



The mission of the Terry Benjey Bicycling Foundation is to improve bicycling opportunities and safety in the Cape Fear Region of North Carolina.

## 2017 GRANT APPLICATION FORM

The Foundation is grateful for your interest in receiving a Grant Award this year. Use the information below to guide your completion of the grant application.

### **GRANT APPLICATION QUALIFICATIONS/REQUIREMENTS:**

**1. You are not eligible for a grant if your organization:**

- is a "for profit" commercial organization or your project is not located within geographical area included in the Cape Fear Regional Bicycle Plan (<http://capefearcog.org/regionalbikeplan/>)
- is engaged in any way in the promotion or advancement of political beliefs.
- will transfer any portion of a Terry Benjey Bicycling Foundation Grant Award to any other organization.
- received an award in the past year and did **not** submit a final report.

2. All portions of the application must be completed.

3. Funds awarded must be used solely for the purpose set forth in the Grant Application project

**If you have any questions regarding eligibility you may contact us at:**

[downeast@bellsouth.net](mailto:downeast@bellsouth.net)

Terry Benjey Bicycling Foundation  
4408 Wrightsville Ave  
Wilmington NC 28403

**PART I: YOUR ORGANIZATION**

ORGANIZATION NAME: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, & Zip Code: \_\_\_\_\_

PROJECT TITLE: \_\_\_\_\_

AMOUNT REQUESTED: \$ \_\_\_\_\_ (Normally this will be less than \$2000)

SUMMARIZE YOUR PROJECT IN 50 WORDS OR LESS:

Name of Key Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Organization Website: \_\_\_\_\_

Organization facebook: \_\_\_\_\_

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

Name of Additional Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_ Telephone: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Organizations mailing address (if different from street address):

\_\_\_\_\_

**Should changes occur in your organization or in the project for which the funds are sought, you must inform us at [downtown@bellsouth.net](mailto:downtown@bellsouth.net) as soon as possible.**

1. Briefly summarize your organization's background, goals, and current programs and how this grant would help your organization meet its goals.

2. Describe your organization's structure. If applicable attach a list of your Officers and Directors complete with addresses and phone numbers. Please

indicate which Officers or Directors, if any, are paid by your organization.

**PART II: PROJECT/PROGRAM** (Please quantify whenever possible.)

1. Describe the **need** that the proposed project will address. Why is it important to address this problem?
  
2. Describe the **objective** of the project, how many people will benefit, and how it will advance one or more of the goals of the Terry Benjey Bicycling Foundation (TBBF). The goals of the TBBF are to:
  - Promote the use of bicycles in the Cape Fear Region of North Carolina for transportation, recreation, and fitness.
  - Advocate for appropriate design, funding, and construction of accommodations and facilities for bicycling throughout the Cape Fear Region.
  - Promote public awareness of ways to safely share roads, trails, and greenways between bicyclists and other users of the facilities.
  - Educate the public about ways that increased use of bicycles for transportation for the benefit of public health and fitness, as well as contribute to the quality and conservation of our environment.
  - Educate youth and adults in bicycle handling skills, bicycle maintenance, and safe bicycle driving skills.
  
3. How do you know your program will successfully address the need(s) identified in Part II, #1? *(Give examples of best practices and/or research that show these services and strategies are likely to achieve results.*
  
4. If this project is part of a larger program, describe how a grant from the Terry Benjey Bicycling Foundation will make a difference within the overall project.

5. What strategies will you employ to accomplish the project objective? Will you use volunteer help in this project? YES ( ) NO ( )

6. How will you **promote** the proposed project? Outline simple communications plan. The plan must target specific audiences who should know about the proposed project, and the specific strategies that will be used to inform the targeted audiences. Recommended audiences include community leaders as well as the beneficiaries of the project. Briefly describe how you will inform and/or educate the community at large, your stakeholders and your intended audience(s) about your project and how they can be involved.

7. How will you recognize the Terry Benjey Bicycling Foundation for its contribution to your organization?

8. State how, when and who will conduct an **evaluation** to measure how well your project is meeting its objectives. This information must be sent to the Foundation within six-months of the grant approval. If the project will take longer than that period, submit an interim report.

### **PART III: FINANCIAL INFORMATION**

1. Provide a **project budget**, including income (including in-kind contributions) and expenses, for the project for which you are requesting funds.
2. If funds are to be used for construction or equipment acquisition, will competitive bids be obtained?
3. Provide one copy of your most recent annual Financial Statement, including a balance sheet and statement of your income and expenditures. If unavailable, or not applicable, please explain.

### **PART IV: REPORTING REQUIREMENTS**

If you received a grant from the Terry Benjey Bicycling Foundation during the previous year, you must mail (see below) a final or preliminary progress report for the project before submitting an application for the current year.

### **PART V: SUBMITTING YOUR APPLICATION**

**Please submit the following via email to [downtown@bellsouth.net](mailto:downtown@bellsouth.net)**

- **your fully completed grant application**
- **your financial report**
- **the complete project budget applied for in this application**

**Please sign the following statement: I hereby certify that all the statements on this application and all the information contained herein are complete and true to the best of my knowledge and that the organization applying for this grant complies with all requirements for eligibility as found on page one (1) of this application.**

Date \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_