



# Kirkland Green Trip Business Grant Instructions

## Instructions

Kirkland Green Trip has funding available for employers and property managers in Kirkland who want to improve their employee transportation programs. These grants are designed to promote non-drive-alone commuting and help employers and property managers try something new.

## How to Apply

Fill in and submit the short Grant Application and submit to Kirkland Green Trip staff at [support@kirklandgreentrip.com](mailto:support@kirklandgreentrip.com). Do not hesitate to contact our staff with any questions or ideas for how to implement a new program or capital improvement: (425) 990-3097.

- Up to \$4,000 in funding, no employer match required.
- Grants will be awarded on a rolling basis until all funded is allocated.

## Eligibility Requirements

- Applicants must have a current business license in the City of Kirkland with at least two employees at a Kirkland worksite.
- Program costs must be associated exclusively with employees and programs located within the Kirkland city limits.
- Program costs must be associated with transportation-focused improvements.
- Capital improvement purchases must be accompanied by a 3-year commitment to the program and annual surveys or will include a proportionate payback to the City for equipment purchased.
- Businesses may only apply for one year of project funding at a time.
- Funding is reserved for new program elements and is not intended to replace funding for ongoing programs.
- Kirkland Green Trip reserves the right to determine which funding requests are granted and to what degree they are funded. Kirkland Green Trip does not guarantee that all applicants will receive funding.
- Grants are funded based on program estimates. Reimbursements may not exceed the approved grant allocation. Businesses may not profit financially from the Kirkland Green Trip Grant.
- Businesses are required to complete and submit an annual program evaluation form at the completion of the grant.
- All rewards are subject to eligibility requirements and funding availability.



# Kirkland Green Trip Business Grant: Eligible Projects

## DEVELOP A CARPOOL PROGRAM

### Preferred or Reduced Cost Parking for Carpools

Carpools and vanpools help employees share travel costs and get to work quickly. Employers can promote carpooling by creating dedicated carpool and vanpool parking and developing clear signage. To implement a successful program, be sure to set up carpool parking stalls in the best locations near the front of the building and develop signage to show employees where to park. Employers can also promote carpool parking through reduced parking rates for high occupancy vehicles and vanpools.

### Create 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, perks and incentives like transportation vouchers or safety equipment for cyclists. Employers can also offer to subsidize all or a portion of the costs for one of many different ridesharing services available in Kirkland:

- ➔ **Rideshare services:** Many new ride-hailing apps offer their own carpool service. Employers can set up a reimbursement system for carpoolers that use ridesharing apps or work directly with a provider to promote carpooling discounts at their worksite.

## DEVELOP A TRANSIT PROGRAM

### Develop a New Transit Subsidy Program

The grant can also pay for an Orca program at your worksite. Orca cards are an easy way to access and pay for transit in King County and surrounding areas. Several options are offered through King County Metro that allow employers to custom-tailor a solution to their workforce:

- ➔ **Orca Passport:** Orca Passport is a hassle-free program that gives every employee the option of taking transit throughout the region with very little administrative work. Costs for New Orca Passport accounts start at \$175 per employee per year.
- ➔ **Orca Choice:** Orca Choice is a flexible program that allows you to customize the package for each employee on a month-to-month basis and pay for part or all of the employees' transit costs.

### Install a Transit Screen

If your business is located close to a transit hub, you can replace your dated directory with an interactive transit screen. Deliver real-time transportation information to your employees so they can check on their bus or look up which bike trail to use without waiting in the rain. Transit Screens are a great capital improvement to help promote transit options near your worksite while also bringing your directory into the modern era of technology.



# Kirkland Green Trip Business Grant: Eligible Projects

## DEVELOP A BIKING PROGRAM

### Improve Bike and Walk Commute Facilities

Want to promote active transportation to your worksite? Do your cyclists and walkers need a place to store their clothes? Are the bike racks at capacity? Businesses can use the grant for a capital purchase that will promote active transportation to the worksite:

- ➔ **Bike Parking:** Build and install secure, covered bicycle parking to give employees peace of mind that their bikes are safe and secure during the day.
- ➔ **Safety Gear:** Locks, helmets, bike lights, and reflective jackets will help your employees cycle to work safely.
- ➔ **Fix-it Station:** Build or install a bike fix-it station to provide cyclists with all the tools they need to make repairs from your worksite.

## PROVIDE BENEFITS & RESOURCES

### Emergency Ride Home

Emergency Ride Home programs provide a flexible option for employees to get home in a ridesharing service like Lyft, Uber, or Taxi. If an employee at work suddenly gets sick or unexpectedly needs to work late, the Emergency Ride Home program will pay for their trip. Emergency Ride Home programs are designed to give employees a hassle-free trip home when they take an alternative form of transportation to work.

### Host a Transportation Expo

Want to do more than a table in the lobby for your next transportation fair? Are you adding a program element and want to promote it through an event? Plan a transportation expo, develop a theme, and host an event that encourages employee participation. Possible elements include:

- ➔ providing personalized commute planning
- ➔ inviting a bicycle mechanic to tune-up bikes
- ➔ transit voucher giveaways
- ➔ deliver commuter resources to your employees.

KGT business grants can help turn your tabling event into a full-fledged transportation expo!

## DESIGN YOUR OWN PROGRAM

### Tell us About Your Ideas

If you have an idea not posted on this list, contact KGT for a free consultation on eligibility requirements and more information on how to design your own transportation benefits at your worksite. Contact information for Kirkland Green Trip staff is posted at the bottom of this page.



# GRANT APPLICATION

## GENERAL INFORMATION

Organization name:		Date:	
Primary business at this location:			
Property Manager:			
Total number of employees at this location:			
Primary Contact (Project Lead):		Title:	
Phone:	Fax:	Email:	
Address:		City:	Zip:
Secondary Contact:		Title:	
Phone:	Fax:	Email:	
Address:		City:	Zip:

## PROGRAM DETAILS

Number of employees:	Number of employees you expect to participate:
Project description: (submit additional information if necessary)	
What other ways are you promoting non-drive-alone transportation?	

## BUDGET DETAILS

Total project cost:	Employer contribution:*	Grant request:
<i>*Please note that employer contributions are not a requirement for funding eligibility</i>		
How will you measure the success of your program? Check all that apply		
<i>We will measure the number of:</i>		
<input type="checkbox"/> Cyclists	<input type="checkbox"/> Bus Riders	<input type="checkbox"/> Total Participants
<input type="checkbox"/> Carpoolers	<input type="checkbox"/> Walkers	<input type="checkbox"/> Vanpoolers
<input type="checkbox"/> Reduction in Trips	<input type="checkbox"/> Other (Please specify)	
<input type="checkbox"/> Cost-Effectiveness		
<input type="checkbox"/> <b>Attach a program plan and timeline (page 2)</b>		
<input type="checkbox"/> I agree to survey my employees prior to project/program implementation (KGT will supply a survey template)		
<input type="checkbox"/> I agree to survey my employees 36 months after implementation.		

## SIGNATURE OF CEO OR HIGHEST RANKING OFFICIAL

Signature:	Title:
Print Name:	Date:

# GRANT APPLICATION

## PROGRAM PLAN AND TIMELINE