THE Paula Nye MEMORIAL Education Grants

FOR BICYCLIST AND PEDESTRIAN SAFETY

Kentucky Bicycle and Bikeway Commission

THE KENTUCKY BICYCLE AND BIKEWAY COMMISSION'S

Paula Nye Memorial Bicyclist and Pedestrian Education Grant

Grant Program Application Information

PURPOSE:
The objectives and purposes for which the Kentucky Bicycle and Bikeway Commission Grant Program is organized and for which it will utilize its resources, are as follows:

A. To inform and educate the citizens of Kentucky and promote the general public awareness within the Commonwealth of Kentucky to matters pertaining to bicycle and pedestrian safety through the development of curriculum, training aids, and/or educational programs or projects directly related to bicycle safety.

B. To inform and educate the citizens of Kentucky and promote the general public awareness within the Commonwealth of Kentucky to the health, recreational, economic, social, cultural and other benefits arising from bicycling and walking.

C. To promote other bicycling and pedestrian related non-profit, educational and purposes as deemed appropriate by the Commission.

EXAMPLES OF FUNDABLE PROJECTS AND ACTIVITIES:
Education materials including but not necessarily limited to:

- Safety informational brochures
- Videotapes and DVD's
- Limited staff salaries (see II below)
- Instructional space rental
- Public awareness campaigns
- Traffic education and enforcement in a specific target area

Costs incurred to provide safety training and commuting classes and facilitator fees for adult and/or child bicycle, pedestrian and motor vehicle safety training classes. (see VI, VII and VIII below)

Funding Available Through the Paula Nye Memorial Bicyclist and Pedestrian Education Grant:
The Paula Nye Memorial Bicyclist and Pedestrian Education Grant is funded solely by citizen contributions made by purchasing Kentucky's "Share the Road" specialty license plate. The amount of funds available each funding cycle for grants is variable and based on the number of "Share the Road" license plates sold each fiscal year. Applicants should be aware that full funding of their project through the Paula Nye Memorial Bicyclist and Pedestrian Education Grant may not be possible and should be ready with additional funding sources to ensure their project has sufficient funding to be completed. Applicants can contact the office of the Kentucky Bicycle-Pedestrian Coordinator[1] to determine the amount of funding available for each grant funding cycle before applying for a Paula Nye Memorial Bicyclist and Pedestrian Grant.

Keith Lovan
Bicycle & Pedestrian Coordinator
KYTC - Division of Planning
200 Mero Street | Frankfort, Kentucky 40622
Phone: 502-782-5060
E-mail: Keith.Lovan@ky.gov

GUIDELINES:

I. Kentucky Bicycle and Bikeway Commission Grant Program makes grants available that will improve the safety of non motorized transportation using the purposes listed above as a guideline, for funding to Kentucky based 501-C3 non-profit organizations, Kentucky state and local government agencies and individuals who form a public/private partnership with Kentucky 501-C3 non-profit organizations, Kentucky state and local government agencies. The Commission will consider applications from out of state 501-C3 organizations whose programs provide curriculum; training aids educational programs or projects within Kentucky for the use and benefit of Kentucky residents or governmental agencies.

II. Individuals may receive funding for programs or projects which fit the purposes of Kentucky Bicycle and Bikeway Commission Grant Program vision statement by entering into a written partnership contract agreement with state, county, local governments and/or schools. The partnership state, county, local government and/or school agency must guarantee the individual and the KBBC, by signed agreement, that the funds granted will be used only by the individual for the purpose of implementing and operating the program or project described in the grant application and in accordance with all other applicable terms of the Paula Nye Memorial Bicyclist and Pedestrian Education Grant.

III. Elementary and Middle Schools: The Safe Routes to School ("SRTS") Program, administered by the Kentucky Transportation Cabinet, Office of Special Programs[2] is a national program with significant funding available to elementary and middle schools for bicycle educational programs as well as infrastructure projects. Although not an absolute condition to receiving a Paula Nye Memorial Bicyclist and Pedestrian Education Grant, the KBBC highly encourages schools to pursue SRTS funding so that the KBBC may make a wider distribution of available and limited Paula Nye grant funds and will consider those facts and circumstances in making any awards to Elementary and Middle schools.

IV. High Schools are not eligible for Safe Routes to School Funding and are exempt from the considerations of article III of this section.

V. For the purpose of this grant program, Kentucky's Area Developments Districts and MPO's will be considered government agencies subject to the same governmental funding requirements listed below.

VI. Not more than 5% of Grant funding can be used for administrative, clerical or other support staff wages for 501-C3 organizations.

VII. No portion of the Grant funds can be used for administrative, clerical or other support staff wages of Kentucky state or local government agencies.

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VIII. Funds may be used by 501-C3 organizations or Kentucky state or local government agencies for wages of bicycling instructors certified by the League of American Bicyclists or other certified educational professionals sub-contracted by the organization or agency to teach or provide technical assistance in the development of curriculum, training aids, research and/or educational programs or projects.

IX. A definitive period of participation (project duration) and an estimated number of people expected to be directly reached by the program or project shall be clearly outlined in the application.

X. The recipient of a grant is required to provide the KBBC with a written progress report every 6 months. The progress report shall include at a minimum:

- Current status of the project
- Funds expended to that point
- Detailed timeline for completion of the project
- Justification for the delay if the project is behind schedule.

XI. No information produced for educational programs, in any form for use in any media, funded by this grant, will carry the name of the Kentucky Transportation Cabinet, the Transportation Secretary, any member of the Transportation Cabinet staff or the members of the Kentucky Bicycle and Bikeway Commission, unless prior approval in writing has been granted by the Secretary of Transportation. Any information produced in any form, for use in any media, will state that the project has been funded in full or in part by donations made to Kentucky's "Share the Road" specialty plate program administered by the Kentucky Bicycle and Bikeway Commission.

XII. Due to the limited amount of funding available from the KBBC, the full funding of the applicant's request may not be available. The total cost estimate provided in the application will be used to determine the amount of funds awarded. If the costs of the applicant's program exceed the amount available from the grant, the applicant will be responsible for covering the additional costs of the program and must demonstrate the ability to do so. Written confirmation of donations or other funding for the remaining balance of the project, provided by the proper official and/or contributor, is required to be included in the full grant application. In-kind contributions (e.g., donated labor, materials and equipment) may be credited toward the project balance. A detailed, written description of in-kind contributions and confirmation from contributors of in-kind contributions must be provided with the grant request.

XIII. Accounting of the Grant funds used in the project and the measured results of the project will be available upon request of the KBBC for a period of 5 years after the completion of the project.

XIV. Grant applications must be submitted for review postmarked on or before the closing date of October 1. They will be acted upon at the next regularly scheduled meeting of the Kentucky Bicycle and Bikeway Commission. If you have any questions about this process, please contact the address below or E-mail Felicia.Harper@ky.gov

Mail 3 Copies of Completed Grant Applications to:
Paula Nye Memorial Bicycle-Pedestrian Educational Grant
ATTN Keith Lovan, Statewide Bicycle & Pedestrian Coordinator
KYTC - Division of Planning
200 Mero Street | Frankfort, Kentucky 40622
Phone: 502-782-5060
E-mail: Keith.Lovan@ky.gov

Kentucky Bicycle and Bikeway Commission Grant Program Application Checklist

The Kentucky Bicycle and Bikeway Commission Grant Application should include the following:

_____ Grant Application Form

_____ Organization Financial Statements (previous two years, if available)

_____ Proof of Organization status (Kentucky tax-exempt certificate, or non-profit corporation certificate, organization articles of incorporation, organization by-laws, etc.)

_____ A detailed, current budget of project or program for which funds or services are to be requested. This includes itemized documentation as to how the requested funds will be used. Include information on other funding sources, including other foundations applied to for funding. Include information as to how the organization or agency will measure the results of its program or project.

_____ Written confirmation of donations or other funding for the remaining balance of the project, provided by the proper official and/or contributor

_____ A detailed, written description and confirmation from contributors of in-kind contributions

_____ Additional information about your organization include history, promotional literature.

_____ A copy of the Public/Private Partnership agreement signed by both the individual and a representative of the public agency, if applicable.

The Kentucky Bicycle and Bikeway Commission
Grant Program Application Form

Name of Organization: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Phone: (___) _____ E-mail: _____ Application Year: _____

Contact Person: _____Title:_____

Brief Description of Your Organization and Its Goals and Objectives:

_____

_____

_____

Project for which funding is requested: _____

_____

Amount Requested: _____ If approved, funds are needed by what date? _____

If approved, the check should be disbursed to: _____

Address: _____

City _____ State _____ ZIP Code _____

Federal ID # _____ Or Social Security # _____

Attach a brief description of project: Include:

(a) How this program or project fits the purposes of Kentucky Bicycle and Bikeway Commission Grant Program vision statement

(b) If this is a new project or program or a continuation of an existing one

(c) Who will be responsible for the project or program?

(d) If the request is for a one-time project or for an ongoing program.

(e) Describe the system(s) to be put in place to measure the results of the program.

(f) Include a copy of the Public/Private Partnership agreement signed by both the individual and a representative of the public agency, if applicable