

CIBA Foundation Grant Application

Welcome to the CIBA Foundation Grant Application! Thank you for your interest in seeking funding to support bicycling in Indiana.

OUR MISSION

We are an Indiana foundation that promotes bicycling for all ages and abilities with an emphasis on safety.

APPLICATION GUIDELINES

The CIBA Foundation awards grants under the below listed categories (goals).

AWARD CATEGORIES

1. Advocacy – Promoting the value and benefits of cycling to individuals, families and communities
2. Cycling Infrastructure – Physical efforts to promote and encourage
3. Health and Wellness – Cycling as a means to physical and mental health
4. Research – Research to support the value and impact of cycling
5. Safety – Education and promotion of safe cycling
6. Bicycling – General

The following request types will NOT BE CONSIDERED for funding:

- Administrative expenses
- General operating expenses
- Police bikes for departments with existing police bike programs

GRANT AMOUNT

Although the Board of Directors may revise its guidelines from time to time, grant amounts are not limited but the majority are between \$500 and \$5,000.

GEOGRAPHIC FOCUS

The CIBA Foundation prefers to give to organizations and projects that will primarily benefit residents of Central Indiana, but will consider applications from other locales provided they meet the general objectives of the CIBA Foundation.

APPLICATION DEADLINE

Please check the CIBA Foundation's website at <https://www.cibafoundation.org/guidelines> for grant cycle deadlines.

If you have any questions about this process, please contact us at the following email address: foundationciba@gmail.com.

If the closing date should fall on a holiday or weekend, the grant deadline will be extended to the next business day.

Grant applications will be reviewed by the CIBA Foundation Board of Directors and decisions regarding grants will be communicated to the email address provided by the grant applicants. Send any questions via email to foundationciba@gmail.com.

REPORTING REQUIREMENTS

Grant recipients are required to provide the CIBA Foundation with grant report due within 30 days of project completion or updated on June 30 or January 30 if project is still in progress. Reporting expectations are described below.

QUESTIONS?

Please contact Karen Bohn with any questions at: karenbohn.kb@gmail.com

* Indicates required question

Email*

Name of Organization*

Type of Organization* (choose one option only)

501(c) 3 charitable not-for-profit organization

Other type of not-for-profit organization

Governmental/public entity

Unincorporated association or club

Other

Brief description of the organization*

Street Address*

City*

State*

Zip Code*

Name of Contact Person*

Contact Person's Title within Organization*

Phone*

Website Address*

Federal Tax ID#*

If the grant is approved, date funds would be needed by*

Address where grant funds should be mailed*

Grant Proposal Project Name/Title*

Type of funding requested (check all that apply)*

Advocacy – Promoting the value and benefits of cycling to individuals, families and communities

Cycling Infrastructure – Physical efforts to promote and encourage

Health and Wellness – Cycling as a means to physical and mental health

Research – Research to support the value and impact of cycling

Safety – Education and promotion of safe cycling

Bicycling – General

Primary target audience (check all that apply)*

Youth

Adults

Seniors

New cyclists

Experienced cyclists

Motorists

Primary geographic area(s) served (to be served by project requesting funding)*

Total cost of proposed activities*

Requested amount from CIBA Foundation*

Other Funding: List other sources of funding for the proposed activities including name of funding source, amount, and whether the funding is secured (in-hand), pending (requested but not approved or received) or potential (planned future solicitation or grant request) and what percentage (%) of total project funding is being sought from CIBA Foundation? (Example: ABC Bicycle Company, \$5,000, Secured, CIBA Foundation \$5,000 of \$10,000 project)

PROJECT DESCRIPTION (two-page limit or 1000 words)*

Please provide a description of the project, including how it addresses the mission and goals of the CIBA Foundation. If applicable, please provide a historical summary of the program or project.*

Who will be responsible for the creation and implementation of the project or program?*

Is this grant request for a one-time project or for an ongoing project/activity?*

What is the timeline for the project?*

Describe how your organization plans to publicly acknowledge the CIBA Foundation grant and/or the use of our logo in your event brochure, event advertising organizational newsletter or other communications.*

Grant Recipient Reporting Requirements

The CIBA Foundation requests that all grant recipients report on the progress of their projects as follows:

A final report explaining your project is required within 30 days after the completion of the project/event. If the project isn't completed in that timeframe, an interim report is required by June 30 or January 30 (whichever date comes first after project completion).

Information required in your report:

- Outcome: Describe what your project built, improved, developed or accomplished?
- Participants: Identify volunteers, supporters, businesses, other groups who helped make your project a reality, including any political support received
- Impact: Benefits to the community, including ridership, safety, economic if information is available, etc.

Information requested to help CIBA Foundation and future grant applicants:

- Keys to success and lessons learned: help us help others with what worked and what did not
- Summary of media coverage, if applicable
- Photos (we really love pictures of CIBA Foundation funds at work!)
- A thank you letter to share with our donors that explains your project or campaign.

Failure to provide a timely update report will prevent consideration of future grant request from the CIBA Foundation.

The CIBA Foundation may use your report or accomplishments for marketing and publicity purposes.

If you have questions regarding the CIBA Foundation grant program or process, please contact us at foundationciba@gmail.com. We will confirm receipt of your grant application via the email address provided on your grant application.

OR

CIBA Foundation
c/o Karen Bohn
11755 Beckham Court, #101
Carmel, IN 46032

Please send your completed application to foundationciba@gmail.com