



2026 DALMAC Fund, Inc.

Grant Instructions



Tri-County Bicycle Association
Lansing, Michigan USA
www.biketcba.org

The DALMAC Fund, Inc., (DALMAC Fund) advances and promotes the use of bicycles, bicycle safety; public awareness of bicyclists' rights on public thoroughfares, bicycling events, a bicycle route system for the tri-county, Lansing metropolitan area, a statewide bicycle route system, instruction as to the care and maintenance of bicycles, and social opportunities for bicyclists.

Tri-County Bicycle Association has served bicyclists in mid-Michigan since 1972. Notably, TCBA volunteers make possible the Dick Allen Lansing to MACkinaw (DALMAC) tour. Annually on Labor Day weekend, more than 1,000 participants enjoy 2 to 5 days riding their bicycles between Lansing and Mackinaw City. Through the DALMAC Fund, TCBA provides funding to bicycling projects all over Michigan.

- DALMAC Fund grant requests are due **March 1, 2026**
- Final funding decisions will be made by **April 15, 2026**

Please review the following DALMAC Fund goals and evaluation criteria in developing your proposal.

The DALMAC Fund goals:

1. Improve the bicycling environment in Michigan
2. Expand bicycling in Michigan
3. Promote goodwill towards bicycling in the community
4. Increase bicycle safety

Grant requests will be evaluated on meeting the 4 goals, as well as,

1. Amount requested is reasonable
2. Request has documented local support
3. Tri-County Bicycle Association (TCBA) is comfortable funding the request
4. Previous funding does not guarantee future funding

Typical grant funded requests involve,

1. Construction and design of bicycle facilities
2. Bicycle education programs
3. Activities promoting bicycling for transportation, health and recreation
4. Purchase of bicycles and related equipment
5. Developing bicycle routes or maps



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DALMAC Fund expects to award a minimum of \$120,000 in 2026.

Special Instructions

1. No grant requests intended to award grants to other organizations.
2. Do not mail a signed grant application to us. Include a signature in the PDF copy emailed to us.
3. We are asking every bidder who is requesting operational funds, as opposed to capital costs, how they will operate next year without our funding. Alternatively, if your proposal was funded last year and the request is for operational funds, how will you operate this year if the DALMAC Fund does not fund your application.
4. We have an award event for members of the Tri-County Bicycle Association to hear DALMAC Fund awardees describe their projects. You will be expected to send a representative to this event which will be held in Lansing in mid-May. Your DALMAC Fund application may cover more than one project or activity. A separate budget should be included for each project or activity. Each application is ranked against other similar projects or activities. Questions 18 to 23 should be answered for each project or activity.

A DALMAC Fund committee member will contact each requesting organization by email with questions about the proposal. A response within one week to email questions and/or requests for additional information from committee members is essential for grant consideration. Failure to respond will result in your application's rejection.

- Submit the **entire signed application** by email attachment in PDF format to DALMACFund@biketcba.org. **Do not mail a signed copy to us.**
- Contact Steven Leiby at (517) 881-4137 for technical assistance with your grant application.

If any DALMAC Fund project is substantially changed or reduced after the grant is submitted and awarded, the DALMAC Fund's Board of Directors reserves the right to reduce or cancel the awarded DALMAC Fund grant.

The DALMAC Fund and TCBA are improving our web and social media presence. We will showcase all DALMAC Fund projects. The grant application includes a request to provide a link to your organization's relevant webpage, Facebook page or other online program summary, that shows how successful your project or program is.

Do not include these instructions in your DALMAC Fund grant application. They are for informational purposes only. Limit your DALMAC Fund grant application to **seven pages of text including the signature page and all required attachments**.

DALMAC Fund “Share Your Project” Video Instructions

Each fund applicant will prepare **two short videos, each** no longer than three minutes.



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- In the **first video**, with the grant application, share with us information about your project, its goals and how your DALMAC Fund Grant will help achieve those goals.
- The **second video**, after receiving the grant, will share how your program / community has been impacted by this project.
- All videos must use .MOV or .MP4 file formats.

These videos will be placed on the DALMAC Fund webpage.

Show your facility, signage, trail, or program on the video.

It can be as simple as a 30-second thank you selfie video recorded in your living room, or as complex as an edited video, your choice.

- No more than 3 minutes in length
- Drop the videos in the following location when you're done and send us an e-mail.
- https://drive.google.com/drive/folders/1D4eu7uhP-P3wQCIxH-Y2_yfbdtmsswPs?usp=sharing
- The DALMAC Fund committee will share the videos with the TCBA board of directors.
- We'll also share it on TCBA-managed social media and tag your organization and community (city, county, etc.)
- Share it on your OWN social media and tag TCBA and DALMAC and tag your community (city, county, etc.)
- **The first video is due on March 1, 2026.**
- **The second video is due on or after September 30, 2026**, or at the conclusion of your project.

Through the power of social media, we have the chance to **achieve an even greater impact** for your program's visibility in your community with these videos. All previous videos are on the **DALMAC Fund webpage at DALMAC.org and DALMAC YouTube channel**.

You can use smartphone video (professional videography or editing is not required). Your executive director, or program head can do a selfie video and talk about your program or show where your physical project will be located. You could use video recorded in a previous year and edited to include 2026 selfie thank you video. Or the program head of a trail system could ride to where their new repair station will go, show us a video of the proposed location, and maybe even catch a few cyclists zooming by. A program head or team leader could record a thank you selfie video in their living room.

In your story, include your program name, the fund request and what you hope to accomplish and when. A sample script might be "Our organization plans to use the DALMAC Fund grant to install a bicycle repair station [your program's fund request.] We have 10,000 cyclists using our trails and this will be a great asset to them [who your program helps]. We will install this by July 30th, 2026 [your program's intended timeline.] Thank you DALMAC Fund from [your organization's name.]



Example Project Descriptions

Project descriptions are limited to 200 words.

Please review the suggest project descriptions below.

Example 1

We are proposing to build the _____ (trail name) non-motorized trail from place A to place B. This trail will connect with the Wonderful Trail network. The total cost is \$x,xxx,xxx. The project will be funded by \$xxx,xxx in TAP funds, \$xxx,xxx in DNR Natural Resources grant funds and \$xxx,xxx in local match.

Example 2

We are proposing to operate the _____ (program name) to teach _____ (number of participants) elementary school children from the _____ (area name) safe bicycle riding to school. We will use the _____ (curriculum name) developed by the _____ (organization name). Our instructors have _____ years of experience.

Example 3

We are proposing to operate a bike education and bike give-away program targeting _____ (name target population). We will teach them how to safely ride utilizing the _____ (curriculum name) curriculum. We will also teach them basic bicycle maintenance. Our instructors have _____ years of experience teaching bicycle maintenance and riding skills.

Example 4

We are proposing to purchase _____ to facilitate our teen bicycle program. The program (program name) will teach _____ bicycle skills to _____ teens from the _____ (area name) area. Our instructors have _____ years' experience.

Example 5

We are proposing to purchase (number) _____ bicycle racks manufactured by _____. The racks will cost \$ _____. We are requesting the DALMAC Fund to pay _____ % of the cost and the balance will be funded by _____.