



Bike & Build, Inc.

www.bikeandbuild.org

6153 RIDGE AVE • PHILADELPHIA, PA 19128 • T 267.331.8488 • F 661.752.9806

ABOUT BIKE & BUILD

Bike & Build, Inc. is an independent 501(c)(3) nonprofit organization. Through service-oriented cross-country cycling trips, Bike & Build benefits affordable housing and empowers young adults for a lifetime of service and civic engagement.

Over the past 15 seasons we have engaged over 3,500 young adults, granted \$6.4 million, built for 236,000 hours, and pedaled 11 million miles to advocate for the affordable housing cause in the United States.

PROGRAM OVERVIEW & OBJECTIVE

The Bike & Build Grant Program funds projects and organizations that mobilize affordable housing in their communities. It is our objective that this program will expand housing opportunities across the country. In addition to addressing housing in communities across the United States, we focus on projects and organizations that involve young adults in responding to this vital need. Young adult empowerment is a crucial part of who we are as an organization and we like to see that reflected in the organizations that we award grants.

Bike & Build funds many different types of housing projects and organizations, traditional and innovative. We encourage all types of groups to submit applications for consideration. Applicants may include college groups (e.g. campus chapters), small community nonprofits, nationally branded affiliates, and any other organization that engages youth or young adults in addressing the housing problems of their community.

After a procedural review by staff, funding decisions will be made by Bike & Build teams – members of both cross-country and regional routes. It is a new year, with new riders deciding our grants. Previous years' decisions are not a factor. Our riders raise the funds for these grants, therefore we believe it is the best practice for them to have an integral role in the grant decision process. They raise the funds; they allocate their grant pool.

ELIGIBILITY REQUIREMENTS

Bike & Build requires that grants applicants satisfy the following criteria:

- Applicants must have current 501(c)(3) status at the time of submission.
- The organization must support affordable housing or substantially involve and engage youth and/or young adults (planning, implementation, etc.)
- Requests must be between \$500 and \$5,000.
- Applications must come from organizations; Bike & Build will not fund proposals from individuals.

IMPORTANT NOTES

By applying, you are not expected to host a build day for our riders during their trip. As long as your grant meets the above eligibility criteria, we are happy to consider you!

Similarly, if your organization hosts a volunteer day for our group, you are not required to use the awarded funding on that project.

Your organization can apply for a grant in two ways: 1) apply to fund a project, or 2) apply for a general organization grant (unrestricted).

CONTACT INFORMATION

Bike & Build is happy to answer your questions at grants@bikeandbuild.org. Please allow 3-5 business days for assistance.

For more information, visit <http://bikeandbuild.org/why-we-ride/grants/>

IMPORTANT DATES

Monday, June 4, 2018 – Applications Due

Mid-October 2018 – Decisions Announced



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BIKE & BUILD GIVES STRONG PREFERENCE TO PROJECTS AND ORGANIZATIONS THAT:

- Address a demonstrated need and have a high potential of impacting the affordable housing landscape on a local, regional or national level.
- Provide opportunities for youth or young adult service, leadership, initiative, and ingenuity; leverage increased engagement by youth or young adults in the affordable housing cause.
- Direct local or national media and community attention to the affordable housing cause.

BIKE & BUILD WILL NOT FUND PROPOSALS:

- From individuals, limited liability companies (LLC's), endowments, or for-profit entities.
- Seeking funds to cover travel expenses for volunteers or any full-time staff.
- For projects located outside the United States.

CONFLICT OF INTEREST POLICY

- If an employee or beneficiary of your organization is participating in Bike & Build this summer, you are still encouraged to apply. Organizations must declare that individual and trip in the designated forum on their application. Failure to do so will result in disqualification. You are not required to disclose riders who may have volunteered with you to complete their Bike & Build sweat equity or do other general volunteering.
- Your application will be reviewed by a route separate from that of the individual who is participating.
 - E.g. A student on the leadership of College XYZ's Habitat for Humanity chapter is participating in Bike & Build this summer. You must declare this in your application, and your grant will not be assigned to that individual's route for consideration.

REPORTING SUCCESSES

- All grantees will be required to complete an online report by October 1, 2019 (approximately one year after the grant is awarded) on your project. You should be prepared to report on:
 - Successes / challenges in meeting the goals stated in your proposal
 - Number of youth or young adults (29 or younger) engaged in the project/organization
 - Number of homes that will be impacted by the project/organization
 - Number of individuals that will be directly impacted by the project/organization (excluding volunteers)
 - A narrative describing the impact the project/organization has had on affordable housing awareness in your community
 - Media attention on the project/org
 - Pictures of the project/org in action

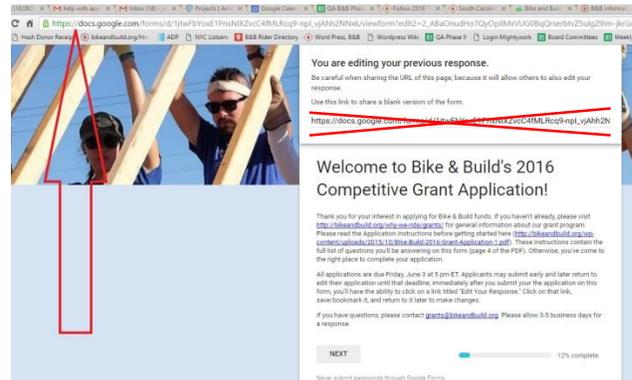
HOW TO COMPLETE A 2018 GRANT APPLICATION

- 1) The 2018 application will be conducted via Google Forms. Visit <https://goo.gl/forms/Lft6j1OQOV5FKEMz1> to complete your grant application.
- 2) Each section in the application is self-explanatory. Please heed the word limits listed in the narrative responses. Our riders have a lot of applications to review and appreciate clear, concise responses.



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- 3) See page 4 of these instructions for a full list of application questions. Applicants may submit their application and later return to edit their responses until the deadline; after you submit your application, you'll have the ability to click on a link titled "Edit Your Response (left, red arrow)." Save that link (right, red arrow) and return to it later to make changes. Do not save the link below the line "Use this link to share a blank version of the form" (red X).



- 4) If our riders choose to fund your organization, we'll review our database to ensure we have a copy of your 501(c)(3) IRS determination letter. If we do not have it, we will ask you to provide in the fall, prior to an award being made. Instructions will be provided at that time.
- 5) Go for a bike ride. Wear a helmet.

GRANT CYCLE TIMELINE AND REQUIREMENTS

- **Monday, June 4, 2018, 5 pm ET (apps submitted at 5:01 will not be accepted)**
 - Applications due via Google Forms: <https://goo.gl/forms/Lft6j1OQOV5FKEMz1>. We do not accept emailed, mailed or faxed applications. Note: We do not process grants on a rolling basis. All applicants fall into this timeline.
- **June 2018**
 - Bike & Build staff will review all submitted applications to verify eligibility. We will not return applications post-deadline for edits under any circumstances.
- **July – August 2018**
 - Applications will be divided amongst our trips. Our riders evaluate applications.
- **Late August 2018**
 - Riders' funding choices will be sent to Bike & Build staff, who will certify all decisions.
- **Mid-to-Late October 2018**
 - Decisions will be announced via e-mail, with award checks sent shortly afterwards.
- **November 30, 2018**
 - All grant recipients **MUST** return ELECTRONIC tax receipts to Bike & Build by November 30, 2018. Failure to do so may be considered in future grant competitions.
- **October 1, 2019**
 - All grantees are required to complete an online Grant Progress form (see "Reporting Successes," Page 2). You can demonstrate the extraordinary impact of your project!
 - Bike & Build will send an electronic reporting form (Survey Monkey) in September 2019.



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APPLICATION QUESTIONS (* MEANS REQUIRED)

General Information

- 1) Organization Full Name*
- 2) Website*
- 3) Organization's Mission Statement*
- 4) Federal EIN*
- 5) Does your organization have valid 501(c)(3) status? *
- 6) Number of Staff*
- 7) Number of Volunteers*
- 8) Most Recent Operating Budget*
- 9) Have you applied for a Bike & Build competitive grant previously? *

Contact Information

- 10) Address Line 1*
- 11) Address Line 2
- 12) City*
- 13) State (Abbreviation Only) *
- 14) Zip*
- 15) Contact First Name*
- 16) Contact Last Name*
- 17) Contact Title*
- 18) Contact Email*
- 19) Contact Phone*
- 20) Secondary Contact First Name
- 21) Secondary Contact Last Name
- 22) Secondary Contact Title
- 23) Secondary Contact Email
- 24) Secondary Contact Phone

Grant Application Summary

- 25) Are you applying for a project based grant or an organization based grant? Based on which option you are applying for, please answer the rest of the questions respectively to project or org.
- 26) Project Executive Summary (Details of specific project being proposed. 75-word limit) *

- 27) Funding Amount Requested (between \$500 and \$5,000) *
- 28) Are you hosting Bike & Build this summer? This is NOT a requirement to receive a B&B grant. *
- 29) If you are hosting Bike & Build, which route(s) are you hosting?
- 30) Please declare any individuals employed by or are beneficiaries of services from your organization that are participating in Bike & Build this summer. This does not include volunteers who have completed their sweat equity with your org this winter/spring.

Narrative Questions – Project/Organization Information

- 31) What issue/need is this project/organization addressing? (150-word limit) *
- 32) What makes your organization qualified to meet this need? Include current projects and recent organizational accomplishments. (150-word limit) *
- 33) What is/are the objective(s)? (100-word limit) *
- 34) What activities will accomplish these objectives? (250-word limit) *
- 35) How will the org and/or project involve or serve youth/young adults? (150-word limit) *
- 36) What is the timeline? Please note that B&B doesn't send awards to successful applicants until October. *

Estimated Impact

- 37) How will the org/project impact affordable housing in your community? (150-word limit) *
- 38) # of youth or young adults (ages 29 or under) to be engaged by this org and/or project
- 39) # of homes/units to be impacted by the grant
- 40) # of individuals to be directly impacted (excluding volunteers)
- 41) Other metrics you wish to include.

Project Budget

- 42) Line Item #1 - Description and Cost *
- 43) Line Items #2-8 - Description and Cost



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44) What other financial support is the organization receiving to complete the project and achieve the objective above? List that support here. *