Non-Infrastructure Grant Application & VDOT SRTS Activities and Programs Plan FREQUENTLY ASKED QUESTIONS

Each application must include a VDOT-approved SRTS Activities and Programs Plan. For any questions not answered below, please call the program hotline at 1-855-601-7787, or visit the School Travel Plans and Grants page on the website.

Grant application basics

Who may apply for a Non-Infrastructure Grant?

School divisions, municipal governments, and non-profit organizations may apply for a non-infrastructure grant.

If I applied for a non-infrastructure grant last year, can I apply again?

Yes, if you've applied for a Non-Infrastructure grant previously, you may apply again.

Does a non-infrastructure grant require a funding match?

If your school division has received three or more years' worth of SRTS Non-Infrastructure Grants, you are required to provide a local match of 20% of the total project cost for subsequent grants. For other school divisions, SRTS Non-infrastructure grants are 100% funded. Please see the Local Match FAQ's for a list of school divisions that must provide a match.

What can we use non-infrastructure funding for?

Eligible grant programs and activities for non-infrastructure grants can be found on the VDOT SRTS Activities and Programs Plan webpage.

Does the SRTS non-Infrastructure grant application need to include all required information before it is submitted, such as a letter of support?

Yes, the application must be completed prior to submission. However, we do provide some flexibility in allowing letters of support to be added after the application has been submitted. In those instances, a place holder should be uploaded in place of the letter, indicating the date by which the letter will be provided. The applicant should also notify the VDOT SRTS Coordinator so that we can plan accordingly.

SRTS Activities and Programs Plan

What is a SRTS Activities and Program Plan?
The Virginia SRTS Activities and Programs Plan is a written document that outlines a school community's intention for enabling and encouraging students to engage in active transportation as they travel to and from school. It's a great way to organize programs and projects, people, etc., in support of SRTS. Once complete, it also serves as a legacy document for new people becoming part of the school's SRTS program.

Is the SRTS Activities and Programs Plan the same as the Non-Infrastructure grant application?
No, the two are different, but related. Each non-infrastructure grant requires a VDOT-approved SRTS Activities and Programs Plan. The Plan is included in the full grant application and provides much of the information needed to complete the grant application. In the period leading up to the application deadline, we provide an opportunity for applicants to have their APPs reviewed by the VDOT SRTS team. Dates for APP reviews will be posted along with the other application deadline at the start of the each grant application cycle.

Is a SRTS Activities and Program Plan required for a non-infrastructure grant application?
Yes, a non-infrastructure grant application must include a VDOT-approved SRTS Activities and Programs Plan. In fact, the Plan must be completed and approved in order to be eligible to apply for a SRTS non-infrastructure grant. The Plan is included in the full grant application and provides much of the information needed to complete the grant application.

What does the grant application require that is not in the SRTS Activities and Programs Plan?
The non-infrastructure grant application requires a detailed cost estimate, description of proposed activities and other details specific to implementation that are not included in the APP.

Is there a Reference Guide or Template for the SRTS Activities and Programs Plan?
There are both, and they are available for download on the Virginia SRTS website. They can both be found under the Application Information section on the [Non-Infrastructure Grants webpage.](#) The Reference Guide is a pdf document and the SRTS Activities and Programs Plan template is a Word document. The template is fairly easy to use; just complete the information and plans for your school in the space provided. You can use a different format if you prefer, but all the elements in the template must be included in whatever format you use. Be sure to include photos and graphics to provide visual explanations of what you describe in the SRTS Activities and Programs Plan.

Specific questions

If I am creating a SRTS Activities and Programs Plan for multiple schools, do I need to fill out sections 3, 4, & 5 for each school?
If your plan covers more than ten schools, you may fill out sections 3, 4, & 5 for all schools, cumulatively. This approach is useful if you plan to implement SRTS projects division wide.

Alternatively, if your SRTS APP is for the entire school division, but there are plans to implement specific projects in only a few schools, you may want to fill out sections 3, 4, & 5 for those few schools as well as filling out the sections cumulatively for all the schools in your plan.

If your plan is for fewer than ten schools, you'll need to complete sections 3, 4, & 5 for each school.

Can I organize my SRTS Activities and Programs Plan by school instead of by section?
Our preference is to see the overall approach to your SRTS program, so we strongly suggest leaving the APP grouped by section. This also allows our scoring team to easily find all of the information needed to provide a fair score for your APP as part of your grant application.

The SRTS Activities and Programs Plan requires a SRTS Team, if we are applying for more than one school do we need an SRTS Team for each school?
No, the SRTS Team should cover all of the schools in your plan.

Can non-infrastructure grant funding be used for substitutes for teachers attending SRTS trainings?

Yes, non-infrastructure grants can be used for substitutes for teachers undergoing SRTS training, especially training funded by the grant itself.

How much can I ask for to fund a full time or part-time SRTS coordinator?

The amount of money that can be requested to fund a SRTS Coordinator will change based on where the division is located and if the coordinator works full-time or part-time. The amounts listed in the table below cover salary, local travel, fringe and other benefits, office equipment and all other administrative expenses.

	Northern Virginia	Rest of Virginia
Full-Time SRTS Coordinator	$67,000	$52,000
Part-Time SRTS Coordinator	$33,800	$26,000

The maximum grant amount is $100,000, but that is typically reserved for programs that include a full-time coordinator and a robust list of activities. In cases where the applicant must provide a local match, the grant amount + the local match allows for a total project cost of $125,000.

I still have questions, where can I go?

The Virginia SRTS program website has a good first stop for information. The Non-infrastructure Grants page includes information on eligible activities, and more. You'll also find a link to the VDOT SRTS Activities and Programs Plan Reference Guide and Template on the page. **Also, please feel free to email (Info@VirginiaSRTS.org) or call your Local Technical Assistance Coordinator on the VDOT SRTS toll-free hotline, 1-855-601-7787.**