**2019 LMB Micro-Grant Application**

Please take note of the stated word limits. Applications will be accepted until May 6th, 2019. Submit applications by email to matt@LMB.org. Your subject line should read: “Micro-Grant Proposal from (Organization Name)”

1. **Summary**

|  |  |
| --- | --- |
| Proposal Title: |  |
| Micro-Grant Request[[1]](#footnote-1): | $ | Application Date: |  |
| Category (select one): Innovation Equity Safety Sustainability Education Advocacy Infrastructure Encouragement |

|  |  |  |  |
| --- | --- | --- | --- |
| Primary Contact: |  | Title: |  |
| E-mail: |  | Phone: |  |

1. **Organization Overview**

|  |  |
| --- | --- |
| Organization Name: |  |
| Website: |  |
| Address: |  |
| City, State, Zip: |  |
| Membership status[[2]](#footnote-2): |  |

|  |  |
| --- | --- |
| Mission Statement: |  |
| Nonprofit status or fiscal agent: |  | Year incorporated: |  |
| Org. service area (geography and demographics): |  |

**3. Project Overview**

**Please respond to the following questions in 700 words or less and attach. Your response should include:**

1. What is the purpose of your project?
2. What outcomes do you anticipate? How will you create these outcomes?
3. What is the timeframe of your project?
4. What challenges or barriers to success do you anticipate, and how do you plan to address them?
5. Why is your organization best suited for this project? Will you partner with others, and if so who?
6. What other source(s) of funding or in-kind support have you secured and/or how will you leverage LMB funding to secure other needed funds?
7. How will you recognize LMB?

**4. Project Budget**

|  |  |  |
| --- | --- | --- |
| **INCOME** |  | **EXPENSES** |
| LMB Micro-Grant request: | $  | Personnel: | $ |
| Professional services: | $ |
| Funding from other sources: | $ | Supplies and materials: | $ |
| Other: | $ |
| **Total Project Income:** | **$** | **Total Project Expenses:** | **$** |

**5. Attachments**

*Please attach the following to your application.*

1. Your project overview (see above.)
2. A copy of your IRS 501(c)(3) designation letter or fiscal sponsorship agreement letter.
3. Any additional supporting documents, i.e. a letter of support.

**6. Expectations**

*If your organization is selected for a Micro-Grant, we expect that you will keep us updated on progress. Please plan to provide a short write-up (400 words or less) explaining your project and its impact, photos (we love pictures of people riding bicycles!) and a summary of media coverage (if any). Please also plan to mention LMB in traditional or social media and to use the LMB logo with “Project made possibly by League of Michigan Bicyclists” on any print or digital materials.*

1. Grant request must be between $200 and $2,000 (max). Cost effectiveness of your proposed project is an evaluation factor. [↑](#footnote-ref-1)
2. Grant applications from LMB members are given highest priority. If your organization is not currently an LMB member, please consider joining in conjunction with your application at [www.LMB.org/join](http://www.LMB.org/join). [↑](#footnote-ref-2)