



Grant Management Procedures

Connecting Schools Grant 2025-26



Document control

The procedures outlined in this document may be varied at the discretion of the Executive Director of Urban Mobility where the extent of significant stakeholders and community benefit can be clearly demonstrated.

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Custodian	Manager Behaviour Change, Active Transport
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The purpose of this document is to outline the essential requirements for successful delivery of the CSG, and its associated funding. This document outlines the phases of the grant delivery including the application, assessment, award, agreement, monitoring, acquittal and review of grants projects.

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1. Introduction to the Connecting Schools Grant

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 the Western Australian Bicycle Network Grants Program, and the Department of Education (DoE). It is designed to improve bike and walking access, increase bike riding, improve road safety skills in students, and create or improve bike and scooter parking facilities in eligible Western Australia schools participating in the Your Move Schools program.

The funding supports DTMI's strategic priority 'sustainable transport solutions' with the primary aim to support students to get active for the trip to and from school, increase student physical activity levels, reduce the number of short car trips and address the parking demands in and around schools.

Key documents, including the Guidelines, and important information for applicants are updated and published on the CSG resource page of the Your Move website (www.yourmove.org.au) each year.

2. Funding overview

2.1. Funding allocation

The CSG is administered by DTMI's Behaviour Change team and jointly funded by DTMI, through its Western Australian Bicycle Network Grants Program, and the Department of Education (DoE).

2.2. Funding model

The CSG is based on a 100 per cent funding model. The value of grants is exclusive of Goods and Services Tax (GST). All prices and costs presented in the application form, Deed Summary Letter and correspondence must be stated exclusive of GST.

Silver, Gold and Platinum grants are to be acquitted within one financial year by 22 June, 2025-26. Double Platinum grants, due to their complexity, size and planning, are to be acquitted by 7 December 2026, so delivered over two financial years – 2025-26 and 2026-27.

An exception may be made, at DTMI's discretion, to carry over funds where project completion is not possible within one financial year. The deadline for disbursement of funds can be extended to a date nominated by DTMI. This acknowledges the more complex nature of projects such as infrastructure upgrades delivered through the Platinum and Double Platinum grants. Refer to section 9.3 for more information of Deed variations.

2.3. Funding 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. This may be especially relevant for infrastructure projects, which are often costly.

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.

Schools are also encouraged to contribute supplementary funding through:

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

2.4. 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.

2.5. Financial contributions from third parties

It is the responsibility of all schools to advise DTMI if they plan to be in receipt of any other private, Commonwealth or State Government funding for their project. Failure to do so may affect the outcome of the grant application.

2.6. Funding categories

For each CSG round, specific funding categories, and the number of grants available within each, are outlined in the Guidelines published at the commencement of each application intake. The core categories of grant funding available are typically: Silver, Gold and Platinum (stream one) and Double Platinum (stream two). Eligibility to apply for each category is based on the Your Move accreditation level the school has achieved in the calendar year, by the grant closing date.

Grants are offered as packaged 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. DTMI will make the final decision on what is deemed an eligible item for grant funding. Refer to Guidelines, Section 6 for more information on funded goods and services.

2.7. Funding limits

Eligible schools can only apply for one grant per round. Where a school submits multiple applications for a funding round, only the first application received will be assessed. All other applications will be deemed ineligible and removed from the assessment pool.

During assessment (Section 7), eligible applicants are ranked in order of merit against the assessment scoring and funding, prioritised according to the score. Where any one grant category budget is exhausted, DTMI reserves the right to reassign funding within the grant categories in the event of undersubscription or to best meet funding objectives. DTMI may also contact the applicant to explore alternate funding options and determine if they would likely accept an alternative funding offer. Alternative funding options could include reducing the scale of the project, if practical.

2.8. Funding conditions

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

In the event of unspent grant funds, or grant funds not being fully expended by DTMI's specified deadlines, those surplus funds will be retained and redistributed at the discretion of DTMI.

Schools that are successful for a Double Platinum (previously referred to as 'Major') grant in any given year are deemed ineligible to apply for another Double Platinum grant for the subsequent two financial years. Schools that are ineligible to redeem a Double Platinum grant during their two-year exclusion period are permitted to apply for a lesser value grant. This is subject to grant availability and the school achieving the eligibility criteria.

At least one Double Platinum grant will be reserved for a regional or remote based school. If no eligible applications are received from regional or remote schools, this grant will be made available to a metropolitan school.

2.9. 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 cover CSG project expenses, except under the following specific circumstances:

1. Reimbursement for an approved innovation initiative (Section 12.3 of the Guidelines)
2. Payment for teacher relief (Section 6.1 of the Guidelines)
3. For infrastructure projects where DTMI is a minority funder, and its grant contribution is less than 50 per cent of total project costs
4. Approved infrastructure projects where work is completed by an external contractor, and not DTMI's contractor.

3. Criteria

3.1. Types of criteria

There are two types of criteria applied to the CSG:

- **General eligibility criteria** – Applicable to all grant categories, these are non-weighted criteria that all grant applications must meet.
- **Assessment criteria** – Weighted criteria used in the competitive assessment process to score applications against specific grant category priorities. Applications are evaluated against the criteria independent of each other. The intent of the assessment is to evaluate the merit of project proposals in alignment with grant objectives.

3.2. General eligibility criteria

All applicants for the CSG must meet the following criteria:

- 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 eligible general eligibility criteria, the application will be deemed ineligible and removed from the assessment pool.

3.3. Assessment criteria

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 a set of weighted assessment criteria against which applications are scored competitively. These criteria are published in the Guidelines ahead of each grant intake.

4. Conflict of interest management

In accordance with relevant DTMI policies, all grant management, administration, advisors, assessors, stakeholders and others involved in decision-making are required to complete a conflict of interest declaration, including for no conflicts.

Conflict of interest declarations are recorded in DTMI's grants management system, Transport WA Grants (OmniStar), or by completing a separate conflict of interest form. Declarations are assessed and conflicts of interest appropriately addressed, including outlining what the conflict is and how it has been resolved. Anyone with actual conflicts of interest will abstain from decision-making, including assessment or approval process of related applications.

5. Grant life cycle

5.1. Stages

The CSG life cycle aligns with the DTMI Grants Management Policy and Procedure. Each stage contains the essential processes required for successful program delivery as follows:

- Design of grant opportunities and activities
- Assessment and selection of recipients
- Establishment of grants

- Ongoing management of recipients and grant activities
- Evaluation of grant opportunities and activities.

A grant commences by moving through three stages of implementation: Application, Assessment, and Agreement. The final three stages of the process are: Monitoring, Acquittal and Review – all of which occur immediately after implementation when a grant project has been completed.

The CSG life cycle is detailed below:

1. Application	• Meet general eligibility requirements and submit a single complete application via 'Transport WA Grants' (Omnistar).
2. Assessment	
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.

5.2. Grants management system

The application, assessment and acquittal stages for the CSG will be managed within DTMI's online grants management system, Transport WA Grants (OmniStar). Periodically, reports will be downloaded and saved within DTMI's corporate document management system.

6. Applications

6.1. Application round

Formal application intakes are open annually, except in extraordinary circumstances. Funding is available for a single financial year for Silver, Gold and Platinum grants and two financial years for Double Platinum grants (Section 2.2), with an exception to carry over funds into a new financial year, at DTMI's discretion.

DTMI typically takes the following steps to seek applications:

- Funding round advertised via email from the Your Move Schools database.
- CSG documentation and links to application forms are made available on the [CSG resource](#) page.
- Media statement is released to provide details of the grant round.
- Intakes are advertised and promoted by DTMI via the website and social media, Your Move Schools e-newsletter, DTMI media, and through program stakeholder networks (e.g. Transperth and other relevant agencies).

Applications for funding must be received by the due time and date, in the correct format, and via the channel identified in the Guidelines. The application form must be fully completed and include all mandatory information.

6.2. Application resources

The application resources available on the [CSG resource](#) page include:

- CSG Guidelines
- CSG Procedures (this document)
- CSG Menu
- CSG application forms for funding categories (link only available to Transport WA Grants (OmniStar)).

6.3. Pre-application briefing

A pre-application briefing is held ahead of each round commencing. The session is typically delivered as an online webinar, recorded and made available on the [Your Move Schools website](#). The purpose of the briefing is to:

- promote the funding opportunity and priorities
- outline what is eligible/ineligible
- provide guidance on assessment criteria and the scoring process

- provide guidance on the online application platform
- connect potential applicants to each other
- provide case studies of successful past projects
- answer applicant queries.

7. Assessment

7.1. Overview of assessment process

The CSG uses a competitive assessment process where responses to criteria are evaluated and scored. While it is an overall competitive process, each application is assessed independent of each other, and the intent of the assessment is to evaluate the merit of project proposals according to the local school context.

The assessment process is made up of three main parts:

- Internal assessment
- Independent review
- Executive Director approval and Ministerial review and noting.

7.2. CSG Assessment Committee (internal)

To ensure due diligence of process, all applications received during the application period will be initially assessed for general eligibility by a DTMI Behaviour Change Program Officer. All applications that meet the general eligibility criteria will be moved on to the competitive assessment stage, completed by the CSG Assessment Committee (the Committee).

The Committee is the internal assessment group, comprised of a minimum of three DTMI technical/subject matter experts. Committee members will be provided with a terms of reference that includes an overview of its purpose, assessment process, and committee procedures (including the conflict of interest process).

The Committee will:

- review applicant and project details, including management of conflict of interest
- individually assess, and come to a group consensus recommendation of, each application against a scoring matrix that correlates to the eligibility and assessment criteria outlined in this document and the Guidelines
- prioritise available funding according to score
- prepare a recommendation report that details volume and value of applications, scoring matrix, preliminary funding recommendations and an outline of the scoring and recommendation process
- provide the recommendation report to the independent reviewer

- consider and apply any feedback (as necessary) provided through the independent review process
- provide the final recommendation report to the Executive Director Urban Mobility (EDUM) for review and approval.

During assessment, the Committee may also confidentially contact any agencies, relevant organisations or DTMI staff to seek advice on specific applications.

As decision-makers on the Committee, all members are required to declare conflicts of interest (Section 4).

7.3. Independent review

The independent reviewer may be a DTMI employee; however, they must work in a business unit outside of the Urban Mobility directorate. The independent reviewer will receive training about the grants software and will also attend a briefing session prior to the CSG closing date. The briefing session will provide an overview of the CSG, and details on the review role. The purpose of independent review is to assess the validity of the assessment process and ensure the decisions of the Committee are consistent and fair.

The independent reviewer:

- randomly selects and examines a sample subset of the applications and supporting documents, and reviews the assessments made by the Committee to ensure consistency
- reviews the scoring summary and funding recommendations and approves the Committee minutes and recommendation report before they are submitted for EDUM approval and Ministerial endorsement.

7.4. Executive Director Urban Mobility review

Individual grants will be awarded by DTMI as per the Instrument of Delegation - Grants and Inter-Portfolio Transfers PSMA-2024-206429.

The final recommendation report will be presented to the EDUM for approval. The list of applicants recommended for funding will be sent to the Minister for Transport via ministerial correspondence for the Minister to note and endorse.

Applicants will be notified of the outcome of their submission once the recommendation report is approved by the EDUM. This information is embargoed until the awarded grant recipients are formally announced by the State Government (Minister for Transport, or appointed representative).

8. Agreement

8.1. Funding offer confirmation and announcement

After the Minister is advised:

1. DTMI confidentially notifies all applicants of the outcome/s of their applications by direct email (embargo restrictions in place)
2. applicants are requested to provide written confirmation of acceptance or rejection of the offer within a specified timeframe of receiving the email
3. communications to publicly announce the awarded recipients are scheduled, including a formal State Government announcement
4. a list of awarded and reserve projects is published on the [CSG resource](#) page.

Individual application scores are not published.

8.2. Successful applicants

Successful applicants will be notified following approval of funding recommendations. Successful applicants will be required to agree to and sign a CSG Deed. The purpose of the Deed is to set out the conditions under which the Grantor (Minister for Transport) has agreed to provide the grant to the Grantee (school). An acquittal form will be required from each successful school and must be submitted via Transport WA Grants (OmniStar) upon completion of the project.

8.3. Reserve list

Projects that are assessed as suitable for funding but do not fall within the available funding allocation will be placed on the reserve list. Schools on this list will be notified of the outcome on the same day as the successful schools. Selection for the reserve list does not guarantee a future funding offer. Reserve list projects are considered for funding on a case-by-case basis should surplus program funds become available before the end of the current funding round.

8.4. Unsuccessful applications

Unsuccessful applicants are notified in writing and are encouraged to seek feedback as to why their project was not successful for grant funding.

Applicants, regardless of the outcome of their application, must not publicly share information until after the CSG grantees are formally announced by the State Government (Minister for Transport, or appointed representative).

8.5. DTMI authority to administer grants

Grant administration is based on the *Public Sector Management Act 1994*: Instrument of Delegation - Grants and Inter-Portfolio Transfers PSMA-2024-206429.

8.6. Connecting Schools Grant Deed

The CSG Deed sets out the conditions under which the Minister for Transport, for and on behalf of the Crown in the right of the State of Western Australia (Grantor), has agreed to provide the grant to the Grantee (school), including:

- the purpose of the funding
- the term of the Deed
- details of the CSG
- Grantee obligations
- Deed variations.

The EDUM has delegated authority to act on behalf of the Minister to administer the Deed to the successful applications once endorsed by the Minister.

The Deed must have a nominated officer for the Grantee (school) appointed and must be signed by the Principal (or authorised delegate), witnessed and returned to DTMI within 14 days, or by the date nominated by DTMI, of the initial 'kick off' meeting.

After the Deed is returned, it is provided to the EDUM for review and signed on behalf of the Minister for Transport. Once signed, DTMI will send a Deed Summary letter, outlining the agreed grant project and expected completion date, to the Grantee and the project may commence. At this stage, DTMI will engage the relevant contracted suppliers to provide the school's nominated contact person a project scope and will then commence the project/deliver goods and/or services.

9. Progress monitoring

9.1. Grant monitoring

To keep track of grant progress, DTMI's Behaviour Change team will:

- record all correspondence and documents (including the Deed) in DTMI's corporate document management system and grant trackers
- support Grantees with delivery of selected goods and services
- process variation requests (Section 9.3).
- request additional reporting as deemed necessary
- finalise acquittals and grant completion.

9.2. Site visits

The Minister, DTMI or their authorised delegates may visit any grant project, following reasonable notification to the Grantee, to monitor the progress of the project and will report any feedback to the Grantee.

9.3. Deed variations

If, due to unforeseen circumstances, changes are required to the Deed, Grantees may request a Variation to the Deed and enter negotiations with DTMI during the monitoring stage.

No variation that increases the grant value can be applied as the funding is set at the assessment and award stage.

There are two types of variations that can be applied:

- Variations to grant scope or grant conditions
- Variations to grant acquittal timeframe.

Requests for a variation will be instigated by the Grantee via Transport WA Grants (Omnistar). Should a variation be approved, a Deed Variation Letter will be issued by DTMI. This letter constitutes a legal document and must be signed by the EDUM and an authorised representative of the Grantee (school Principal or authorised delegate). No separate changes to the original Deed are required. Records of the variation request and approval must be filed with the CSG Deed in DTMI's corporate document management system.

Where a variation requires a carryover of funds, due to extraordinary circumstances not permitting a project to be completed by the end of financial year, a request to carryover funds will be raised at the mid- or end-of-year Budget Submission review.

9.4. Withdrawals and terminations of grants

Grantees must advise DTMI in writing as soon as possible if they wish to withdraw the application for funding or terminate an executed Deed.

DTMI may also rescind a grant offer or terminate an executed Deed, or any approved revisions, by providing notice in writing to the Grantee if:

- the project is no longer necessary for any reason, including due to a change in Commonwealth or State Government policy
- the project is unable to be completed in accordance with the executed Deed or any approved revisions
- the Grantee breaches any of the conditions outlined in the executed Deed or any approved revisions and/or any other grant documents.

If an executed Deed is terminated:

- it is terminated from the date specified in the notice, and
- DTMI has no further obligation to pay the grant or any part of the grant which has not yet been paid.

9.5. Reallocation of grant funds

It is possible that CSG funds may not be fully allocated by the end of each financial year. This may occur from such scenarios as:

- Grantees withdraw their application after grants have been awarded
- works have been completed at a lower cost than originally estimated
- the project scope has been reduced.

Unallocated funds may be redistributed to other projects (Section 8.3) on the reserve list, whereby funding will be offered based on the:

- original assessment score
- relative urgency or benefits of the project based on funding priorities
- resolution of any outstanding issues flagged during the assessment process
- readiness to commence and complete the project in the available funding period
- amount of funding available.

10. Acquittal

10.1. Acquittal of grant funds

Projects must be completed within the allocated funding period. Please refer to the Guidelines for more information.

12.1.1 Grant completion acquittals

Before a grant is deemed acquitted, Grantee must demonstrate that the project has been completed in its entirety to a satisfactory standard by completing the online acquittal form in Transport WA Grants (OmniStar) and complete the following requirements:

- Post a story on the Your Move website about the grant project
- Provide a minimum of two photos of the completed project
- For Double Platinum grants, provide a video showing the completed infrastructure works has been installed.

Once an acquittal form has been received, reviewed and approved by DTMI, an acquittal email will be sent to the Grantee confirming completion of the project.

Furthermore, schools who redeem an innovation initiative will be required to:

- pay for services and/or goods and seek reimbursement from the Grantor after the project is complete
- complete the innovation acquittal form, attaching evidence of payments
- send one invoice to DTMI after the innovation initiative project is complete, to seek reimbursement for all expenses.

Innovation initiatives expenditure to be reimbursed by the Grantor must not exceed a total of \$3,500 (exclusive of GST).

All project acquittals are recorded in the CSG register.

10.2. Right to audit

To avoid fraudulent use of grant funds, inspection of physical project sites may be requested to verify that the funding has been expended in accordance with the executed Deed, or any approved revisions.

Inspections may take place at any time during the grant life cycle, from assessment to agreement, monitoring and acquittal.

DTMI regional staff may assist with inspections of projects in any region outside of Perth metropolitan area.

11. Review

11.1. Outcomes and program performance framework

The CSG adopts an outcome focused approach. This is based on DTMI's Grants Management Framework which sets out a clear and consistent approach to grants management that is aligned to the Western Australian Grants Administration Guidelines and Commonwealth Grants Rules and Guidelines 2017, and addresses recommendations outlined in the Western Australian Auditor General's Report: Grants Administration.

The performance objectives of grant opportunities are outlined in the Guidelines for each funding round and are:

- linked to State Government priorities and DTMI's strategic goals
- outlined in such a way that clearly communicates what is to be achieved, measured, evaluated and/or assessed
- authorised by the Minister for Transport and/or their authorised DTMI delegate
- confirmed in the Deed
- reviewed for each grant round and changed as appropriate.

11.2. Project performance measures

Methods of performance measurement on grant projects include, but are not limited to:

- Hands Up surveys to capture student mode use for the trip to school (pre-and-post construction)
- project outputs reported in acquittals
- grant recipient surveys
- video submissions (Double Platinum grants only)
- physical audits.

11.3. Grant audits

The CSG is subject to ad hoc auditing and may also request independent audits as deemed required by the Minister for Transport and/or DTMI to assess program quality, risk and effectiveness.

12. Grant reporting and record keeping

A CSG tracker retains records of all grants awarded since 2018-19 and is updated annually. A CSG activation spreadsheet records details of live grants and is updated as projects are awarded, agreed and acquitted. This ensures funding information for the CSG remains current for reporting purposes.

A summary of significant CSG data and achievements is captured in a summary of significant CSG data and achievements is recorded annually by DTMI's Behaviour Change team.

13. Appendix: Key Terms

Term	Definition/Acronym
Connecting Schools Grant	Connecting Schools Grant as outlined in the Connecting Schools Grant Guidelines and partially funded from the WABN Grants Program. Abbreviated to CSG.
Connecting Schools Grant Assessment Committee	The Connecting Schools Grant Assessment Committee is the internal assessment group, comprised of a minimum of three DTMI technical/subject matter experts. Abbreviated to Committee.
Connecting Schools Grant Deed	Refers to the Grant Agreement Contract between the Department of Transport (the 'Grantor') and the grant recipient (the 'Grantee'). Abbreviated to the Deed.
Deed Summary Letter	Sent to schools after the Deed is signed by EDUM outlining the agreed grant project and expected completion date.
Department of Education	Abbreviated to DoE.
Department of Transport and Major Infrastructure	Abbreviated to DTMI.
Behaviour Change team, DTMI	Behaviour Change team at DTMI plan, deliver and evaluate the Your Move program in WA including Connecting Schools Grant
Department of Transport Legal and Legislative Services	Abbreviated to LLS.

Term	Definition/Acronym
Executive Director of Urban Mobility Executive	Director of the Urban Mobility Directorate within DMTI. Abbreviated to EDUM.
Grant funding categories	There are four categories of CSG funding available: Silver, Gold, Platinum and Double Platinum.
Grant Guidelines	Document released ahead of each grant intake process to provide applicants with guidance on the grants intake process and requirements, including details on available funding categories and associated eligibility and scoring criteria. Abbreviated to Guidelines.
Local Government	Abbreviated to LG.
Minister for Transport	Referred to as the Minister
Office of the Director General	Abbreviated to ODG.
Transport Portfolio	Combined Departments of Transport and Major Infrastructure, Public Transport Authority, and Main Roads WA.
Urban Mobility	Abbreviated to UM.
Western Australian Bicycle Network (WABN) Grants Program	Western Australian Bicycle Network (WABN) Grants Program as outlined in the WABN Plan. Referred to as the Program.
Your Move Schools	Your Move is a behaviour change program delivered by DTMI that is designed to help students get active by increasing walking, scooting and riding to school. Abbreviated to YMS.