



## 2010 - 2011 BICYCLE SAFETY MINI-GRANT PROGRAM

### APPLICATION GUIDELINES

#### ABOUT THE PROGRAM

The Bicyclist Safety Mini-Grant Program provides funding to promote the safety of bicyclists 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 committees/commissions is available from ACTS Oregon. Partnering with an umbrella organization or a partner such as library, parks department, pediatrician's office, bike shops, or others 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 the 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. All records, reports, receipts, and invoices must be submitted to ACTS Oregon by October 14, 2011.

Because the grants are 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's Transportation Safety Division.
- Grant funds cannot be used for lobbying.

Please note that the 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



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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. Reimbursement 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 1<sup>st</sup> 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 bicycle safety. We encourage projects that can continue over time once the funding runs out, and are new and different for your community. 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:

- Promote safe riding behaviors and influence bicycling safety habits
- Educate the community on safe cycling, bicycle laws and sharing the road with motor vehicles and pedestrians
- Are hands-on, experiential, and encourage participants to truly learn the information
- Form new or utilize existing community partnerships
- Target underserved communities
- Target children and/or youth
- Target adults
- Teach basic bicycle maintenance skills
- Promotional materials or videos to be shared in the area/region
- Encourage helmet use for young adult riders
- Positive reinforcement of safe riding and helmet use behaviors
- Teens or Young Adults teaching safe cycling skills to young children
- Projects with specific, measurable goals and objectives

### WHAT DOES NOT GET FUNDED

- Projects that currently receive ODOT funding for 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, [charitys@actsoregon.org](mailto:charitys@actsoregon.org) or 503-643-5620.



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## APPLICATION FOR FUNDING

Proposed Project Name: \_\_\_\_\_

Grant Funds Requested: \_\_\_\_\_ Matching Funds: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Agency 501(c)3 (Y/N) \_\_\_\_\_ Federal ID #: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Project Director\*: \_\_\_\_\_ Title: \_\_\_\_\_

**\* 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 bicycling safety need the project will address and how it will help prevent traffic crashes, injuries or death, include available crash statistics or appropriate data.
3. Explain activities being planned to educate residents of your community about bicycling safety.
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 helmets distributed.



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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: _____	_____
<b>TOTAL</b>	<b>\$_____</b>	<b>TOTAL</b>	<b>\$_____</b>

\*Must be new or overtime

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

\*\*\* items that will be used or distributed during the grant ie. bike helmets

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

2) Detailed description of 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 [charitys@actsoregon.org](mailto:charitys@actsoregon.org)

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

Fax: 503-643-5680