measurements and relevant details
 - photos of the proposed project site.
- For Double Platinum bike trail projects, schools must provide:
 - a school map clearly identifying the proposed site location
 - a site plan with measurements and relevant details
 - photos of the proposed project site
 - quote from DTMI supplier.

- For Double Platinum bike and scooter parking infrastructure projects, schools must provide:
 - a detailed project description
 - (at a minimum), a quote from a DTMI approved contractor (refer to the Grant Menu for contact details)
 - additional quotes from other contractors for comparable scope of works (non-mandatory, refer to Appendix 15.1 for more detail).
 - a site plan with measurements and relevant details
 - photos of the proposed project site.
- For innovation initiative projects, schools must submit:
 - a detailed project description
 - estimated costs and quotes, where applicable.

8.3 Notification of funding recommendation

Refer to section 7 of the CSG Management Procedures document (available on the [CGS resource page](#)) for a detailed description of the decision making and award process.

9. Successful applicants

Applicants will be notified of the outcome of their submission following approval of funding recommendations. This information is embargoed until the awarded grant recipients are formally announced by the State Government (Minister for Transport, or appointed representative).

Next steps for successful applicants:

- All successful applicants are required to attend an online school kick-off meeting with members of DTMI's Behaviour Change team. This meeting:
 - is a critical step in commencing the grant and must be prioritised
 - will be dedicated to discussing the selected/awarded grant package and the CSG Deed
 - ensures all parties understand their responsibilities and the conditions of the grant.
- The CSG Deed, along with any relevant forms or details related to your selected grant package, will be sent prior to the scheduled kick-off meeting. Please ensure these documents are reviewed and, where required, completed before the meeting.
 - Typically, the Deed needs to be agreed to, signed and returned to DTMI within 14 days of the kick-off meeting.
- The following representatives must attend the kick-off meeting: the school applicant, school Principal and in the case of a Double Platinum grant, the corporate services manager (or equivalent).
- Schools must be prepared to attend the kick-off meeting immediately following the grant award, and before end of the 2025 school year, or at a time determined by DTMI. Timely attendance is essential to avoid delays in project commencement.
- Upon completion of the project, each successful school must meet their acquittal requirements as outlined in the Deed (refer to Deed, Clause 6), including submitting an acquittal form via Transport WA Grants (Omnistar).

10. Unsuccessful applicants

Applicants are encouraged to seek feedback as to why their project was not successful for grant funding. Projects that are assessed as suitable for funding but do not fall within the available funding allocation are placed on a reserve list. These projects are considered for funding on a case-by-case basis should funds become available within the 2025-26 financial year.

11. Freedom of information

Should applicants seek information further to feedback already received, the *Freedom of Information Act 1992* (WA) provides the right to apply for access to documents held by DTMI. For more information, visit DTMI's [Freedom of Information webpage](#).

We welcome your feedback to ensure DTMI continually improves processes. For further information, complaints or feedback please email yourmove@transport.wa.gov.au

12. Connecting Schools Grant Deed

The CSG Deed sets out the conditions under which the Minister for Transport (Grantor), has agreed to provide the grant to the school (Grantee).

As part of being awarded a grant, all grantees will be required to meet their obligations as follows:

1. Participate in a kick-off meeting prior to project implementation.
2. Sign and return the CSG Deed to yourmove@transport.wa.gov.au within 14 days, or by the date nominated by DTMI, of the initial kick-off meeting.
3. Commit to liaising with DTMI's contractors and DTMI within reasonable timeframes to select/confirm goods or services, as part of grant project.
4. For all bike and scooter infrastructure projects (such as bike shelters, end-of-trip facilities, bike and scooter racks, bike trails etc.), the school commits to work with DTMI's appointed infrastructure contractor and the DoE to obtain all required building and development approvals from the relevant authorities.
5. Meet all grantee obligations as detailed under Clause 6 of the CSG Deed and as per below.
6. Grantees successful for Silver, Gold and Platinum projects must commit to deliver and complete their projects within the 2025-26 financial year. Grantees successful for Double Platinum projects must commit to deliver and complete their projects within the 2026 calendar year.
7. Where the acquittal obligations will not be met within the agreed period, the grantee will be required to submit a request for a variation via Transport WA Grants (Omnistar).

12.1 Grant acquittal requirements - Silver, Gold and Platinum grants

To sufficiently meet the acquittal requirements, upon the completion of the project or earlier where indicated, the school will be required to do the following:

1. Before Thursday 18 December 2025, submit a completed Term 4, 2025 'Hands Up Survey' via the Your Move [website](#).
2. By Thursday 2 April 2026, submit a completed Term 1, 2025 'Hands Up Survey' via the Your Move [website](#).
3. Before Monday 22 June 2026, submit a story on the Your Move [website](#) (link the story to the activity 'Acquit a Grant') including:
 - A brief description of the project, including why it is needed, where it is located and who was involved in the process.
 - Reflections on how the grant has been received at the school and how it has helped increase active transport.

- Include a minimum of two photos of the funded project:
 - Photos must clearly show the installed infrastructure in use, the innovative initiative in action, or the delivery of the education session.
 - Photos may be used in internal and external promotion by the Grantor or other parties, as part of the Your Move program.
 - DTMI will require that a completed photographic release form is provided to the Grantor for each identifiable person shown in the photograph.
4. By Monday 22 June 2026, submit a completed 2025 CSG Acquittal form via Transport WA Grants (OmniStar).

12.2 Grant acquittal requirements- Double Platinum grants

To sufficiently meet the acquittal requirements, upon the completion of the project or earlier where indicated, the school will be required to do the following:

1. Before Thursday 18 December 2025, submit a completed Term 4 2025 Hands Up Survey via the Your Move [website](#).
2. By Friday 2 April 2026, submit a completed Term 1, 2026 Hands Up Survey via the Your Move [website](#).
3. Before Monday 7 December 2026, submit an acquittal story on the Your Move [website](#) (link the story to the activity 'Acquit a Grant') including:
 - A brief description of the project, including why it is needed, where it is located and who was involved in the process.
 - Reflections on how the grant has been received at the school and how it has helped increase active travel.
 - Include a minimum of two photos showing the infrastructure/project in use.
4. Transfer two photos and a short video of the funded project via Objective Connect:
 - Photos can be the same as those shared in the acquittal story.
 - Photos and video must show the installed infrastructure/project in use.
 - Photos and video may be used in internal and external promotion by the Grantor or other parties, as part of the Your Move program.
 - DTMI will require that a completed photographic release form is provided to the Grantor for each identifiable person shown in the photograph or video.
5. By Monday 7 December 2026, submit a completed 2025 CSG Acquittal form via Transport WA Grants (OmniStar).

12.3 Innovative initiative projects

Schools may choose to deliver an innovation initiative as a standalone project under a Silver or Gold level grant. Alternatively, schools can incorporate an innovation initiative into a Platinum or Double Platinum grant project, provided there are surplus funds available beyond the primary project requirements.

Refer to Appendix 15.2 for inspiration on innovative initiative ideas.

Schools who redeem an innovation initiative will also be required to:

- a) complete a Grant Acquittal Statement as part of their grant acquittal in Transport WA Grants (Omnistar) as evidence of expenditure
- b) provide evidence of all expenses (i.e. itemised receipts)
- c) send one invoice to DTMI after their innovation initiative project is complete, to seek reimbursement for all expenses.

13. Promotion

All successful grant recipients will be required to formally acknowledge DTMI's Your Move program on any promotional materials for the project.

14. Contact us

For more information about CSG, please email yourmove@transport.wa.gov.au or phone 08 6551 6040.

15. Appendices

15.1 Appendix: Supporting documentation

All applicants must submit mandatory supporting documents, which vary depending on the selected package. Please refer to the table below for a detailed breakdown of the required and optional documents for each package.

Silver, Gold and Platinum grants

Supporting materials category	Description
Mandatory	Innovation initiative: • A detailed project description (Appendix 15.2). • Estimated costs and quotes, where applicable. Bike and scooter parking infrastructure: • School map clearly identifying the proposed site location. • Site plan with measurements and relevant details. • Photos of the proposed project site.
Highly recommended (optional)	All projects: To demonstrate continued commitment to program involvement, schools may choose to submit: • A school calendar of active travel activities for 2026. • Plans to commit to a new initiative such as a bike club or regular active travel event activity. • Any other evidence of ongoing commitment to Your Move participation, i.e. on the school's website or in the school's business plan.

Double Platinum grants

Supporting materials category	Description
Mandatory	For Double Platinum bike trail projects, schools must provide: • A school map clearly identifying the proposed site location. • A site plan with measurements and relevant details. • Photos of the proposed project site.

Supporting materials category	Description
	- Outline of proposed scope and costing. For Double Platinum bike and scooter parking infrastructure projects, schools must provide: - A detailed project description. - At minimum, a quote from a DTMI's contractor must be sought and supplied (refer to the Grant Menu for contact details). - A site plan with measurements and relevant details. - Photos of the proposed project site. Applicants should note, DTMI has a contracted supplier to deliver infrastructure projects* and a menu with indicative costings is available for prospective metro-based schools to use in their application. *Regional schools should contact the Your Move team prior to applying, to discuss DTMI contractors' capacity to deliver a Double Platinum project. Where the contractor has limited or no capacity, regional schools will need to source costing from a minimum of two or three (where possible) local construction companies. Innovation initiative (where selected): - A detailed project description (Appendix 15.2). - Estimated costs and quotes, where applicable.
Highly recommended (optional)	All projects: To demonstrate continued commitment to program involvement, schools may choose to submit: - A school calendar of active travel activities for 2026. - Plans to commit to a new initiative such as a bike club or regular active travel event activity. - Any other evidence of ongoing commitment to Your Move participation, i.e. plans to list Your Move as a school program, i.e. on the school's website or in the school's business plan.
Other optional	For Double Platinum bike and scooter parking infrastructure projects, schools: - Additional quotes for comparable scope of works may be included from other contractors. - DTMI retains the right to review and oversee all quotes submitted from external contractors.

15.2 Appendix: Innovation initiatives

Innovation initiatives are dynamic, school-led activities designed to spark new ideas and create meaningful change. Within the CSG context, these initiatives aim to make walking, bike riding or scooting to school more appealing and accessible, whether through creative events, clever improvements, or exciting opportunities that encourage active travel in fresh and impactful ways.

Innovation initiative projects can be used to do the following:

- 'Activate' new active transport infrastructure received through the grant, helping to integrate it into daily school life.
- Pilot new ideas for active travel that could be scaled or replicated across other schools.
- Encourage school community buy-in by promoting regular use of active travel among students and their families.
- Build skills and knowledge that empower students and their families to choose active travel more often.
- Strengthen connection to place, fostering a sense of ownership and pride in the areas where active travel occurs.
- Celebrate milestones or achievements in active travel through events or campaigns.
- Integrate active travel into curriculum areas such as health, sustainability or geography.
- Promote peer-to-peer influence and leadership in active travel.

Funding for innovation initiative projects is available in all grant categories but may not exceed the value of \$3,500 (excluding GST).

Schools will need to submit a description of the initiative in their application and await approval before commencing any work or making any purchases toward the initiative.

The project merit will be considered against the following criteria:

- Potential to increase knowledge and influence behaviour
- Innovation and creativity
- Value for money.

By choosing to deliver an innovation initiative project, schools agree to pay for the services/goods and will be required to seek reimbursement from DTMI once the initiative is complete, and the acquittal and a tax invoice is received.

Types of innovation initiative projects that will be considered for funding

Type	Description
Heritage or place activation	This initiative would focus on an area on school grounds, near to or at the site of active transport infrastructure. This type of innovation initiative must relate to facilities, artefacts and activities that authentically represent the stories and people of the past or present. It should recognise local contexts, identifying and celebrating unique histories and providing opportunities for people to connect with their own and other cultures.
Temporary or permanent installation	This could include, but is not limited to: - locally commissioned artwork such as active travel inspired murals or sculptures - bike skills tracks - wayfinding signage encouraging active travel for the trip to school.
Once-off event	This could include, but is not limited to, funding for the purchase of healthy food and beverage items, hire of active travel-related equipment (i.e. bender bikes, bikes etc.), delivery of active travel-related incursions, such as performance/stunt shows, and prizes to support a 'Ride to School Day' breakfast event.
Merchandise or signage	Custom-made active travel merchandise or signage, i.e. 'silhouette kids' corflute cut outs.
Short-term educational programs	Programs must be active travel related and build skills and knowledge to increase active travel participation. Bicycle education for students must be delivered under the bicycle education package, by DTMI's contractor.
Guest speakers	Motivational speaker/s on topics related to active travel and/or changemaking for the whole school, staff or student leaders.

See Appendix 15.7 for example innovation initiatives projects that have been delivered by Your Move schools through CSG.

Schools can contact the DTMI Behaviour Change team to discuss ideas prior to submitting an online application, by email yourmove@transport.wa.gov.au or phone 08 6551 6040.

15.3 Appendix: Bicycle education

Where a school selects a bicycle education program, they are agreeing to undertake their bicycle education program in either Term 1 or Term 2, 2026. You will be prompted to select your preferred term when submitting your grant application form.

Bike education will occur on school grounds and will be delivered a DTMI contractor.

If you wish to discuss a customised bicycle education program to suit student needs, please contact the Behaviour Change team at DTMI, by email yourmove@transport.wa.gov.au or phone 08 6551 6040, prior to commencing your grant application.

15.4 Appendix: Connecting Schools Grant previous Double Platinum (previously referred to as major) grant recipients

School	Year received	Next eligible to apply (for Double Platinum grant)
Baldivis Secondary College	2019-20	2022-23
Honeywood Primary*	2019-20	2022-23
Lake Grace District High	2020-21	2023-24
Winterfold Primary*	2020-21	2023-24
Neerigen Brook Primary	2021-22	2024-25
Noranda Primary	2021-22	2024-25
Scarborough Primary*	2021-22	2024-25
Thornlie Senior High	2021-22	2024-25
Warnbro Primary	2021-22	2024-25
Wellard Primary	2021-22	2024-25
Wembley Downs Primary	2021-22	2024-25
Albany Primary	2022-23	2025-26
Bramfield Primary	2022-23	2025-26
Honeywood Primary	2022-23	2025-26
St Augustine's Primary - Rivervale	2022-23	2025-26
East Butler Primary School	2023-24	2026-27
St Francis of Assisi Catholic Primary School	2023-24	2026-27

Treeby Primary School	2023-24	2026-27
Winterfold Primary School	2023-24	2026-27
Winthrop Primary School	2023-24	2026-27
Ashdale Primary School	2024-25	2027-28
Beaumaris Primary School	2024-25	2027-28
Beckenham Primary School	2024-25	2027-28
Carey Baptist College Ltd	2024-25	2027-28
Clarkson Primary School	2024-25	2027-28
Gosnells Primary School	2024-25	2027-28
Gwynne Park Education Support Centre	2024-25	2027-28
Lathlain Primary School	2024-25	2027-28
Scarborough Primary School	2024-25	2027-28

* If a school has received the Double Platinum grant more than once, use the most recent award date to determine the year the school is eligible to apply.

15.5 Appendix: Example responses Silver, Gold and Platinum grant applications - 2024-25¹

15.5.1 Example response - Silver grant application

Grant project: Cycle Accreditation Course (with teacher relief)

Project value: \$1,000

Applicant school: Liwara Catholic Primary School

Criteria 1 Question: Select one or more CSG objectives and describe how your project will aim to achieve it.

School selected the following objectives:

- Objective 2: Build capacity for increased participation in active travel for the trip to school.
- Objective 4: Promote and support a positive culture of active travel in school communities.

Criteria 1 response:

It would be great to build the capacity and confidence of our students for using active travel to get to school. It has been terrific to see an increase in families riding their bikes when we have had active travel days this year and while the bike education sessions were running. I believe the ability to deliver more of these sessions will continue to increase the number of students using active travel and promote the use of bikes through the school community. Upskilling my skills as the PE Teacher will also help me to promote and support the culture of bike riding amongst our community while providing me with the knowledge to confidently deliver bike education sessions to our students.

Criteria 2 Question: Explain how the project will support the school's ongoing commitment to engage with Your Move and delivery of active travel initiatives over the next 12 months.

Criteria 2 response:

If I can upskill myself to deliver bike education sessions at the school, I would love to commence a bike club at the school. We have a terrific facility to be able to deliver these sessions on our basketball courts and the students really enjoyed the opportunity to bring their bikes to school this year. It will help encourage the ride to school day that was a huge success and a desire to promote a regular active travel day at the school.

¹ For the 2025–26 Connecting Schools Grant round, schools applying for Silver, Gold, or Platinum funding only need to select and respond to one CSG objective when addressing Criteria 1.

15.5.2 Example response - Gold grant application

Grant project: Safety School Excursion (with Transportation)

Project value: \$3,500

Applicant school: Forest Crescent Primary School

Criteria 1 Question: Select one or more CSG objectives and describe how your project will aim to achieve it.

School selected the following objectives:

- Objective 1: Improve bicycle access, active transport infrastructure and initiatives supporting increased riding, walking and scooting to school.
- Objective 2: Build capacity for increased participation in active travel for the trip to school.
- Objective 4: Promote and support a positive culture of active travel in school communities.

Criteria 1 response:

The excursion will be aimed at our Year 1 students, as they become more road aware. It's at this age we start to see more parents walking or riding with their children to school. The premise is that visiting the safety school will allow our students to learn about being safe pedestrians, crossing the road, using public transport, riding bicycles and scooters in a safe environment. Building capacity in students with knowledge road safety rules and ways to stay safe. Our students are encouraged to wheel or walk to school, especially on Fridays. Providing pedestrian, helmet and bike safety education, we are promoting pollution free travel to school and promoting a culture of movers.

Criteria 2 Question: Explain how the project will support the school's ongoing commitment to engage with Your Move and delivery of active travel initiatives over the next 12 months.

Criteria 2 response:

Forest Crescent has been a member of Your Move for a few years. The project will support our ongoing commitment to Your Move in several ways. At Forest Crescent PS we have developed a program in which all year levels are involved in Road Safety awareness. We will continue to engage with sessions from both Constable Care and RAC Little Legends across the school. We also aim to reinvigorate our Bike Education workshops. We are looking to train a staff member to deliver bike ed in 2025 to our Year 2 and 3 students. We will continue Wheel or Walk Fridays, newsletter and website promotion and I hope to have a parent and teacher Your Move champion to join the Your Move team with myself and our student leaders for 2025. We aim to also have a year level competition a couple of times a term to gauge which year levels have the greatest percentage of active travellers to school, and which shows the most improvement. This will be done in weeks 4 and 8 each term.

15.5.3 Example response - Platinum grant application

Grant project: Bike education

Project value: \$7,500

Applicant school: Bramfield Park Primary School

Criteria 1 Question: Select one or more CSG objectives and describe how your project will aim to achieve it.

School selected the following objectives:

- Objective 1: Improve bicycle access, active transport infrastructure and initiatives supporting increased riding, walking and scooting to school.
- Objective 2: Build capacity for increased participation in active travel for the trip to school.

Criteria 1 response:

Promoting active travel in school communities is key to nurturing a healthier and environmentally conscious generation. Through bike education lessons and regular bike checks, students are provided with the necessary skills and knowledge to overcome barriers such as safety concerns and lack of cycling proficiency. At Bramfield Park PS, for instance, targeted annual bike education programs (Year 4s) have led to a significant increase in student cyclists (11% since 2021, average of 31 cyclists per month), supported by improved bike shed infrastructure. These efforts not only make cycling more appealing but also embed it within the school culture, leading to healthier lifestyles and a reduction in traffic congestion and carbon emissions.

To increase participation in active travel, it is crucial to address barriers such as bicycle safety and rider confidence. Bike education lessons and checks play a vital role in this by ensuring students are equipped with the necessary skills to ride safely and confidently. Regular bike maintenance checks ensure that equipment is reliable and safe, reducing hesitancy among young riders. By embedding these activities into the school routine, students become more accustomed to cycling as a feasible option for school transport. This, in turn, supports the investment in cycling infrastructure, creating a feedback loop that enhances participation and solidifies a commitment to sustainable travel options.

Criteria 2 Question: Explain how the project will support the school's ongoing commitment to engage with Your Move and delivery of active travel initiatives over the next 12 months.

Criteria 2 response:

In the coming year, our school will strongly emphasize Your Move's active travel initiatives, focusing on bike education and safety checks. These programs aim to enhance student safety, develop cycling skills, and build confidence in using bikes for transportation. As cycling becomes integral to our school culture, we anticipate increased student participation in active travel days like Fume Free Fridays and Wheelie Wednesdays. We are proud of our school's vibrant Your Move Action Team, which dedicates a planning day each December to reflect on the year's Hands Up Survey statistics and review past events. This helps us effectively organise future Your Move activities such as Bike Month and National Ride 2 School Day. Surprise lunchtime bike rides will be available in 2025 for all students who ride their bike to school with a helmet, promoting safe and active transportation. This initiative has proven successful since its introduction in Term 4, 2024, providing a fun way for more students to engage in biking and enjoy physical activity benefits. All these efforts align with Your Move's mission to promote healthy, sustainable transportation. We will track participation success through YM Hands Up surveys. These initiatives highlight the environmental and health benefits of active travel, reinforcing our school's commitment and encouraging continuous support for active transportation.

15.6 Appendix: Example response – Double Platinum grant application

Grant project title: Gosnells Primary School Bike

Project value: \$19,259

Applicant school: Gosnells Primary School

Criteria 1 Question: Provide a description of the bike/scooter parking infrastructure project, or bike trail project, and estimated timeline for delivery and completion.

Criteria 1 response

We are hoping to install a new bike cage complete with bike racks and scooter rack infrastructure as part of our efforts within the Your Move program and commitment to active travel changes in behaviour across our school community. The new infrastructure would substantially increase our current storage capacity whilst affording a secure space for bikes and scooters that is conveniently located proximate to one of our biggest travel hubs. Importantly it will be the catalyst for further promoting active travel options to our students and community for the years ahead. We would anticipate completion of the infrastructure project prior to the end of term 1, 2025 with the opportunity to initiate the project as soon as the contractor has availability to commence the works required. The area will be cleared in preparation for the works and multiple date options will be provided to give the contractor flexibility in project delivery. Quote supplied.



Figure 1: Proposed bike cage location

Gosnells Primary School
May Street, Gosnells



Figure 2: Site map

Description	Cost
• Supply and install 21 lm x 1.8m high black chainmes	\$6,040.00
Supply and install 4.2m w x 6.3m l 100mm reinforced	\$6,625.00
Supply and install 4 x galvanized compact 4 bike rack:	\$4,524.00
Supply and install 2 x Scooter racks 2 x \$1035	\$2,070.00
Total Cost	\$19,259.00

Figure 3: Quote breakdown

Criteria 2 Question: Select one or more CSG objectives and describe how your project will aim to achieve it.

School selected all four objectives

Criteria 2 response:

At present our racks are at capacity and students have not been able to bring their bike or scooters due to lack of available places to secure their equipment. With the new infrastructure, student amenity and access will be increased, providing a unique opportunity to further grow the number of students choosing to ride their bike or scooter to school each day.

Capacity and storage of bike infrastructure will increase by 50% with the addition of any new infrastructure to our school site.

As one of WA's oldest schools, our current bike infrastructure is not fit for purpose; characterised by students as old, worn and in dire need of replacement. The addition of this new infrastructure will compliment the schools planned investment in this area, providing contemporary access to high quality bike facilities open to students of all ages and abilities.

The installation of new infrastructure will help us to further demonstrate our commitment and partnership with the Your Move program- highlighting that we have everything in place to support students access to high quality bike and scooter infrastructure. When surveyed, students said that the more facilities we have, the more likely they are to ride their bike or scooter to school.

Criteria 3 Question: Explain how the project will support the school's ongoing commitment to engage with Your Move and deliver active travel initiatives over the next 12 months.

Criteria 3 response:

The project will support our ongoing commitment to the Your Move program and delivery of active travel initiatives as we will use it as an empowering tool for our community to see how schools such as ours can benefit and be rewarded for their work, passion and commitment within this vital space. Our community has already rallied behind us through the many events and initiatives we have hosted this year and we believe that this grant will further build this interest in our aim to increase active travel changes in behaviours year on year.

Criteria 4 Question: Describe how you will activate the new infrastructure received to celebrate the completion of the grant funded project and encourage students and their families to use the infrastructure on a regularly basis.

Criteria 4 response:

If successful we plan to host a commissioning ceremony with our school community inviting local media and the Minister for Transport to attend this event. The activation will be linked to a bike and scooter promotional event. In promotion of the new infrastructure, we will communicate to our school community via our newsletter, website, Facebook page and via our whole school community app Seesaw.

15.7 Appendix: Examples - Innovation initiatives

School	Project description and outcome	Image
Albany Primary School	Developed Albany's first on school site mountain bike trail with support from Outdoors Great Southern. Included concept planning, volunteer training, and material donations. Students regularly use the trail to build bike skills. Used for bike education and incentive-based ride-to-school days. Supports ongoing Your Move engagement.	
Noranda Primary School	Enhanced the school's pedestrian and bike access point with activity signage, bilingual Acknowledgment of Country signage, and a QR code educational trail. The result has seen an increased use of the bush pathway by students and the community. Promotes active travel, highlights safe entry points and supports student wellbeing.	
Marmion Primary School	Ran an event to support National Ride2School Day. Included hire of 'crazy' bikes such as roller boards and penny farthing, and event supported with a craft station and themed library book display. On the day of the event, 84% of families left the car at home and used active transport to travel to school.	
Butler Primary School	Created a dedicated bike track for Kindergarten and Pre-primary students, designed by an education assistant. This initiative was driven by identified developmental needs and will be used to support bike and road safety education for younger students. Anecdotally, kids are using skills learnt on the bike track and put it into effect when riding to school.	