



Chico Velo

Bicycling Advocacy and Education

... since 1980!

Chico Velo Foundation

Request for Proposal & Application

Chico Velo is seeking proposals for projects and/or events to be conducted during the upcoming fiscal year that will strengthen Chico's mission to promote safe cycling as transportation and recreation. Our goal is to fund sustainable projects that will enhance our community over the long term.

Applications are due by Monday, October 23 at 5PM. Applicants will be notified of grant funding status by email within 6 weeks of application submission deadline, and results will be announced in conjunction with the Chico Velo Holiday Party in December. Standard award amount will be \$500, though exceptions may be made. Projects will typically be funded for a maximum of two years in a row.

Proposals shall describe how the project or event will satisfy Chico Velo's mission to encourage and promote safe bicycling through education and advocacy in our community. Proposal should clearly indicate contribution in one or more of the following areas in relation to local cycling:

All applications must include:

1. Overall Project/Program Goals & Objectives (limit 200 words):
 - How will this project/program serve the community?
 - Who is your target audience?
 - What deficit has been identified?
 - What are your key deliverables (include time frames)?

2. Specific Program/Project Design and Methodology (limit 1000 words):
 - Provide an overview of the project/program implementation plan.
 - Include any quantitative data to support program goals.
 - Provide separate attachment with overall budget including funding sources and amounts/percentages.
 - Indicate what part of program/project Chico Velo grant will fund.
 - State how Chico Velo's contribution as a funding source will be acknowledged.
 - Include criteria to evaluate program/project success, both short and long term.

3. Organizational Information:
 - What is your organization's mission statement?
 - What are the goals your organization striving to accomplish with this project?

Proposal Requirements:

- Completed Application
- Total Project or Event Budget, including what Chico Velo grant will fund
- OPTIONAL: Any existing marketing/promotional materials or supporting documents may be attached

Proposal Submission:

Submit completed proposals to Chico Velo either online, via fax at 530 342 4646, via USPS mail to Chico Velo, PO Box 2285, Chico CA, 95927, or in person at the Chico Velo office at 125 W 3rd St, Chico CA 95928. Incomplete applications will not be processed.

Terms & Conditions:

Funds granted must be used only for the purpose(s) stated above and/or as indicated by the Grant Review Committee when funds are disbursed and additional terms and/or modifications may apply. Additional information may be requested at the time of review. If for any reason funds are not utilized as required, they must be returned to Chico Velo. Chico Velo must be listed as a sponsor, in name and logo, in all print and electronic media and must receive all mailings related to this project or event. Additional acknowledgment satisfactory to both parties may be required depending on the project/program. We seek to fund a mix of new and existing projects. Past funding does not assure continued funding; however, applications may be funded for two consecutive years. A written report on implementation and outcomes of this project, including expenditures of these grant funds, will be due within 60 days of project or event completion. Video, photography or other media will be welcomed and may be used for future promotions of Club and/or Foundation activities. Signature below indicates compliance with these terms and conditions:

Signature: _____

Print name: _____

Organization or Position Title: _____

Date: _____

FOR OFFICE USE ONLY	
Date received:	
Review date:	
Review total:	
Action:	