



**KENTUCKY BICYCLE AND BIKEWAY COMMISSION  
2021 PAULA NYE MEMORIAL EDUCATIONAL GRANT  
GRANT ACCEPTANCE AND REPORTING AGREEMENT**

Grantee: LFUCG DEQPW Bike Library

Contact: Alice Hilton  
Ahilton@lexingtonky.gov

Grant #: 2021.07

Amount of Grant: \$13,500.00

Purpose of Grant: Youth Bike Classroom and Community Education and Outreach

Congratulations on being awarded Grant No. 2021-07 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:

**Project 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 agreement to:**

Keith Lovan, Bicycle and Pedestrian Program  
Kentucky Transportation Cabinet, Division of Planning  
200 Mero Street, 4<sup>th</sup> Floor West  
Frankfort, Kentucky 40622