



Guidelines For Grant Requests

The Harrisburg Bicycle Club is committed to assist programs that support its mission, namely: to encourage and promote the riding of bicycles, including the safety and enjoyably of all riders, at all skill levels and on all types of bikes.

Each year, the Club will attempt to assist projects or partners that it deems to be of value to its mission and will accept requests from groups that meet our criteria as described in this document.

As a guide to parties seeking grants, below are the criteria and procedures for grant requests.

Eligibility Requirements

To be eligible for funding consideration, programs must:

- Not duplicate or significantly overlap with other current Club activities;
- Be prepared to keep detailed financial records and submit periodic financial reports on how funds are being spent;
- Comply with all applicable laws regarding registration and reporting; and,
- Observe the highest standards of business conduct.

The Club does not provide funding to or for any of the following:

- Individuals
- Political parties, causes including PACs
- Lobbying or influencing legislation

Program Criteria

To be considered for funding from the Club, projects must meet the following criteria:

- The objectives and expected outcomes of the work must align with and further the priorities of the Harrisburg Bicycle Club; and,
- The program must have the potential to positively impact the Club's mission.

Procedural Guidelines

Each grant request must be accompanied by a proposal that articulates the following:

1. Project title
2. Purpose, including target audiences
3. Deliverables: Specific timelines and deadlines, work product and spending update to be provided at each deadline and at conclusion of project

4. Project goals, strategies and tactics
5. How the project will be staffed – number of staff, hours, compensation.
6. Timeline for execution, analysis and reporting of results and expenses.
7. Detailed budget and portion of budget requested from Harrisburg Bicycle Club. Specific items/activities that will be funded by the Harrisburg Bicycle Club grant need to be identified, and spending of funds *must* be tracked to those items.
8. Other funding sources and/or partners in the effort
9. Contact information

Submissions must be no longer than **three pages single-spaced**

Timing

The Club will seek out opportunities and will review other proposals submitted on a continuous basis throughout the year, as long as funds are available.

How to apply

Send your proposals to *president@harrisburgbicycleclub.org*. Receipt will be acknowledged via email.

Applicants will be notified via email of the decision whether to fund their project within 90 days of Harrisburg Bicycle Club's receipt of the proposal.