**2016 DALMAC Fund Grant Requests**

DALMAC Fund grant requests are due March 1, 2016. Final funding decisions will be made by May 15, 2016. Please review the following DALMAC Fund goals and evaluation criteria in developing your proposal.

**The DALMAC Fund goals**:

1. Improve the bicycling environment in Michigan
2. Expand bicycling in Michigan
3. Promote good will towards bicycling in the community
4. Increase bicycle safety

**Grant requests will be evaluated on meeting the 4 goals, as well as,**

1. The request has documented local support
2. The amount requested is reasonable
3. TCBA is comfortable funding the request
4. Previous funding does not guarantee future funding
5. The Michigan Trails and Greenways Alliance may be asked to comment on bicycle trail funding requests

**Typical grant funded requests involve**,

1. Construction and design of bicycle facilities
2. Bicycle education programs
3. Activities promoting bicycling for transportation, health and recreation
4. Purchase of bicycles and related equipment
5. Developing bicycle routes or maps (not facilities)

We expect to award a minimum of $50,000 in 2016.

All organizations requesting funds should expect a member of the DALMAC Fund committee to contact them by email with questions concerning their proposal. A prompt response to questions and requests for additional information from committee members is essential for grant consideration. Consequently, an email address is required for 2016 grant requests.

All DALMAC Fund grant requestors are required to **mail the signed** **signature page of the application** to the DALMAC Fund Committee. The entire application **must** be submitted by email attachment in Word or PDF format to: Treasurer@biketcba.org. The mailing address is: DALMAC Fund, PO Box 22146, Lansing, MI 48909.

If the DALMAC Funded project is substantially changed or reduced after the grant is submitted and awarded, the Tri-County Bicycle Association Board of Directors reserves the right to reduce or cancel the awarded DALMAC Fund grant.

These instructions should not be included in your DALMAC Fund grant application. They are for informational purposes only. Please limit your response to seven pages of text including the signature page and any attachments.

**2016 DALMAC Fund Questions**

1. Organization’s name
2. Address
3. Contact person
4. Title
5. Phone number ( )
6. Email address
7. Web page address (if you have one)

1. Total grant funds requested $
2. Total project budget $
3. When was your organization incorporated?
4. Do you have a charter or bylaws? Yes No
5. What is your incorporation status? What is your tax status?
6. Federal ID number
7. Do you have audited financial statements? Yes No
8. Are financial statements available if we request to see them? Yes No
9. Please describe your project keeping in mind the DALMAC Fund’s goals
10. What is the need for this project?
11. What experience or expertise does your organization have in carrying out this kind of project?
12. Will this project generate income? Yes No
13. Who will directly benefit from your project?
14. How many people will directly benefit from your project?
15. If you are proposing to build a facility, how will it be maintained?
16. Attach a budget and note any matching funds; and a projected timeline showing the project’s beginning and ending dates
17. Attach documentation showing local support for this project.
18. TCBA plans to hold a DALMAC Fund award program. Are you willing to send a representative to describe your project to an awards meeting in May 26, 2016 in Lansing?
19. How will you credit the DALMAC Fund as a funding source?
20. Are you willing to provide a report and photographs to the DALMAC Fund committee that can be posted on the TCBA web page by November 1, 2016? If no, please explain. Yes No
21. Will you send copies of news articles promoting or publicizing your project?
22. Will you send copies of materials you have used to promote your project?

In signing this application for a DALMAC Fund grant, I certify that I am authorized to sign the DALMAC Fund grant request, that the organization on whose behalf this request is made has appropriate liability insurance and will hold harmless the DALMAC Fund, the Tri-County Bicycle Association and Dick Allen in the event of a law suit resulting from the implementation of the grant, and the funds will be used for the purpose(s) described in the grant request.

Signature and Title Date