**Conditions for Applying for a Grant from the Kalamazoo Bicycle Club**

1. The project must be bicycling-related and consistent with the Kalamazoo Bicycle Club’s mission statement and club purpose.
2. To have a grant proposal considered, a ***Grant Application Form*** must be submitted to the KBC Grants and Awards Committee. Receipt acknowledgement of your proposal will be sent via return email, as will notification of approval or rejection of the grant request.
3. Grant applications received by the 15th each month will be decided on prior to the next monthly KBC club meeting.
4. Approved grants will be awarded during KBC’s monthly meetings, held at 7 PM on the second Tuesday of each month at the YMCA on Maple Street in Kalamazoo. A representative of the requesting organization must be present at the KBC monthly meeting to receive an approved grant.
5. A brief presentation or a request for clarification about your project may be requested by the Grants and Awards Committee before a grant request is approved. A clarification request could delay a decision on a grant.
6. The KBC logo, or mention of the Kalamazoo Bicycle Club, must appear in all published materials about the funded project – hard copy or electronic – and on any list of sponsors connected to the project.
7. To help KBC track and gauge the success rate of grants, a ***Follow-up Report Form*** must be submitted to the KBC Grants and Awards Committee at the completion of the project or one year from funds receipt, whichever comes first.
8. Any granted funds not used by the individual or organization for the project or activity must be returned to the Kalamazoo Bicycle Club.

**Instructions for completing the Kalamazoo Bicycle Club Grant Application Form**

1. Copy the ***Grant Application Form*** into a word processing program and fill in answers for each question on the form.
2. Save the document onto your computer and send it as an email attachment (pdf file is acceptable) to [grantsandawards@kalamazoobicycleclub.org](mailto:grantsandawards@kalamazoobicycleclub.org).
3. If your grant proposal is approved, you will receive notification by email to appear at the next KBC club meeting to pick up the grant.