

**KENTUCKY BICYCLE AND BIKEWAY COMMISSION
2019 PAULA NYE MEMORIAL EDUCATIONAL GRANT
GRANT ACCEPTANCE AND REPORTING AGREEMENT**

Grantee: Boone County Public Preschool at Goodridge Elementary

Contact: Joanne Mitchell

Grant #: 2019-13

Amount of Grant: \$1,639.80

Purpose of Grant: Education and safety on balance bikes

Congratulations on being awarded Grant No. In support of your project. By signing below, you recognize and acknowledge the obligations that accompany the Grant. By complying with these requirements, the KBBC can monitor the success of the Paula Nye Grant Program.

General Conditions:

1. This Grant is to be used for the purpose described in your proposal which is hereby incorporated into the Agreement by reference.
2. The Grant is subject to modification only with the KBBC's prior approval; however, the KBBC highly recommends that you utilize the funds in a manner that extends or expands the project's purposes and goals.
3. The Grant period shall not exceed two (2) years from receipt of the funds, however, the Grantee may request an extension which may be granted by the KBBC with a demonstration of good cause.
4. The Grantee shall use the "Share the Road" logo in all printed materials, displays and promotional materials associated with the project.
5. The Grantee shall return to KBBC any unexpended funds at the end of the Grant period unless a modification to utilize the funds in support of the project is approved by the KBBC.

Reporting: The Grantee shall submit Project Progress and Summary Reports ("Reports") to the KBBC as follows:

Progress Report- If the project timeframe exceeds six months, the Grantee shall submit a Progress Report by the sixth month anniversary of this Agreement. **Summary Report-** Within 30 days of the proposed project completion, Grantee shall submit a final Summary Report. The Reports should include pictures, copies of community outreach and public relations materials and should address the following:

1. The Report should provide a brief summary of how the Grant was used including a financial synopsis which highlights what was spent against what was proposed in your budget.
2. Receipts for equipment acquired must be maintained by the Grantee along with an accounting of all funds expended on the project. Grantee acknowledges that the use of Grant funds is subject to audit by the KBBC.
3. The Report should address outcomes achieved as a result of the Grant with attention to the community served, how many recipients were involved in the program and benefits to the community.
4. Future plans for the program including plans for any remaining equipment or materials purchased with Grant funds.

Signature

Date

Please return the completed form to:

Paula Nye Memorial Bicycle-Pedestrian Educational Grant

Kentucky Bicycle and Bikeway Commission

C/o Daniel Walker, Bicycle and Pedestrian Program-Statewide Coordinator

Division of Planning, Kentucky Transportation Cabinet

200 Mero Street, 5th Floor West

Frankfort, Kentucky 40622

Boone County Public Preschool: Goodridge Elementary, 3330 Cougar Path, Hebron, KY

Public Preschool programs are not eligible for Safe Routes to school funding, The Paula Ney Grant allows public preschools to provide equipment and programming for cycling. The bicycles would allow underprivileged children and children with developmental delays to be introduced to cycling in a safe environment with rules and education in place for safety. The main educational purpose of the cycling program will be to introduce safety and encourage all children to ride safely and use a helmet. This program will reach approximately 40 children this year, but with the purchase of helmets and bicycles the funds will reach many children in the coming years. The program will focus on proper helmet use and bicycle safety.

Wearing a bicycle helmet is one of the most effective safety measures a child can take to prevent injuries. Use of helmets can prevent serious brain injuries. Having a child wear helmets as soon as they start to ride bicycles becomes a habit for a lifetime. The grant will allow for the purchase of awesome, exciting helmets that will encourage the children to be safe.

The bicycles are specially designed for small children, the bikes are two wheeled runner bikes with no pedals. This design allows the children to learn to balance and propel the bike in a natural way, instilling confidence and bike handling skills. This program will meet the needs of children in the classroom that have developmental delays and disabilities. The special features of the runner bikes allow children of all abilities to learn and be safe.

This program would be new. Currently, the classroom has tricycles with a nice "road" for cycling. The classroom also has road signs. The runner bicycles would be new and currently there are no helmets.

Joanne Mitchell classroom teacher will be responsible for the ongoing program. This request is a one-time funding request for runner bicycles and helmets.

The project would consist of the purchase of 10 strider/running bikes, 10 helmets. The program would be self-sustaining after the purchase of the bikes.

The funding request is as follows:

Strider Bike: 10 Strider 12 inch Sport bicycles @ \$119 each (Free Shipping) = \$ 1,190.00

Helmets: 10 Raskullz Mohawk Child Bike Helmets @ 16.99 each (Free Shipping) = \$ 169.90

Bicycle Stands: 10 Rluli bikes stands @ 27.99 (Free Shipping) = \$279.90

Total Grant Request = \$1639.80

Results will be measured and reported by video recording the helmet lesson and the runner bike lesson at the start of school as the children learn the rules of the helmets and runner bikes. End of year video will be provided of the children using the runner bikes and helmets during the final month of school.

THE KENTUCKY BICYCLE AND BIKEWAY COMMISSION'S
Paula Nye Memorial Bicyclist and Pedestrian Education Grant
Grant Program Application Information

PURPOSE:

The objectives and purposes for which the Kentucky Bicycle and Bikeway Commission Grant Program is organized and for which it will utilize its resources, are as follows:

- A. To inform and educate the citizens of Kentucky and promote the general public awareness within the Commonwealth of Kentucky to matters pertaining to bicycle and pedestrian safety through the development of curriculum, training aids, and/or educational programs or projects directly related to bicycle safety.
- B. To inform and educate the citizens of Kentucky and promote the general public awareness within the Commonwealth of Kentucky to the health, recreational, economic, social, cultural and other benefits arising from bicycling and walking.
- C. To promote other bicycling and pedestrian related non-profit, educational and purposes as deemed appropriate by the Commission.

EXAMPLES OF FUNDABLE PROJECTS AND ACTIVITIES:

Education materials including but not necessarily limited to:

- Safety informational brochures
- Videotapes and DVD's
- Limited staff salaries (see II below)
- Instructional space rental
- Public awareness campaigns
- Traffic education and enforcement in a specific target area

Costs incurred to provide safety training and commuting classes and facilitator fees for adult and/or child bicycle, pedestrian and motor vehicle safety training classes. (See VI, VII and VIII below)

Funding Available Through the Paula Nye Memorial Bicyclist and Pedestrian Education Grant:

The Paula Nye Memorial Bicyclist and Pedestrian Education Grant is funded solely by citizen contributions made by purchasing Kentucky's "Share the Road" specialty license plate. The amount of funds available each funding cycle for grants is variable and based on the number of "Share the Road" license plates sold each fiscal year. Applicants should be aware that full funding of their project through the Paula Nye Memorial Bicyclist and Pedestrian Education Grant may not be possible and should be ready with additional funding sources to ensure their project has sufficient funding to be completed. Applicants can contact the office of the Kentucky Bicycle-Pedestrian Coordinator¹ to determine the amount of funding available for each grant funding cycle before applying for a Paula Nye Memorial Bicyclist and pedestrian Grant.

Troy Hearn
Bicycle and Pedestrian Coordinator
Division of Planning
200 Mero Street,
Frankfort, KY 40622 |
Phone 502-782-5060
Troy.Hearn@ky.gov

GUIDELINES:

- I. Kentucky Bicycle and Bikeway Commission Grant Program makes grants available that will improve the safety of non motorized transportation using the purposes listed above as a guideline, for funding to Kentucky based 501-C3 non-profit organizations, Kentucky state and local government agencies and individuals who form a public/private partnership with Kentucky 501-C3 non-profit organizations, Kentucky state and local government agencies. The Commission will consider applications from out of state 501-C3 organizations whose programs provide curriculum; training aids educational programs or projects within Kentucky for the use and benefit of Kentucky residents or governmental agencies.
- II. Individuals may receive funding for programs or projects which fit the purposes of Kentucky Bicycle and Bikeway Commission Grant Program vision statement by entering into a written partnership contract agreement with state, county, local governments and/or schools. The partnership state, county, local government and/or school agency must guarantee the individual and the KBBC, by signed agreement, that the funds granted will be used only by the individual for the purpose of implementing and operating the program or project described in the grant application and in accordance with all other applicable terms of the Paula Nye Memorial Bicyclist and Pedestrian Education Grant.
- III. Elementary and Middle Schools: The Safe Routes to School ("SRTS") Program, administered by the Kentucky Transportation Cabinet, Office of Special Programs² is a national program with significant funding available to elementary and middle schools for bicycle educational programs as well as infrastructure projects. Although not an absolute condition to receiving a Paula Nye Memorial Bicyclist and Pedestrian Education Grant, the KBBC highly encourages schools to pursue SRTS funding so that the KBBC may make a wider distribution of available and limited Paula Nye grant funds and will consider those facts and circumstances in making any awards to Elementary and Middle schools.
- IV. High Schools are not eligible for Safe Routes to School Funding and are exempt from the considerations of article III of this section.
- V. For the purpose of this grant program, Kentucky's Area Development Districts and MPO's will be considered government agencies subject to the same governmental funding requirements listed below.
- VI. Not more than 5% of Grant funding can be used for administrative, clerical or other support staff wages for 501-C3 organizations.
- VII. No portion of the Grant funds can be used for administrative, clerical or other support staff wages of Kentucky state or local government agencies.
- VIII. Funds may be used by 501-C3 organizations or Kentucky state or local government agencies for wages of bicycling instructors certified by the League of American Bicyclists or other certified

educational professionals sub-contracted by the organization or agency to teach or provide technical assistance in the development of curriculum, training aids, research and/or educational programs or projects.

- IX. A definitive period of participation (project duration) and an estimated number of people expected to be directly reached by the program or project shall be clearly outlined in the application.
- X. The recipient of a grant is required to provide the KBBC with a written progress report every 6 months. The progress report shall include at a minimum:
- Current status of the project
 - Funds expended to that point
 - Detailed timeline for completion of the project
 - Justification for the delay if the project is behind schedule.
- XI. No information produced for educational programs, in any form for use in any media, funded by this grant, will carry the name of the Kentucky Transportation Cabinet, the Transportation Secretary, any member of the Transportation Cabinet staff or the members of the Kentucky Bicycle and Bikeway Commission, unless prior approval in writing has been granted by the Secretary of Transportation. Any information produced in any form, for use in any media, will state that the project has been funded in full or in part by donations made to Kentucky's "Share the Road" specialty plate program administered by the Kentucky Bicycle and Bikeway Commission.
- XII. Due to the limited amount of funding available from the KBBC, the full funding of the applicant's request may not be available. The total cost estimate provided in the application will be used to determine the amount of funds awarded. If the costs of the applicant's program exceed the amount available from the grant, the applicant will be responsible for covering the additional costs of the program and must demonstrate the ability to do so. Written confirmation of donations or other funding for the remaining balance of the project, provided by the proper official and/or contributor, is required to be included in the full grant application. In-kind contributions (e.g., donated labor, materials and equipment) may be credited toward the project balance. A detailed, written description of in-kind contributions and confirmation from contributors of in-kind contributions must be provided with the grant request.
- XIII. Accounting of the Grant funds used in the project and the measured results of the project will be available upon request of the KBBC for a period of 5 years after the completion of the project.
- XIV. Grant applications must be submitted for review postmarked on or before the closing date of October 1. They will be acted upon at the next regularly scheduled meeting of the Kentucky Bicycle and Bikeway Commission. If you have any questions about this process, please contact the address below or E-mail Troy.Hearn@ky.gov

Mail 3 Copies of Completed Grant Applications to:
Paula Nye Memorial Bicycle-Pedestrian Educational Grant
Kentucky Bicycle-Pedestrian Coordinator
Division of Planning
200 Mero St
Frankfort, Kentucky 40662

Kentucky Bicycle and Bikeway Commission Grant Program Application Checklist

The Kentucky Bicycle and Bikeway Commission Grant Application should include the following:

_____ Grant Application Form

_____ Organization Financial Statements (previous two years, if available)

_____ Proof of Organization status (Kentucky tax-exempt certificate, or non-profit corporation certificate, organization articles of incorporation, organization by-laws, etc.)

_____ A detailed, current budget of project or program for which funds or services are to be requested. This includes itemized documentation as to how the requested funds will be used. Include information on other funding sources, including other foundations applied to for funding. Include information as to how the organization or agency will measure the results of its program or project.

_____ Written confirmation of donations or other funding for the remaining balance of the project, provided by the proper official and/or contributor

_____ A detailed, written description and confirmation from contributors of in-kind contributions

_____ Additional information about your organization include history, promotional literature.

_____ A copy of the Public/Private Partnership agreement signed by both the individual and a representative of the public agency, if applicable.

The Kentucky Bicycle and Bikeway Commission Grant Program Application Form

Name of Organization: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Phone: (____) _____ E-mail: _____

Contact Person: _____ Title: _____

Brief Description of Your Organization and Its Goals and Objectives:

Project for which funding is requested: _____

Amount Requested: _____ If approved, funds are needed by what date? _____

If approved, the check should be disbursed to: _____

Address: _____

City _____ State _____ ZIP Code _____

Federal ID # _____ or Social Security # _____

Attach a brief description of project. Include:

- (a) How this program or project fits the purposes of Kentucky Bicycle and Bikeway Commission Grant Program vision statement
- (b) If this is a new project or program or a continuation of an existing one
- (c) Who will be responsible for the project or program?
- (d) If the request is for a onetime project or for an ongoing program.
- (e) Describe the system(s) to be put in place to measure the results of the program.

B-655

Exemption Number

BOONE COUNTY BOARD OF EDUCATION (ALL SCHOOLS)

Name of Exempt Institution

Important — Certificate not valid unless completed.

**PURCHASE EXEMPTION
CERTIFICATE**

Check Applicable Block
☐ Blanket
☐ Single Purchase

I hereby certify that BOONE CO BD OF EDUC is a Kentucky resident, nonprofit educational, charitable or religious institution, or Kentucky historical site, located at 8330 US Hwy 42 Florence Kentucky and that the tangible personal property, digital property or services to be purchased from _____

Name of Exempt Institution

Name of Vendor

Address

will be used solely within the exempt function of a charitable, educational or religious institution, or historical site.
Description of property to be purchased: _____

In the event that the property purchased is not used for an exempt purpose, it is understood that I am required to pay the tax measured by the purchase price of the property.
Any official or employee who uses this certificate to make tax-free purchases for his own personal use or that of any other person will be subject to the penalties provided in KRS 139.990 and other applicable laws.
Under penalties of perjury, I swear or affirm that the information on this certificate is true and correct as to every material matter.

Authorized Signature

[Signature]

Title

Accounting Supervisor

CAUTION TO SELLER: This certificate cannot be issued or used in any way by a construction contractor to purchase property to be used in fulfilling a contract with an exempt institution. Sellers accepting certificates for such purchases will be held liable for the sales or use tax.

Date

DEPARTMENT OF REVENUE
Frankfort, Kentucky 40620

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