Choose Your Way Bellevue Employer/ Property Manager Mini-Grant Program
2016 Call for Projects

Would you like to reduce drive-alone commute trips to your worksite or building?

If you answered "Yes!" Choose Your Way Bellevue may be able to provide you up to $5,000 toward a project or program to help!

Choose Your Way Bellevue has mini-grant funding available that will be distributed through a competitive application process to help support Bellevue employers and property managers in improving their commute trip reduction programs to their Bellevue worksites.

The mini-grants can be used by employers and property managers in a number of different ways.

ELIGIBILITY

- Funds are available to employers and property managers of worksites located within the Bellevue city limits.
- Although there is no minimum size/employee count requirement, evaluation criteria are designed to emphasize sites that will reach the most people or have the most impact. Therefore, it is unlikely that very small worksites (such as those with fewer than 20 employees) would receive funding.
- Funds are not intended to displace funding currently allocated to an organization's commute program; nor are funds intended to provide funding for ongoing commute benefit subsidies to employees.
- ***Funding through this program may not be used to offset costs of activities required by existing agreements or regulation, including those identified in a building Transportation Management Program agreement or employer Commute Trip Reduction program required by state law or city ordinance.***
- ***Funds must be used solely for projects that provide a public benefit by increasing employee commuting by modes other than driving alone.***

WHAT TYPES OF PROJECTS WILL BE FUNDED?

Mini-grant funds can be used to implement new one-time commute trip reduction activities, or enhance current commute trip reduction activities, by providing supporting infrastructure, resources or a promotional campaign to advance such programs and promotions.

Funds are intended to provide support or enhancement toward activities you are already doing or make activities possible that you normally could not offer.

Grant projects/programs may take the form of:

- Supporting infrastructure for non-drive-alone commuting (such as bike racks, carpool/vanpool parking signage or other onsite improvements)
- A campaign/promotional activity to raise awareness of non-drive-alone commuting resources already offered by your organization, and thus boost participation.

Example project ideas include:

Provide Perks for Sharing a Ride
Make carpooling and vanpooling enticing through innovative incentives that encourage sharing a ride. Give newly formed carpools and vanpools (or those that add a new rider) gift certificates for fuel, car detailing, or other transportation related goods. Have a contest to see which department can form the most carpools/vanpools and award them with party or a large group prize.

Throw a Transportation Expo
Have you wanted to do more with your transportation fair than a table in the lobby, but haven't had the budget for it? Are you adding a program element and want to host an event to promote it? Plan more than a transportation information table, plan a Transportation Expo! Develop a theme and plan an event that really encourages employee participation. Possible elements include providing personalized commute planning, inviting a bicycle mechanic to tune-up employees' bikes, drawings for prizes, and free food! Plan the event and use the grant funds to fund special prizes, food, and the bike mechanic.

Celebrate National Bike to Work Month or Day
Encourage your co-workers to commute via bike on National Bike to Work Day by purchasing prizes, such as water bottles, gift cards, or other bicycle paraphernalia, to give to participants. Use funds to host a continental breakfast for cyclists when they arrive to work that day. Create promotional materials to promote this fun national event. Or conduct events or activities throughout National Bike Month. (These activities hosted locally by the Cascade Bicycle Club as "Bike Everywhere" Month (May 1-31, 2016) and Day (May 20, 2016). The possibilities are endless!

Host a Zip Code Lunch
Host a Zip Code Lunch to facilitate ride matching. Employees RSVP to the lunch and provide their zip code. At the lunch, employees are matched and seated with others commuting from the same zip code to discuss carpool, vanpool and vanshare opportunities. Door prizes can be given away during the lunch and additional prizes can be offered to those who form a carpool, vanpool or vanshare.

Improve Bike and Walk Commute Facilities
Do your cycling and walking commuters need a place to store their clothes? Are the bike racks at capacity? Do you want to start a bike fleet program to help employees travel at lunch so they will have less need to bring their cars to work? Propose to use the funds to support a capital purchase, such as lockers, a bike rack, new bikes and locks and helmets for a bike fleet. Include a marketing plan to make employees aware of the new purchase and encourage them to use it in order to reduce drive-alone commuting!

Digital Real-time Transit display
Provide employees in your office or building with live real-time transit and car-sharing information via a Digital Transit display.

Do you have another idea?
We're excited to hear about it! Contact Choose Your Way Bellevue staff by phone, 425-990-3097, or email info@CYWB.org to discuss your proposal.

PROGRAM REQUIREMENTS

- Employers may only apply for one year of project funding at a time, up to $5,000 per year. (Note: additional funding may be available for future rounds of mini-grants.)
- Businesses may not profit monetarily from the mini-grant funds.
- The City of Bellevue does not guarantee that a project will be approved and reserves the right to determine which program requests are funded and to what degree.
- Mini-grants are funded based on program estimates. Reimbursement may not exceed the approved grant allocation.
- Employers/property managers selected for mini-grants are required to complete and submit a program evaluation form at the completion of the mini-grant in order to be eligible for reimbursement.

HOW DO I APPLY?

Follow these three steps to apply for a Mini-Grant:

Step 1: (Optional): Talk with a Choose Your Way Bellevue representative about a project idea at 425-990-3097 or info@CYWB.org. Representatives are available to help you develop a project.

Step 2: Obtain necessary approvals from your organization's management to participate in the mini-grant program.

> **Note**: The program requires your organization to expend the funds first and then submit an itemized invoice with original receipts, together with a program evaluation, for reimbursement.

Step 3: Submit a completed grant application to info@CYWB.org (or in hardcopy to 400 108th Ave. NE, Suite 110, Bellevue WA 98004) **no later than 4:30 pm on Friday, July 15, 2016**.

ONCE I APPLY, THEN WHAT?

7/15/16 through 7/31/16: Choose Your Way Bellevue will evaluate applications against the following criteria:

- (**35 points**) Number of persons (employees/tenants) who will participate in or benefit from project, in proportion to requested funding amount (if fewer than 20, unlikely to receive any points)
- (**20 points**) Extent to which the project/program overcomes an initial barrier, fills a gap and/or creates a new opportunity in your organization's program for reducing commute trips
- (**20 points**) Extent to which the project/program will reduce drive-alone commute trips, both near- and long-term, including the robustness of the basis for assessing or measuring this impact
- (**10 points**) Likelihood that project/program will continue to have a positive impact on commute trip reduction beyond the activity
- (**10 points**) Is the project/program fully developed, including a plan for administering and completing the project/program? Are adequate details about the project's development, promotion, and expected performance provided?
- (**5 points**) Quality and completeness of application

Total possible points: **100**

8/1/2016: Choose Your Way Bellevue will inform mini-grant award recipients no later than this date.

10/31/2017: Deadline for projects to be completed and itemized invoice, original receipts, and a program evaluation to be submitted to the City of Bellevue, in order to receive mini-grant funds. Funds will be provided on a reimbursement basis only.

If resources allow, a second round of submissions will be accepted in 2017.

For more information, please contact your CYWB representative:
Jason Hampton at info@CYWB.org or 425-990-3097

Choose Your Way Bellevue looks forward to receiving your applications!

CHOOSE YOUR WAY BELLEVUE
EMPLOYER/ PROPERTY MANAGER MINI-GRANT PROGRAM APPLICATION FORM

I. Application Section I: APPLICANT INFORMATION

Organization Name:
Street Address:
City, State and Zip:
Tax ID Number
City of Bellevue Business License Number (if known):*
Contact Person:
Title:
Phone Number:
Email
Project Lead (if different from contact person):
Title:
Phone Number:
Email:

*Business license required in order to receive mini-grant reimbursement

2. What is the primary business or activity at this location?

4. Does your organization currently have an employee transportation program, or bike parking and/or supporting facilities/amenities, at this worksite?
___Yes ___No ____I don't know

4a. If yes, Please check all activities involved in your program:

	ORCA/Vanpool subsidy		Preferential carpool parking
	Discounted parking for carpools or vanpools		Incentives for cyclists
	Incentives for non-drive alone transportation		Incentives for walkers
	Bicycle parking		Employee showers
	Other:		

4b. Is the proposed mini-grant project/program a new employee transportation project/program or an expansion of a current program element?

Application Section II: PROJECT/PROGRAM DESCRIPTION

1. **Project Title:**

2. **What is the purpose of implementing the project**? Provide background on why the project is important/beneficial or what need/gap it will fill. How will it boost participation in non-drive-alone commuting?

3. **Project Description:** Describe what will be implemented, including any campaigns, events, educational materials, incentives, and capital purchases. Capital purchase items may include items such as bike racks, way-finding signs for showers, lockers and bike facilities, carpool/vanpool program related items such as signage and hangtags and locker/shower facilities. Indicate whether the project is a component of a larger effort being undertaken by your organization for reducing drive-alone commute trips. (Not to exceed one page).

4. How will this project impact drive-alone commuting at your worksite?

5. What is the project timeline or start/end date? (In order to receive reimbursement, all projects must be completed and an itemized invoice with original receipts, plus a program evaluation, must be submitted to the City of Bellevue by October 31, 2017.)

6. How will you ensure delivery of the project? Who will perform the work required to administer the project? If this person is no longer available to facilitate the project, who will ensure the project is completed?

Application Section III: PROJECT BUDGET

Capital costs	
Incentives	
Marketing materials	
Other: (identify)	
Other: (identify)	
Other: (identify)	
Total project cost	
Total grant amount requested	
Please indicate any additional funds your organization will be contributing to this project	

Application Section IV: EXPECTED PROJECT OUTCOMES

1. How many employees are located at your worksite? Please describe types of employees and number in each category type (full-time, part-time, permanent, temporary, etc.)

2. How many employees do you anticipate participating in the project?

3. How will you invite/involve employee participants?

4. Please estimate how many ***new*** non-drive-alone commuters you expect as a result of the project, including a description of your method for estimating.

5. Why/how do you anticipate this project/program will increase the number of employees/tenants using a non-drive-alone commute mode?

6. Please estimate how many project participants are likely to continue using non-drive-alone commute modes once the project has ended. (Note: On the Project Evaluation form, you will be asked to identify/estimate the number of employees/tenants switching from drive-alone to each non-drive-alone commute mode.)

7. Will your organization be willing to continue to the fund this project once mini-grant funding is fully expended? If not, what can you do to encourage the continuation of this program (if applicable)?

Application Section V: SIGNATURE

I understand this mini-grant operates on a reimbursement basis and that our organization will need to make expenditures and subsequently submit documentation to the City of Bellevue for reimbursement.

_____
Signature of organization's Project Lead

_____
Title

_____
Date

Please submit to:

TransManage
Choose Your Way Bellevue
400 108th Ave NE, Suite 110
Bellevue, WA 98004

Or via email to: info@cywb.org

For internal use only:

_____ _____
Received Date

Submit application to info@CYWB.org or 400 108th Avenue NE, Suite 110, Bellevue WA 98004 by 4:30 p.m. on July 15, 2016 in order to be included for consideration.