**BFK Bike-Booster Mini-Grant Application**

Please take note of the stated word limits. Applications will be accepted until the deadlines and per the guidelines on our website, which are subject to change without notice. Email applications to info@bikefriendlykalamazoo.org as attachments (not links). Your subject line should read: “Bike-Booster Mini-Grant Proposal from (Organization Name).”

1. **Summary**

|  |  |
| --- | --- |
| Proposal Title: |  |
| BBMG-Grant Request[[1]](#footnote-1): | $ | Application Date: |  |
| Category (select one): Innovation Equity Safety Sustainability Education Advocacy Infrastructure Encouragement |

|  |  |  |  |
| --- | --- | --- | --- |
| Primary Contact: |  | Title: |  |
| E-mail: |  | Phone: |  |

1. **Organization Overview**

|  |  |
| --- | --- |
| Organization Name: |  |
| Website: |  |
| Address: |  |
| City, State, Zip: |  |
| Membership status[[2]](#footnote-2): |  |

|  |  |
| --- | --- |
| Mission Statement: |  |
| Nonprofit status or fiscal agent: |  | Year incorporated: |  |
| Org. service area (geography and demographics): |  |

**3. Project Overview**

**Please respond to the following questions in 700 words or less and attach. Your response should include:**

1. What is the purpose of your project?
2. What outcomes do you anticipate? How will you create these outcomes?
3. What is the timeframe of your project?
4. What challenges or barriers to success do you anticipate, and how do you plan to address them?
5. Why is your organization best suited for this project? Will you partner with others, and if so who?
6. What other source(s) of funding or in-kind support have you secured and/or how will you leverage BFK’s funding to secure other needed funds?
7. How will you recognize BFK?

**4. Project Budget**

|  |  |  |
| --- | --- | --- |
| **INCOME** |  | **EXPENSES** |
| BFK BBMG-Grant request: | $  | Personnel: | $ |
| Professional services: | $ |
| Funding from other sources: | $ | Supplies and materials: | $ |
| Other: | $ |
| **Total Project Income:** | **$** | **Total Project Expenses:** | **$** |

**5. Attachments**

*Please attach the following to your application.*

1. Your project overview (see above.)
2. A copy of your IRS 501(c)(3) designation letter\* or similar fiscal sponsorship agreement letter.
3. Any additional supporting documents, i.e. a letter of support.

\*If a municipality, please provide equivalent documentation attesting tax-exempt status.

**6. Expectations**

*If your organization is selected for a Bike-Booster Mini-Grant, we expect that you will keep us updated on progress. Please plan to provide a short write-up (400 words or less) explaining your project and its impact, photos (we love pictures of people riding bicycles!) and a summary of media coverage (if any). Please also plan to mention BFK in traditional or social media and to use the BFK logo with “Project made possible by Bike Friendly Kalamazoo” on any print or digital materials. These expectations must be met prior to awarding subsequent grants to the same organization.*

1. Grant request must be between $200 and $2,000 (max). Cost effectiveness of your proposed project is an evaluation factor. [↑](#footnote-ref-1)
2. Grant applications from participants in BFK’s event and/or public meetings are given highest priority. If your organization does not currently participate in BFK’s public meetings, or if you or your organization does not participate in, volunteer for or help organize Kalamazoo Bike Week or BFK’s Fall Bike Celebration, please consider doing so. Grants must be applied for in advance of the opportunity. Retroactive requests will not be accepted. [↑](#footnote-ref-2)