



## 2009 PSE Mini-Grant Application Guidelines

### How to Apply:

#### STEP 1

Submit a signed work plan on department letterhead to Bicycle Transportation Alliance by **January 30<sup>th</sup>**

**Include the following information (see Sample Work Plan for an example):**

- Training expenses (optional):** estimated training expenses (registration fee, travel\*, lodging)  
*\*State travel rules apply*
- How many operations:** number of PSE operations and/or diversion classes planned
- When:** estimated dates of operations and/or diversion classes (by month or week is fine)
- Personnel:** number of personnel per operation and/or diversion class
- Hours:** regular reserve and overtime hours anticipated per operation and total hours
- Rates:** overtime rate for full-time officers. (Reservists can be paid straight time if department contracts allow it. If reservists are not eligible for compensation, their hours along with other volunteer hours can be calculated as \$15 to \$20/hour towards your match.)
- Total amount:** total amount of funds requested (training expenses, operations, and/or diversion classes)  
Total possible mini-grant amount = \$5000
- Media:** which media outlets will be contacted about the upcoming program
- Courts:** which judges/court officials will be contacted
- Partners:** which community partners will be contacted

**NOTE: If applications exceed available funds this year, we will use the criteria below to make selections. Please answer the questions on the work plan with the following point scale in mind, if you have any questions about the scoring process please do not hesitate to call:**

2008 score for PSE mini-grant funds, first-time applying for a PSE mini-grant, or for an agency that has not received the grant in last two years.	4 points
Match of any kind or amount. (Match is not required, but encouraged. This could include any vehicle use, staff time not paid by the grant, printing or material use, or equipment use. Include estimated match values in your work plan.)	2 points
Specific media contact planned (Example: "We will contact a reporter at the <i>Register Guard</i> about upcoming operations.")	2 points
Plan for contact with citizen groups before PSE operations take place	1 points
Previous non-grant funded PSE operations conducted	1 point
<b>Total score possible = 10 points. Highest-scoring work plans will be selected.</b>	

## Key Guidelines to Remember:

- Mini-grant funds are for pedestrian safety enforcement and/or diversion class development and operation only.
- Funds must be expended by **September 15, 2009**
- *Funds cannot be expended until documents are signed by both the grantee and BTA/WPC.*
- Optimal scheduling will include at least one operation to coincide with the fall return to school.

## STEP 2

Mail or fax a signed copy of your work plan proposal to the address below **by January 30, 2009**. Items must be postmarked by 5 PM that day.

Bicycle Transportation Alliance  
Attn: Lynn Lindgren-Schreuder  
PO Box 9072  
Portland, OR 97207

Fax: 503.226.0498

Applicants who are approved will receive a mini-grant agreement that incorporates the information you supply in the work plan. Two (2) completed copies of this agreement will be delivered to you for your signature. Successful applicants will be notified by February 17, 2009.

## STEP 3

After you receive the mini-grant agreement, review and sign both copies. **Mail** both copies to the address above. Upon receipt and signature by the WPC/BTA grant director, a letter will be returned with a signed copy of the grant. This will confirm the final award and authorize you to commence operations.

## STEP 4

During the grant, payment will be on a reimbursement basis. There will be two reporting deadlines for claims and activity reports, but claims can be submitted before the deadlines for early reimbursement.

The billing forms will be mailed to you along with the grant agreement. At the end of the grant period, ***departments are required to write a brief 1-3 page final activity report in addition to your final claim.*** More information about the report and billing forms will be sent to you with your grant confirmation letter.

For questions or assistance in preparing your application please contact:

Lynn Lindgren-Schreuder, PSE Grant Coordinator  
Bicycle Transportation Alliance  
Tel: 503.223.1597  
Email: [lynns@bta4bikes.org](mailto:lynns@bta4bikes.org)