



2016 Bike Fund Mini-Grant Program

Mini-Grant Funding Application

Grant Program Process and Deadlines:

Grants apply within the 2016 calendar year (January 1, 2016 - December 31, 2016).

Process

- Complete application by deadline. **Please contact Bike Tahoe to confirm that your application has been received.** (biketahoe@aol.com)
- All applications are reviewed by the Team Tahoe Board of Directors.
- Applicants will be notified as to the status of your application.
- Approved applications will be notified to schedule a meeting with the Bike Fund manager to discuss action steps and timelines.
- Grant funds will be paid upon receipt of the Final Project Report and will reimburse itemized expenses and receipts for all appropriate expenses up to the grant total. Some projects may need some funds before the final project report can be written. In these cases, Team Tahoe can pay vendors from the granted funds. This will be reviewed on a case by case basis.
 - Project Final Report is due to TeamTahoe within 60 days of the project completion.

Dates:

Applications Deadline: Monday, February 1, 2016.

Approved Applicant Notification: Tuesday, March 1, 2016

Please send application, either by e-mail or mail to:
Mini-Grant Program Manager
Team Tahoe/Bike Tahoe Fund
PO Box 673
Zephyr Cove, NV 89448
BikeTahoe@aol.com



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Dollar amounts to be awarded:

Mini-grants are awarded up to \$1,000 per project.

Mini-Grant Program Recipient Obligations:

Recipients of the Bike Fund Mini-Grants **must comply** with the following:

1. The Bike Tahoe logo and www.biketahoe.org web site link must be used and appear on the organizations web site, and on printed promotional materials related to the project, including brochures, flyers, ads, and on signage as is appropriate. **Use of Bike Tahoe logos MUST BE APPROVED IN ADVANCE BY BIKE TAHOE TO ENSURE PROPER LOGO IS UTILIZED. Bike Tahoe logos will be supplied to producer by BIKE TAHOE.**
3. Grantee must be prepared to provide TEAM TAHOE with copies of all approved permits and/or licenses, and insurance policies as may be required by local or state agencies regarding carry out the project.
4. Grantee agrees to a minimum of one meeting with a representative of BIKE TAHOE'S Grant Program Manager to review:
 - The project plan, timelines, marketing and promotional strategies.Project Final Report to ensure all information requested at the initial meeting is covered in the final report. Once the Project Final Report is approved by staff, grant funds will be released.
5. Accountability and Documentation of the Project Report:
All grant recipients **must** file a complete Project Final Report to the office of Team Tahoe prior to the release of grant funds to reimburse appropriate expenses.(See Section B for Final Project Report requirements).



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Bike Fund Mini-Grant Application:

The following information must be provided to complete the application process. To ensure your application qualifies for the review process, please carefully profile your proposal against the eligibility criteria as listed in **Mini-Grant Funding Criteria**.

1. The proposed project must be within one of the five regions as identified and described on www.BikeTahoe.org web site.

Date Submitted:		Award (Office use) _____	
1. Project Date:	Project Name:	Grant Amount Requested \$	
2. Have you applied for Bike Fund grants in the past? If so, when?			
3. Name of Applicant Organization:			
4. Contact Name:			
Mailing Address:		City/State	Zip:
Telephone:		Email:	
Website:			
5. When was organization founded?		Is organization non-profit?	
6. Purpose/Mission of organization			
7. Tax ID Number			
8. What is your organization's annual net revenues (less expenses):			
9. What is your experience with project? Please be specific.			
10. Narrative description and purpose of the project? Use additional sheet if necessary.			

11. How is the project consistent with your organization's mission or purpose?
12. How does your project enhance the area or improve bicyclist's safety and/or experience?

12. Submit (attach) complete proposed project budget.

13. If not provided in project budget, please provide (attach) complete marketing and promotional plan.
Please list budgeted spend for each category, below.

Newspaper/Magazine \$

Internet/Website \$

Radio \$

TV \$

Rack Cards \$

Printed Collateral \$

Direct Mail \$

Print Advertising \$

Social/PR \$

14. Grant Amount Requested: \$ _____

15. Percentage of total event budget requested _____ %

16. Committed funding from other sources including sponsorship. Please be specific.

17. Description of how the success of your project will be measured:

Signature

Date

Print Name and Title

SECTION B:

2016 Bike Fund Mini-Grant Program

Final Project Report:

The following information must be submitted before grant funds can be released. Required report must be submitted to TEAM TAHOE. Please attach additional documentation and materials, as necessary. Although each project is unique, many measurements of success are standard. Your specific measurements of success will be clearly defined at your initial meeting with the Bike Fund Manager.

Please attach your Profit & Loss report, itemized expenditures and receipts for reimbursable items

Your Final Project Report should also include the following information:

PROJECT NAME	SUBMITTED BY	
Did you include your project on www.BikeTahoe.org calendar?	Yes	No (Please circle)
Did you use Facebook.com/WeBikeTahoe?	Yes	No
Did you send out news releases?	Yes	No
Please provide samples of all news releases.		
RESULTS		
Did your project generate media news?	Yes	No
If so, please describe.		
How many unique visitors did your website produce?		
Other measurements (online surveys, Facebook, Instagram, YouTube hits, etc).		
Describe the outcome of your project:		
If applicable, how does your project outcome compare to conditions prior to project?		
What would you do differently to make this project even more successful in the future?		