

# Dane County Bicycle Association

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December, 2009

To Wisconsin bicycling enthusiasts:

The Dane County Bicycle Association announces its 2010 grant program. The DCBA Board will consider 2010 proposals to fund bicycling-related projects at its annual meeting on **Sunday, February 21, 2010** at the Goodman Community Center, 149 Waubesa Street in Madison. Time and room to be announced.

If you wish to apply for DCBA funding for 2010, we must receive your proposal no later than **Friday, February 5, 2010**. This will allow our board members to review each proposal before the annual meeting. You may submit your proposal in either of the following ways:

- Send an electronic copy of your proposal to Bill Putnam at the following electronic mail address: [bill.putnam@sbcglobal.net](mailto:bill.putnam@sbcglobal.net)  
\* or \*
- Send nine hard copies of your proposal to the following address: Dane County Bicycle Association; c/o Bill Putnam; 5201 South Hill Drive; Madison, WI 53705.

We prefer receiving an electronic copy if possible. If you have questions about submitting the proposal, you may reach Bill by telephone at (608) 770-8242.

You are invited to attend our annual meeting to make a short (5 minute) presentation about your proposal and answer questions from the board. However, you do not need to appear in person to be considered for funding. Presentations will begin at about 11:30 AM on February 21. Following the presentations, the board will discuss and make decisions on the 2010 proposals. Within the following week, we will let you know whether or not your proposal will be funded.

If you received a DCBA grant in 2009, to be considered for funding in 2010 you must submit a one-page progress report describing what you accomplished with the 2009 DCBA grant. The report should be sent to Bill Putnam at one of the addresses above (either electronic mail or U.S. mail) by February 5, 2010.

For more information about what to include in your proposal, see our request for proposals and application guidelines.

# Request for Grant Proposals

The Dane County Bicycle Association invites proposals for bicycling-related projects. Established in the mid-1970's from the sale of a Madison-area bicycle cooperative, DCBA is an organization dedicated to improving the quality, scope, and effectiveness of bicycling education, usage, and advocacy. For over 30 years, DCBA has worked to achieve these goals by providing financial support for bicycling projects.

DCBA has provided funding for a variety of bicycling projects, ranging from bicycle facilities, to bicycle advocacy efforts, to programs that promote bicycling among children as a healthy and rewarding activity, to books of popular bicycle touring routes.

At this time, DCBA is particularly interested in receiving proposals for the following types of projects:

- Bicycling education in grade schools.
- Community-based programs to encourage people to bike to work.
- Programs that encourage children to use their bicycles.

Applications are evaluated by the following criteria:

1. Potential for successful implementation, including effective organizational structure and clear goals.
2. Potential to benefit the greatest number of bicyclists.
3. Potential to improve conditions for bicycling on a long-term basis.

Although the amounts of individual grants and loans vary, on average DCBA awards a total of \$10,000 per year for bicycling-related projects. Grant requests for 2010 funding must be received by DCBA by February 5, 2010. For more information, contact Bill Putnam at [bill.putnam@sbcglobal.net](mailto:bill.putnam@sbcglobal.net) or at (608) 770-8242.

## **GUIDELINES: 2010 DANE COUNTY BICYCLE ASSOCIATION PROPOSALS**

To apply for DCBA funding, submit a two-part proposal as follows:

### (1) Narrative (1 page)

- Information about your organization (name, purpose, connection with bicycling, who does it serve, how many people are served).
- Name, address and telephone number of person submitting the proposal. (This is the person we will contact with DCBA's decision on the proposal.)
- Will anyone from your organization attend the DCBA meeting on February 21 to make a presentation? If so, what is that person's name and telephone number?
- What amount of funds are you requesting? Are you requesting a loan or grant? If a loan, what payback terms do you propose?
- Purpose of the proposal. Will you use DCBA funds to help the organization as a whole, or to support a specific event or activity? How will your organization or your event/activity help promote bicycling?
- How will you implement your proposal? Who will carry it out, what are their qualifications, what is your timeline, how will you measure your success?, etc.

### (2) Financial Statement

- 2009 Income Statement for your organization, showing revenue, expenses and net gain/loss for 2008.
- Balance Sheet, showing your organization's assets, liabilities and net worth as of the end of 2009.
- 2010 Budget for your organization (or for your specific project). What portion of the budget are you asking DCBA to fund?
- If you are a private foundation and a completed IRS Form 990-PF is available, please submit it with your application.

Government agencies (including school districts) aren't required to submit an Income Statement or Balance Sheet, but are required to submit other financial information to support the request for funding. Questions about these requirements can be directed to DCBA Treasurer Jay DeNovo (jdenovo@tds.net or 608-241-2601).

Proposals must be received by **February 5, 2010** to be considered for funding. Either send an electronic copy to DCBA Secretary Bill Putnam at bill.putnam@sbcglobal.net or send/deliver **nine** paper copies of the proposal to: Dane County Bicycle Association; c/o Bill Putnam; 5201 South Hill Drive; Madison, WI 53705. Bill may be reached by telephone at (608) 770-8242.

If you received a 2009 DCBA grant, you need to send a one-page progress report to Bill Putnam at one of the addresses (electronic mail or U.S. mail) above by February 5, 2010. The report should describe what you accomplished with the grant you received. Future DCBA funding will depend on receipt of this progress report.