

# Richmond Area Bicycling Association

## Grant Policy and Procedure

### A. Introduction

The Richmond Area Bicycling Association (hereinafter RABA) was established in 1967 for the purpose of organizing and conducting bicycle-related activities for its members and the greater Richmond community and generally to promote bicycling.

Toward these objectives, the Association provides activities and training that organize and promote bike rides, stress effective and safe cycling, promote the development of bicycle routes and enhancement of highway conditions to better accommodate bicyclists, and to educate its members and the public in the value of bicycling and the rights and responsibilities of cyclists and motorists when sharing the road.

In support of this mission, RABA has established a program to award grants of up to \$1500.00 in support of bicycle-related programs, projects, and events sponsored or offered by governments, organizations, and individuals in the City of Richmond and surrounding counties.

Each January, the RABA Board of Directors (hereinafter Board) will allocate a portion of the club's funds to projects and programs that promote bicycling in the city of Richmond and surrounding counties. A grants committee, appointed by the Board, will solicit and vet bicycle-related projects and make recommendations to the Board, which will have final approval. Applications will be accepted and grants approved until the allocated funds have been exhausted for that calendar year.

### B. Grant Guidelines

1. The Grants Committee will award grants based on an assessment of the bicycling community's greatest needs, as guided by the RABA by-laws. Additional consideration is given by the following guidelines:
  - a. The potential impact of the request and the number of people who will benefit.
  - b. Local volunteer and other support for the project.
  - c. The degree to which the request works with or complements other community organizations in an attempt to eliminate duplication of services.
  - d. The possibility of using the grant as seed money for matching funds from other sources.
  - e. The ability of the organization to obtain any additional funding that may be needed to complete the project.
  - f. The organization's ability to provide ongoing funding after the grant has expired.
2. Absent extenuating circumstances, awards will be made with the understanding that RABA has no obligation to provide any additional support to the grantee.
3. No grants will be made for endowment campaigns or for previously incurred debts.
4. Requests for support from religious organizations will be considered only if a project meets a general need and does not promote any particular denomination.
5. No grants will be made for any political campaign or to support any attempt to influence legislation of any governmental body other than by making available the results of nonpartisan analysis, study and research.

6. No grants will be made to fund bicycle racing teams. However, community outreach projects organized by such teams will be considered.
7. Proposals must include all requested information as well as any additional information necessary to adequately describe the project.
8. Grant recipients will be required to file a progress report six months from the start of the project. If the Grants Committee determines that grant funds are not being used for their intended purpose, appropriate action will be taken to recover the remaining funds.
9. All grant recipients are required to submit a final report to the RABA Grant Committee within 30 days of completion of the project. The report must include project results and a final expense report verifying that the monies were used as presented in the proposal. If possible, grant recipients should include pictures in the report for use in future RABA grants marketing.
10. RABA operates without discrimination as to race, sex, age, color, religion, national origin, disability, citizenship status, or any other category protected under federal or state law in the evaluation of grant requests and will make grants only to nondiscriminatory grant seekers.

To be considered for a RABA grant, a formal application (see Section C) must be completed and submitted. The RABA Grants Committee will review proposals and make a recommendation to the Board or investigate the project more fully. The investigation may include a discussion with a project representative.

Email the application and general inquiries to John Hamilton at [johnrhamilton01@gmail.com](mailto:johnrhamilton01@gmail.com)

## **C. Application**

Application and supporting documents should be typewritten and mailed as attachments to John Hamilton ([johnrhamilton01@gmail.com](mailto:johnrhamilton01@gmail.com)). Complete all four sections in full. Attach additional pages or supporting documents as needed. The care and diligence exhibited in the application may reflect on the subjective consideration of its acceptance.

### **Date of application**

#### **1. Organization Information**

- a. Name
- b. Street Address
- c. Mailing address
- d. City, State, and Zip Code
- e. Web site
- f. Email
- g. Describe Organization and its purpose
- h. Tax ID, if a formal organization

#### **2. Contact Person**

- a. Name
- b. Title in organization
- c. Mailing address
- d. City, State, Zip Code
- e. Telephone number(s)
- f. Email

#### **3. Project Information**(not to exceed 500 words)

- a. Name
- b. Project schedule
- c. Grant amount requested
- d. Date funds needed
- e. Total project cost
- f. Location of project
- g. Description of project
- h. Purpose of project
- i. Benefit(s) of the project
- j. Number of people this project will benefit

#### **4. Itemized Project Budget**

- a. List specific items, their cost and where they will be purchased.
- b. Availability of matching funds and their sources