

# School Zone Mini Grants – up to \$300

To help children walk and bike to school safely, each fiscal year we offer reimbursement grants to assist with crossing guard equipment



## How to Apply:

- Go to WEMS (WTSC Enterprise Management System) - <https://wtsc.smartsimple.com>
- If you are a new user you will need to register for School Grants on the left hand side of the screen.
- Enter your organization (school) name and proceed with your contact information and submit.
- You will receive an email with login instructions within an hour (be sure to check your junk mailbox).
- After you receive your email, log into WEMS and click "Start Proposal" next to Crossing Guard (School Zone) under "Call for Proposals".
- Be sure to start the application process by clicking "SAVE DRAFT." You'll see a link to a document called "Guidelines/Instructions" where you'll see more details about the application process.
- Write a brief description of how the equipment you wish to purchase will support school zone safety in the "Grant Justification" section.
- Enter the desired items you wish to purchase (only items selected here will be eligible for reimbursement).
- Upload quotes for the equipment you wish to purchase. Maximum reimbursement is \$300.
- Submit your proposal.
- Once your application is approved, you will receive an email confirmation and a copy of the A-19 form that you will need to submit after your equipment has been purchased.

## How to get your reimbursement:

- After you receive your equipment, send us your completed A-19 form and proof of purchase within 60 days of approval date. WTSC will reimburse the requesting agency/school district for the expenses incurred (up to \$300). WTSC will not reimburse individuals.

## Questions?

- Contact us at [schoolzone@wtsc.wa.gov](mailto:schoolzone@wtsc.wa.gov) or call Mandie Dell on (360) 725-9883.
- FAQs can also be found on our website: <http://wtsc.wa.gov/programs-priorities/school-zones/school-zone-grant-grants-faq/>