

CBBC GRANT APPLICATION

BACKGROUND

The Central Bucks Bicycle Club (CBBC) was established in 1975 and is dedicated to the encouragement of all aspects of bicycling. The mission of the Club is to sponsor and support recreational cycling activities; to encourage bicycling as a leisure activity, as a beneficial form of exercise, as a method of transportation, and as a sport; and to promote equal road rights and safe bicycling practices. CBBC is an active member of our communities with bicycling as the backdrop for this activism. CBBC is an all volunteer non-profit corporation.

Every year, a portion of each registration fee for CBBC's Covered Bridges Ride is put aside for our *CBBC Grant Program*.

PURPOSE

CBBC has created the *CBBC Grant Program* as a vehicle to best award financial grants to those organizations whose programs best fulfill the CBBC mission. Proposals will also be evaluated on the vision, goals and needs of the applying organization.

GUIDELINES

CBBC welcomes projects of all types that contribute to the CBBC mission listed above.

Most projects are expected to run for a single year. If projects will be multi-year, please explain why in your proposal.

New CBBC Grant application must be submitted each year, unless previously designated and approved as a multi year project.

Be concise, generally four pages is better than twenty.

For requests of \$1000 or under, you may use the **CBBC Grant Short Form**. Download from here: http://CBBikeClub.org/docs/grant_app_short.pdf.

SUBMISSION and REVIEW DATES

Project Proposals must be submitted every four months on the 15th of February, June, or October, each calendar year. Please provide complete and concise information. You may submit questions to grants@cbbikeclub.org. CBBC will strive to answer your questions within a couple days.

The CBBC grant committee will review proposals during the following 30 days after the submission deadline and present its recommendations to the full CBBC board that generally meets the first Monday of each month. A written response will be sent to the organization requesting grant with an answer within 30 days of submission deadline.

Please submit electronically (PDF) by email to grants@cbbikeclub.org or mail CD or documents to, "CBBC – Grants, PO Box 1648, Doylestown, PA 18901.

PROPOSAL FORMAT

1 COVER SHEET

- 1.1 Project Name
- 1.2 Organizational Information and a brief description of organization
- 1.3 Project Summary (Problem/Need/Situation) (2-3 Sentences)
- 1.4 Budget Summary
 - 1.4.1 Amount of funds requested
 - 1.4.2 Amount of requesting organizations funds to be used. Please break up the man hours and material.
 - 1.4.3 Total funds needed for project
- 1.5 Team Leader/Primary Contact Person
- 1.6 Other Project Team Members

2 PROJECT DESCRIPTION

- 2.1 In a narrative or short answer form, describe the project's objective and plan for implementation including:
 - 2.1.1 Goals and objectives
 - 2.1.2 Scope of work
 - 2.1.3 Methodology/approach
 - 2.1.4 Work plan: tasks, team member roles
 - 2.1.5 Schedule/timetable
 - 2.1.6 Potential for future phases
 - 2.1.7 Measures for evaluating the success of your project
 - 2.1.8 Budget (please use a table or spreadsheet)
 - 2.1.8.1 Total grant request
 - 2.1.8.2 Categories of expenses (materials, equipment, labor, consultants, etc)
 - 2.1.8.3 Schedule of payment request.
 - 2.1.8.4 Other Funding Sources
 - 2.1.9 Relevant qualifications and experience of team members
 - 2.1.10 Address whether similar projects have been done at other institutions, if known.

PAYOUT

Based on grant award. Monies may be awarded on approval or as needed based on the request and approved award.

FINAL REPORT

Award recipient organizations are required to submit a final report after completion of the project. The report will include:

- 1 Description of the development process.
- 2 Final expense report
- 3 Commentary on achievement of program objectives.
- 4 Plans for program sustainability.