



2010 - 2011 BUILDING SAFER COMMUNITIES MINI-GRANT PROGRAM

APPLICATION GUIDELINES

ABOUT THE PROGRAM

The Building Safer Communities Mini-Grant program provides funding to promote traffic safety in Oregon. Funding is available statewide through a grant to ACTS Oregon from the Oregon Department of Transportation's (ODOT) Transportation Safety Division. Please be aware that **this is a reimbursement-based grant**. This means that funds initially come from your agency/organization's resources and are reimbursed based on the claims and source documents submitted with reports.

HOW MUCH CAN WE APPLY FOR?

Applicants may apply for up to \$5,000.

WHO CAN APPLY?

Funding is available to public entities and non-profit 501(c)(3) organizations. You are encouraged to seek local support through Traffic Safety Committees/Commissions, Neighborhood Associations, or Safe Communities. Information on local traffic safety committee/commissions is available from ACTS Oregon. Partnering with an umbrella organization or a partner who fits these requirements is an option as well.

PROJECT RESTRICTIONS

- All funded projects must adhere to ODOT's federal financial and project guidelines and reporting schedules
- Proposals can come from agencies funded in the past, but projects must be new (funding requests for past projects will not be considered)
- Funding is not intended to sustain programs beyond grant year

TIMELINE

September 10, 2010
November 2010

Applications must be received by 5:00 PM (postmarks accepted)
Notification of grant awards

FUNDING, DOCUMENTATION, AND EQUIPMENT PURCHASE RESTRICTIONS

All projects must be completed by September 30, 2011. A Final Project report including records, receipts, and invoices must be submitted to ACTS Oregon by October 14, 2011.

Because the grant is funded from a federal source, there are a number of requirements that must be followed:

- Detailed records of the project must be maintained (e.g., employee timesheets) and copies of receipts and invoices provided to ACTS Oregon.
- Claims and reports must be submitted using official formats.
- Any promotional materials developed must acknowledge funding provided by ODOT - Transportation Safety Division.
- Grant funds cannot be used for lobbying.

Please note that grant funds cannot be used to purchase the following items:

- Vehicles
- Furniture or office structures
- Video equipment
- Traffic signs
- No paid media such as commercial advertising space or time
- Mechanical pedestrians and similar safety equipment
- Repair or upgrade of existing equipment
- Supplanting - paying to free up an employee already conducting safety work
- Cash prizes or vouchers redeemable for cash
- Handheld "pedestrian crossing flags" or associated hardware.



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CLAIMS AND REPORTING PROCEDURES

Grantees must sign an agreement that they will comply with financial and project guidelines and will adhere to reporting schedules. Claims and reports are to be submitted in a standard form, which will be provided to the grantee. Claims and reports are to be delivered to ACTS Oregon by the deadline. Reimbursements for expenses will be made within 30 days following claim due dates.

Claims and reports must be received by the following dates:

Progress Report and 1st Claim report due June 30, 2011 by 5pm

Final Project and Claim report due October 14, 2011 by 5pm

WHAT GETS FUNDED

Use of funds must have a direct connection to helping promote traffic safety. We encourage projects that can continue over time once the funding runs out, and are new and different for your community. We like programs that enjoy buy-in from participants, and formation of new or utilization of existing partnerships. Eligible grant expenses include: office supplies, new part-time or overtime staff, specific training, creating public service announcements and specific project costs including small equipment purchase consistent with grant objectives.

The following are project idea examples:

- Increase awareness of the dangers associated with riding motorcycles and promotion of training
- Targeting teen girls to increase their awareness of being part of an at risk driver group
- Increase involvement of youth in promoting traffic safety through membership on traffic safety committees/commissions, activities with local law enforcement, or other projects.
- Promote pedestrian, school zone laws, and/or safe crossing practices through the use of equipment, enforcement and media.
- Promote compliance with speed laws and educate citizens through the use of a display board and radar operated by trained citizens and officers.
- Conduct safety audits using surveys, community meetings and data to identify local traffic safety problems and develop community-specific projects.
- Increase awareness of Teen Safe Driving – focusing on the dangers of texting and cell phone use
- Promote driver safety for older drivers – focusing on changes in reaction time, how medications can affect driving, etc
- Encourage safety on mass transit – safe pedestrian behaviors at transit centers and bus stops, reflective clothing,
- Educational efforts to impact the issues of driving under the influence
- Educational efforts regarding Oregon laws such as “Move Over” or “Pull to the right for Sirens”

WHAT DOES NOT GET FUNDED?

- Projects that currently receive ODOT funding for the work to be done
- Existing projects that have been funded by a mini-grant in the past
- Projects that do not have a significant educational component
- Projects that cannot demonstrate an ability to fulfill reporting requirements

APPLICATION MATERIALS

Please submit one copy of the application **and** attach support letters from other agencies involved in the project.

Application deadline is September 10, 2010 (postmarks accepted)

MORE INFORMATION

For more information or help developing your proposal, please contact Charity Sturgeon, Community Traffic Safety Program Coordinator, charity@actsoregon.org or 503-643-5620.



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APPLICATION FOR FUNDING

Proposed Project Name: _____

Grant Funds Requested: _____ **Matching Funds:** _____

Agency Name: _____

Agency Address: _____

Telephone: _____ **Fax:** _____

Project Director*: _____ **Title:** _____

Agency 501c3 (Y/N) _____ **Federal ID Number:** _____

*** Project Directors must have agency authority to sign contracts to receive funds.**

E-mail Address: _____ **Phone #:** _____

Contact Person Responsible For Grant Activities: _____

Title: _____ **E-mail Address:** _____

Phone #: _____

ABOUT THE PROJECT:

Please attach separate page with responses.

1. Provide a project description.
2. Describe what traffic safety need the project will address and how will it help prevent traffic crashes, injuries or death, include available crash statistics or appropriate data.
3. Explain activities planned to educate residents of your community about this traffic safety issue or concern.
4. Explain how this project is innovative for your community.
5. Does this project partner with a local Traffic Safety Committee/Commission (TSC)?
 - a. If so how does it support the goals and objectives of the TSC?
 - b. If not would this project present an opportunity to form a TSC?
6. List community partners and describe their contribution to this project. Letter(s) of support are encouraged and should be included with application.
7. List types of data or information that will be collected to illustrate grant activities and accomplishments, i.e. number of events held, projections of attendance at events, number of children receiving helmets.



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Budget

1) List project expenses to be paid for with the mini-grant and local matching funds that will be raised.

| Mini-Grant Funds | Local Matching Funds* |
|-----------------------|-----------------------|
| Personnel* _____ | Volunteers***** _____ |
| Equipment** _____ | In-kind Staff _____ |
| Supplies*** _____ | Equipment _____ |
| Printing _____ | Supplies _____ |
| Other: _____ | Other: _____ |
| TOTAL \$ _____ | TOTAL \$ _____ |

*Must be new or overtime

** items that will continue to be used after the end of the grant ie. bike rodeo signs, cones, tables

*** items that will be used or distributed during the grant ie. bike helmets, pens, awards

*** Value volunteer hours at \$25.00. If your agency or organization uses a different value, please indicate the value.

2) Mini-Grant Funds:

Itemize the budget, describing in more detail - Personnel, Equipment and Supplies. For example: number of hours/rate of pay, price per helmet, list of prizes...etc.

Matching Funds: Describe sources of other support both financial and in-kind:

Please submit one copy of the application to:

ACTS Oregon 8059 SW Cirrus Dr. Beaverton, OR 97008

QUESTIONS: E-mail Charity Sturgeon charity@actsoregon.org.

If you do not have access to e-mail, please call Charity at 503- 643-5620; 1-877-793-2608; Fax: 503-643-5680