

Cycle Wyoming



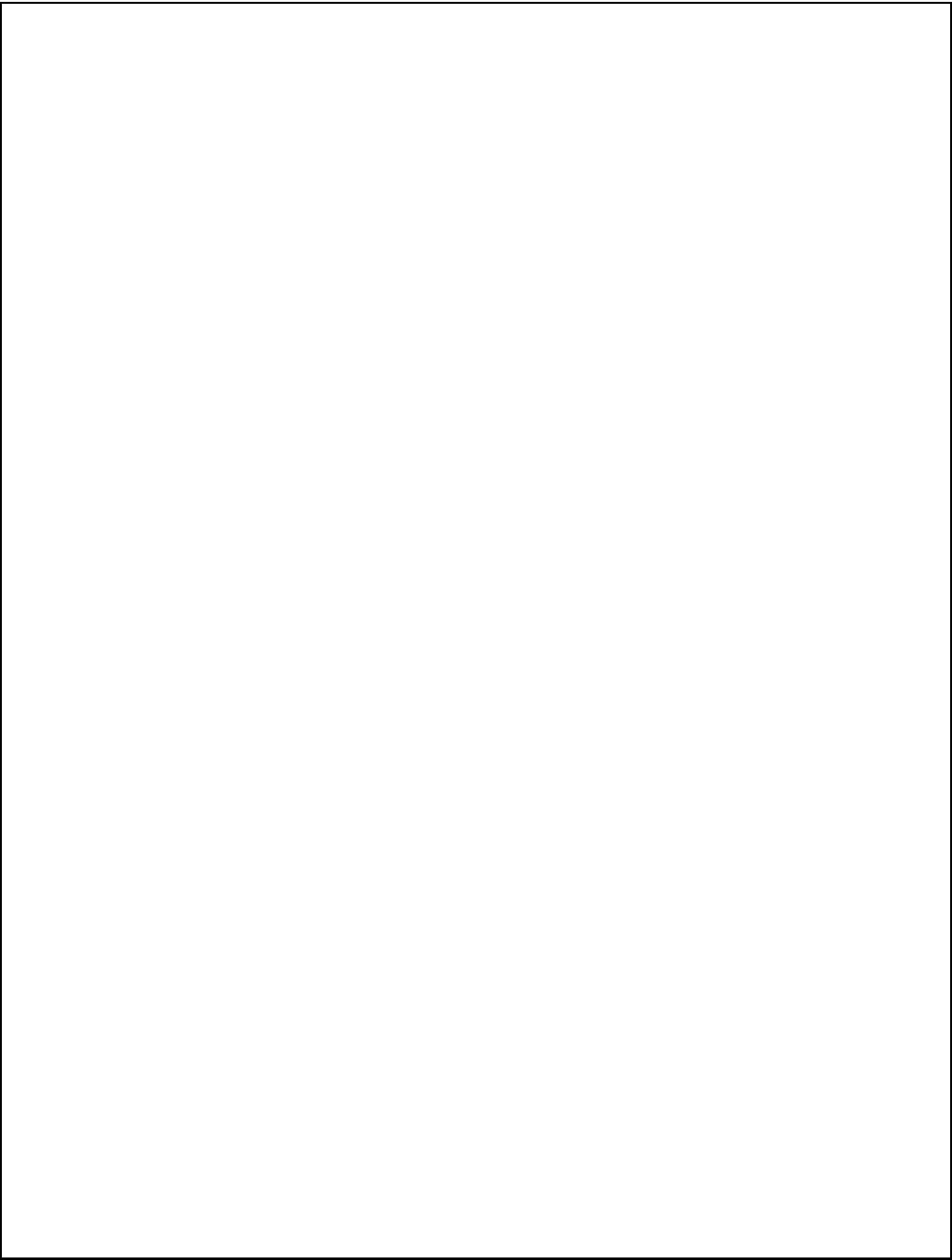
Bicycling Advocacy and Empowerment Grants Application Materials and Instructions

For Further Information,

Contact Cycle Wyoming via email: atravsky@wyoming.com

Cycle Wyoming
1116 Albin St.
Laramie, WY 82072

Email is the preferred method for making contact.



**Cycle Wyoming
Bicycling Advocacy and Empowerment Grant Application**

History & Purpose of Cycle Wyoming & the Bicycling Advocacy and Empowerment Grant

Cycle Wyoming was created in 2004 to promote cycling and cycling safety across the State of Wyoming. Primary fundraising for Cycle Wyoming is through the annual Tour de Wyoming

Cycle Wyoming Goals & Objectives

The purpose of Cycle Wyoming is to:

1. Promote the general interest of safe bicycling in all its phases.
2. Make available to bicyclists of all abilities the opportunity to participate in appropriate cycling activities.
3. Provide bicycling related educational services and materials to businesses, the community and government officials.
4. Advocate for cycling related causes and rights.
5. Encourage the recognition of the bicycle as a vehicle used for recreation, health and economical transportation.

What Types Of Projects Will Receive Special Consideration?

Applications for Bicycling Advocacy and Empowerment Grant funds that contain one or more of the following factors will be considered more favorably than those that contain fewer or none of the factors:

- Projects that create or enhance collaboration between bicycling interests and public/private organizations.
- Projects that incorporate funding outside of Cycle Wyoming monies into their budgets, including matching funds from local state or national sources.
- Projects that take a wide-reaching and long-term view of achieving the goals and objectives of Cycle Wyoming.
- Projects that have superior monitoring and oversight protocols built into their standard operations.
- Projects that are streamlined and efficient, allowing for a widespread distribution of funds.
- Projects that are able to sustain their activities after Cycle Wyoming funds are spent.

**Cycle Wyoming
Bicycling Advocacy and Empowerment Grant Application**

Grant-Related Dates

For 2011, applications will be accepted through the year. This policy will likely change to a biannual application process.

How Much Funding is Available?

Cycle Wyoming will determine the funding available annually, based on the financial status of the organization.

Who May Apply For Funds?

Currently, Bicycling Advocacy and Empowerment Grants will be made to only those entities who meet the following eligibility criteria:

- Non-profit organizations that are certified through the office of the Secretary of State.
- Government entities involved with construction and promotion of cycling facilities.

Grant Application Review Process

Cycle Wyoming officers will complete an initial review of submitted applications. A vote for dispensation of funds will be made by the Tour de Wyoming planning committee. A majority vote of the planning group (22 members in 2011) members in attendance at a meeting or all members when voting via email is needed to approve a project. Final decisions regarding grant awards will be provided to applicants in writing (via email) as soon as practicable following planning committee action.

Application Procedures and Requirements

Application Content

Please do not bind proposals, staples or clips are preferred. Cycle Wyoming will accept applications sent by mail or email (Microsoft Word equivalent format). Applications should consist of six distinct sections:

1. A cover letter or narrative (please limit to no more than three clearly readable pages) that explains the specific uses of grant funds by providing:
 - (a) An overview of the needs to be addressed with the help of Cycle Wyoming funding. Highlight the extent to which those needs are not currently being met;
 - (b) The specific results expected during the grant period, indicating the role Cycle Wyoming funds would play in producing such results;
 - (c) A description of the geographical area covered by the proposed activities of this project;
 - (d) The methods the project will use to evaluate the results of grant activities;

**Cycle Wyoming
Bicycling Advocacy and Empowerment Grant Application**

- (e) What, if any, collaborative efforts or arrangements will be created or enhanced in order to carry out the proposed grant activities;
 - (f) The amount of money requested;
 - (g) The amount of matching and/or other funds available/expected from other sources; and
 - (h) How the project fulfills or expands the mission, goals and/or objectives of Cycle Wyoming and/or the needs of bicycling and bicyclists generally in Wyoming.
 - (i) Include any additional comments helpful in evaluating the proposal.
- 2. A current generalized budget for your agency or program.
 - 3. A specific budget outlining how grant funds will be used.
 - 4. A detailed project schedule or timeline showing start/end dates and significant events.
 - 5. If applicable, a list of the applicant organizations Board of Directors, including name, address and phone number.
 - 6. A completed application summary page.

Reporting Requirements

Successful applicants must submit a detailed financial report and project summary within 30 days following the event.

Where to Send Completed Application Materials

Postal Mail

Please send one (1) original with appropriate signatures and three (3) copies of completed application packages to:

Bicycling Advocacy and Empowerment Grant Applications
Cycle Wyoming
c/o Amber Travsky, Director
1116 Albin St.
Laramie, WY 82072

Email (preferred mode)

Send a single copy of application materials (in Microsoft Word equivalent format) by email to:
atravsky@wyoming.com

**Cycle Wyoming
Bicycling Advocacy and Empowerment Grant Application**

APPLICATION SUMMARY PAGE

Instructions

Please complete the information on this page of this application. All other information may be prepared on a word processor and/or spreadsheet and attached, labeled with the applicants name kind and all other appropriate identification information.

General Program Information

Application Organization

Name _____

Address _____

City _____ Zip Code _____

Contact Name _____ Title _____

Phone _____ Fax _____ E-mail _____

Timeline

Expected start date of project/activity (or "ongoing project") _____

Expected end date (or "continuing project") _____

Project Funding Summary

Total Assistance Funds Requested: \$ _____

Total Amount of Matching Funds: \$ _____

Total Other Funds: \$ _____

Total Project Costs: \$ _____

Conditions

1. Approval of any grant application requires a final report within 30 days following the event.
2. Successful applicants may be required to sign a contract with Cycle Wyoming prior to the actual receipt of funds

Signatures

Applicant signature(s): _____

Title(s): _____

Date: _____