

# RUBARB Bike Shop Starter Grant

## Grant Details/Information

RUBARB is excited to announce a grant to support the efforts for launching a new bike co-op in New Orleans. Funds will be made available to an already existing organization or a collective of individuals that have secured a suitable location to house their project but require start-up funds, tools, and/or bikes.

This grant will provide the following assistance:

- General tools
- Bike specific tools
- Two workstands
- Power tools
- Replacement parts
- Basic accessories
- Maintenance items
- First-Aid/sanitation items
- \*Financial assistance:
  - Rent
  - Utilities
  - Insurance
  - Governmental filing fees
  - Miscellaneous expenses (pending approval)

Applications must be submitted on or before **September 1, 2018**.

The accepted application will be announced on **November 15, 2018**.

Key holding volunteers of RUBARB are excluded from applying for the Bike Shop Starter Grant.

Send questions about the opportunity and submit completed applications to:

- [buildit@rubarbike.org](mailto:buildit@rubarbike.org) OR
- In person to RUBARB during open shop hours (speak with the keyholder during that shift).

\* Financial assistance will be offered ONLY for the beginning six months and can be denied for any reason.

## Grant Requirements

- Applicant's project will be ready to begin operations no later than January 1, 2019.
  - Cash award will be provided in disbursements based on initial and ongoing expenses for the first 6 months of the new bike co-op.
  - Applicant's project is expected to become sustainable both financially within six months of beginning operations.
- At least one representative from the accepted application must attend RUBARB's monthly meetings to report on activities, and provide **ALL** receipts.
  - Grant recipients will receive up to \$2,000 for expenses such as rent, bills and insurance
  - Recipients will receive enough tools to operate a shop that can serve two or three people fixing their bike at once, as well as used bikes, with materials valued up to \$500.
  - Recipients agree to give a report of expenses and revenue, number of people served, number of days open, number of bikes sold for the first 6 months of operation.
- The project must have at least 6 core volunteers that will commit to opening the new bike co-op a minimum of 3 days/week (~12 hours/week).
- Location is secured to open a new co-op or to store a mobile project.
- Applicants must provide statements of support from the neighbors of the new co-op location or locations where the mobile bike co-op will serve. Applicants must also provide information on their efforts to do community outreach and responses from the neighbors of the proposed location. If the co-op is a mobile co-op, they must show evidence of community outreach in the pop-up locations.
- Grant recipients may use the RUBARB 501c3 status to apply for more grants and give tax deductions on donations. If the recipients choose to use RUBARB as the umbrella 501(c)3, financial records will have to be provided to RUBARB for as long as the new co-op uses RUBARB's tax exempt status.

## Bike Shop Start Grant Application

### **PART A**

Submit a plan with the following details:

1. Where will the bike co-op be housed? If the bike co-op will be mobile, include locations where the pop-up co-op will serve and where the tools/parts will be stored while the mobile co-op is not in use?
  - Target neighborhood(s)
  - Possible workshop location(s) including square footage, costs of rent & utilities
  - A list of existing bicycle resources within the proposed target neighborhood
2. Write a description of how the space will be organized and how decisions will be made within the new bike co-op. If applicable, include information about the umbrella organization supporting the new co-op with space, volunteers or coordination.
  - What services will be offered
  - What services will NOT be offered
  - Mission statement
  - Short term and long term goals
3. Estimate your monthly expenses for the first 6 months. List expenses such as rent, bills or repairs; note whether the expense will be recurring or one-time.
  - Proposed budget including **one-time** and **recurring** expenses for the first year
  - How will the new bike co-op fund itself after the first 6 months?
4. How is the new bike co-op going to stand for diversity and inclusivity?

### **Part B**

Submit the following information about the individuals within the collective:

- Full name and address of each individual
- Resumes of each individual outlining their experience in the following fields: teaching, bicycle mechanics, community outreach, nonprofit and advocacy work. Include ALL past and present work experience.
- Outline the roles and responsibilities of each individual
- Submit a group photo with all individuals including at least one bicycle, to be used for promotional purposes.