



CIBA Foundation Grant Application Information

ABOUT THE CIBA FOUNDATION

The CIBA Foundation strives to provide financial and other resources to partner organizations that support its mission of promoting safe cycling to the community.

GRANT PROGRAM PURPOSE

CIBA Foundation Mission Statement:

- Promote safe cycling for bicyclists of all ages, particularly with educational activities.
- Promote health, recreational, economic, social, and cultural benefits arising from the use of bicycles.

APPLICATION GUIDELINES

Award categories

The CIBA Foundation awards grants under the below listed categories (goals). In general, our primary focus is on safe cycling. **Note, all grants must fit into ONE of the following categories: If the application fits into more than one category, pick the most appropriate one.**

- **One-time Event or Ongoing Project/Activity (beyond single day or weekend time frame)**
These types of projects could be a unique or ongoing class, workshop, clinic, or activity that promotes safe cycling to groups. In this context, safe cycling may be the acquisition of knowledge, skills, values, beliefs and habits to enhance an understanding of bicycling to people of all ages and abilities, improving skills, building confidence, and teaching to cycle in a safe and effective manner. These projects may also include safe equipment use and distribution, such as helmets, lights, and reflectors.
- **Trails and infrastructure**
These projects would promote the physical structures or equipment supporting safe cycling. Types of projects may include: support of new, continuing, or existing bike trails or multi-use paths, bike lanes, information signs, rest areas, and repair facilities.
- **Education**
These projects would include instruction to riders and motorists of all ages on safety, rules-of-road, safe equipment (e.g., helmet use), existing bike laws.
- **Other**
These projects include any bicycling activity or related activity not specifically detailed above that aligns with our Mission Statement and encourages people to safely ride bicycles for fun, fitness, and/or transportation. Some examples could be:
 - Bicycling advocacy could include many activities that a person or organization undertakes, such as media campaigns, public speaking, health initiatives, infrastructure development, or other types of civic engagement related to safe cycling.
 - Public safety may include supporting the creation of new bicycle laws and modification of existing laws, as well as legislative activities at the City and State level, as needed.
 - Health and fitness such as projects for increasing or maintaining the physical and mental state of the cycling community.
 - Cycling promotion to create awareness of the merits of cycling in a safe and effective manner.
 - Research could be any study that generates results that could be used to support the safe cycling Mission Statement of the Foundation.



Not considered: The following request types will not be considered for funding:

- Administrative expenses
- General operating expenses
- Wages/salaries
- Charity/fundraising rides
- Police bikes for departments with existing police bike programs. See further instructions on the website.
- Trail maps

Safety: Each proposal must include a **separate and distinct paragraph** detailing how their project addresses the “safe cycling” aspect of our Mission Statement. Failure to include this paragraph would eliminate the proposal from consideration, while minimally addressing this safe cycling component would reduce the potential for funding.

Grant amount: Although the Board of Directors may revise its guidelines from time to time, grants are generally for \$500 to \$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: Grant applications must be submitted for review before one of the following closing dates: February 15 and August 15. They will be acted upon at the next regularly scheduled meeting of the Board of Directors. If you have any questions about this process, please contact the address below.

Reporting Requirements: Grant recipients are required to provide the CIBA Foundation with certain feedback as a follow-up to their funding. A complete explanation of our expectations is shown on page 6.

Email pages 3, 4, and 5 of your completed grant application to: skiphiggins2@gmail.com

Optional: If printed material is available that describes your organization and/or your project for which you are requesting this grant, which is not available on the internet or your website, you are welcome to send 13 copies of such material to us via US mail at:

CIBA Foundation
c/o Skip Higgins
441 Billie Lane
Indianapolis, IN 46260

**For Foundation Use Only:**

Date Received: _____

Decision Date: _____

Decision: _____

Grant Application Form

Organization Information

Organization name _____

Type of
organization☐ 501(c) 3 charitable not-for-profit organization☐ Other type of not-for-profit organization☐ Governmental/public entity☐ Unincorporated association or club☐ Individual☐ Other (describe): _____Brief description of
the organization _____

Street Address _____

City

State

Zip

Contact person

Title

Email

Phone

Website

Federal ID or Tax ID

Date submitted

If approved, funds are
needed by what date?If approved, funds
should be made
payable to: _____

And sent to:

Street Address _____

City

State

Zip

Proposal Detail

Proposal title

Type of funding requested ☐ Operating ☐ Programming ☐ Capital/supplies ☐ Other:

Primary grant purpose area (*check only one*) ☐ One-time Event or Ongoing Project/Activity ☐ Trails and infrastructure ☐ Education ☐ Other

Funding history Have you received funding from the CIBA Foundation in the past? If so, please list the year, grant amount and grant purpose for each grant.

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 to CIBA Foundation \$

List other sources of funding for the proposed activities

Name of funding source	Amount	Secured or potential?

Total secured

Total potential



Description of the project

Description of project (below) should include: (a) how this program or project addresses the mission and goals of the CIBA Foundation; (b) historical summary: 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) timeline for the project and (f) a description of how you plan to publicly acknowledge the CIBA Foundation grant and/or the use of our logo in your event brochure or event advertising.

Safety Statement

Include a separate paragraph detailing how their project addresses the “safe cycling” aspect of the CIBA Foundation’s Mission Statement.(See note on page 2 regarding the importance of this paragraph.)

Please provide a detailed budget for the project:

Expense description	Amount

Total



Grant Recipient Reporting Requirements

The CIBA Foundation requests that all grant recipients keep us updated on the progress of their projects. Project reports are preferred within 6 months of grant monies received and no later than 1 year after monies have been received. Grant recipient expectations include:

- Mention of CIBA Foundation in traditional media and/or social media outlets
- Include CIBA Foundation name/logo on applicable print and digital materials
- Include “Project made possible by the CIBA Foundation” on all projects
- A final report explaining your project is required within 12 months following the grant award. If the project isn’t completed in that year, an interim report is required after 12 months following the grant award, with an update every 6 months until the project has been completed. Things to include in your report:
 - Relevant dates of the start/end of the project
 - Outcome: what did your project build, improve, develop or accomplish?
 - Who participated: identify volunteers, supporters, businesses, other groups who helped make your project a reality, including any political support received
 - Benefits to the community, including economic impact if information is available
 - Impact on ridership, safety, etc.
 - 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 people riding bicycles)
 - A thank you letter to share with our donors that explains your project or campaign.

Failure to provide a timely update report will prevent any subsequent grant request from being considered by the CIBA Foundation.

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

Send these materials to us via US mail at:

CIBA Foundation
c/o Skip Higgins
441 Billie Lane
Indianapolis, IN 46260

Or send via e-mail to: skiphiggins2@gmail.com