

Part 1  
**2024 Grant Guidelines**  
**12/15/2023**

- A. **The Mission of the Cherry Capital Cycling Club is to promote a cycling community as part of a healthy lifestyle. This mission shall be accomplished by:**
- conducting rides and other bicycling events**
  - providing social opportunities for members**
  - promoting bicycle safety**
  - supporting local, state, and national bicycling and trail organizations**
  - advocating for increased cycling support among the public, government agencies and elected officials**
- B. The Club hosts two fund-raising events each year: The Ride Around Torch in mid-July and the Leelanau Harvest Tour in mid-September. With the proceeds from these two rides, we award grants to organizations for projects that support our mission.
- C. The Club has one grant review cycle each year. Provided that sufficient funds are available from the above rides, we accept applications for grants February 1 through March 31, and announce award decisions after the 15<sup>th</sup> of May. We then send Agreement Letters to all awardees, and upon return of those signed agreements we mail the award checks.
- D. To be approved all projects must promote the CCCC Mission Statement. Typical approved projects might include, but are not limited to:
- Equipment
  - One-time special opportunities or events
  - Start-ups and new projects
  - Bicycle trail construction, maintenance, and management
- E. We typically fund projects that benefit the bicycling communities in Grand Traverse, Antrim, Benzie, Leelanau, and Kalkaska counties.
- F. Applicants are encouraged to have alternative or additional funding sources in place prior to applying and to include these planned sources in their applications. The CCCC prefers not to fund 100% of a project's cost.
- G. We do not fund applications for:
- General operating funds
  - Endowments
  - Salaries or benefits for employees
  - Years two or beyond in multiple year projects
  - Religious activities or programs
  - Participation fees
  - Sponsorships
  - Travel
- H. If the CCCC funds your project, the Agreement Letter you sign will contain the following terms and conditions:
- Funds must be spent within one year of the award and for the purpose specified in the application. If this deadline is not met or if funds are used for a different purpose, the funds must be returned to the CCCC. Deadline extensions and changes to the purpose of the grant must be approved in advance in writing by the CCCC.
  - Within 90 days of the project completion, you must report in writing to the CCCC a) how the award was spent, b) who benefitted from it, and c) provide proof that the CCCC was recognized as the funding source. Please include a photograph of the completed project if possible and give us permission to use it.
- I. The CCCC Grant Review Committee will use the following evaluation criteria to rank the relative strength of each grant application received:
- This project addresses a high priority opportunity for our community.
  - This project will have a long-term effect on the cyclists in our community.
  - Project plans are concise, do-able, and realistic.
  - This project directly promotes the CCCC Mission.
  - The requesting organization is equipped to undertake the project they have

described.

- J. The CCCC grant application on our website is available in an interactive PDF fillable format and in Microsoft Word. You may use whichever format is best for you. We prefer your application, together with all requested attachments, are submitted electronically to [GrantChair@cherrycapitalcyclingclub.org](mailto:GrantChair@cherrycapitalcyclingclub.org). If this is not possible you may mail the completed application to:

Grant Chair  
Cherry Capital Cycling Club  
P.O. Box 1807  
Traverse City, MI 49685-1807

Regardless of the transmission method, all submissions should be neat, readable, assembled, and complete with all attachments when they are submitted. Please see the Grant Application Checklist at the end of the application to ensure you have all requested attachments included. Partial or incomplete submissions will not be reviewed.

- K. For more information about Cherry Capital Cycling Club grants or for questions about your application please contact our Grant Chair at: [GrantChair@cherrycapitalcyclingclub.org](mailto:GrantChair@cherrycapitalcyclingclub.org).

## Part 2

### 2024 Grant Application

CCCC Grant Applications are accepted between February 1 and March 31 annually

#### 1. Cover Letter

This cover letter is a vital part of this grant application. In it, on your organization's letterhead, please discuss:

- Introduce your organization, with your mission or purpose,
- Describe your project in less than 500 words,
- Describe specifically how the CCCC Funds will be used,
- Explain why this project is necessary,
- Describe the bicycling community, the geographical area and how your project will serve this community,
- Explain how you will give recognition to the CCCC for funding your project.

#### 2. Contact Information (Fill interactive PDF form, or handprint answers)

Organization Name:	
Project Chair:	Title:
Address:	City, State, ZIP
Phone:	Email:

#### 3. Proposal Summary

Date of Application:		
Project Name:		
Request Amount \$:	Total Project Budget \$:	See Grant Budget request in #4, below..
Project beginning date?	Anticipated completion date?	

#### 4. Required Attachments

<b>a. Please provide a budget for your project</b> including detail of other outside funding sources as well as funds provided by your own organization. Include a clarifying budget narrative to accompany the budget detail.
<b>b. Please include pictures and descriptions of items</b> required to be purchased or constructed to help clarify the purpose and value of this project.

#### 5. Proposal Checklist

- ☐ Cover letter      ☐ Application  
☐ Project budget and narrative      ☐ Pictures and descriptions of purchase requirements

#### 6. Authorization

I represent the sponsoring organization and warrant the truthfulness of this application.

Name of Project Chair		Title	
Signature		Date	