



# CIBA Foundation Grant Application Information

## ABOUT THE CIBA FOUNDATION

Through its grant program, the CIBA Foundation strives to provide financial and other resources to partner organizations that support its goal of promoting the benefits of safe cycling to the community.

## GRANT PROGRAM PURPOSE

The CIBA Foundation aims to support efforts that:

- Improve safety for bicyclists,
- Educate and promote the health, recreational, economic, social, cultural and other benefits arising from the use of bicycles, and/or
- Advance bicycling-related efforts and activities.

## APPLICATION GUIDELINES

- A. **Grant purpose:** The CIBA Foundation makes grants to organizations that will improve bicycling using the purposes listed above as a guideline for funding.
- B. **Current priority:** The CIBA Foundation is currently prioritizing grant applications that improve safety for bicyclists. For grant applications with the primary focus of improving safety for bicyclists, the following types of requests are within the grant program criteria:
  - Education: youth and/or adult
  - Awareness
  - Advocacy
  - Direct programming
  - Research
  - Access
- C. **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
- D. **Grant amount:** Although the Board of Directors may revise its guidelines from time to time, grants are generally for \$500 to \$5,000.
- E. **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.
- F. **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.



**G. 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 2, 3 and 4 of your completed grant application to: [skiphiggins2@gmail.com](mailto: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

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Type of funding requested  Operating  Programming  Capital/supplies  Other:

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Primary grant purpose area  Bicycle safety  Event  Trails  Health/Fitness  Public safety  Research  Advocacy  Other:

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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.

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Primary target audience (check all that apply)  Youth  Adults  Seniors  New cyclists  Experienced cyclists  Motorists

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Primary geographic area(s) served (to be served by project requesting funding)

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Total cost of proposed activities \$ Requested amount to CIBA Foundation \$

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List other sources of funding for the proposed activities	Name of funding source	Amount	Secured or potential?

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Total secured

Total potential

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## Grant Recipient Reporting Requirements

The CIBA Foundation requests that all grant recipients keep us updated on the progress of their projects. Grant recipient expectations include:

A short write up (400 words or less) explaining your project. Things to include:

- 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)
  - 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 short thank you letter to share with our donors that briefly explains your project or campaign

In the interest of sharing your successes with others, we may use your report information for CIBA Foundation 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](mailto:skiphiggins2@gmail.com)