

Albany County and City of Laramie Community Partner Organization Funding Request Application FY2027

ALL APPLICATIONS ARE DUE ON OR BEFORE 5:00 P.M. ON WEDNESDAY, MARCH 11TH 2026 AND WILL ONLY BE CONSIDERED IF ALL PREVIOUS FINAL REPORTS HAVE BEEN COMPLETED.

The City of Laramie and Albany County provide funding to local community partner organizations through their annual budget making processes. Organizations receiving these funds do not operate within the formal structure of city or county governments but may utilize support from these governments to achieve their missions or fund special projects. Community partner organizations generally have a strong presence within the community and provide vital services, products, or activities that serve to improve the community in a variety of ways. Only non-profit/not-for-profit entities are eligible to apply for funding. For-profit entities are ineligible.

Historically, organizations requesting funding fall within the following three categories:

Recreational/Arts and Culture: These organizations exist to promote, sustain, and develop recreational, cultural, and leisure activities within the community. These organizations may also sponsor educational and community events and celebrations designed to encourage a diverse cultural and active lifestyle while promoting a strong sense of community.

Social Services: The primary objective of these organizations is to support or engage in activities designed to enhance the wellbeing of individuals and families within the community. These organizations provide a variety of services that focus on basic human needs, access to programs and services designed to maintain human dignity and health, and the overall welfare of citizens.

Civic Organizations/Quasi-Governmental: These organizations have been established within our community to A) work for the overall improvement, advancement, and economic health through civic involvement, economic development initiatives, and fostering community spirit; or B) provide services, programs and other opportunities for the betterment of the community through the organization of Joint Powers Boards or other Quasi-Governmental Organizations that work collaboratively with the City of Laramie and/or Albany County on shared goals, concerns, and interests.

This Community Partner Funding is available from funds collected via Albany County's 5th Penny Tax and historically has funded approximately \$250,000 in County requests and \$235,000 in City requests. In their sole discretion, the City and County each reserve the right to waive any informality in any application and/or reject any application.

Organizations can submit a request to both the City and County. If an organization is awarded funding, the organization is solely responsible for its costs including, but not limited to, operations, personnel, taxes,

maintenance, and insurance coverage against public liability and property damage.

Priority of requests is as follows:

- Requests that improve the community.
- Requests that are not more than 20% of organization's general operating budget and do not exceed \$20,000 each from City or County.
- Requests to either City or County that are less than 20% of organization's general operating budget but in excess of \$20,000 are considered on a case by case basis and may affect the priority of the organization's request.
- Demonstration of multiple revenue sources for organization.
- The number of people served by organization.
- Clear identification of those who benefit from the organization's work.
- Demonstration of the organization's partnership with other organizations in the community.
- Requests that do not duplicate efforts already existing in the community.

For-profit entities are not eligible to apply. Only non-profit/not-for-profit entities are eligible to apply for funding.

Presentation dates are as follows:

City-Only and Joint City/County Applicants:

March 24th, 2026 beginning at 5:30pm.

City Hall-Council Chambers, 406 Iverson Ave.

County-Only Applications:

April 7th, 2026 beginning at 9:30 am

County Courthouse, County Commissioners Room, Room 105.

*****Send presentation materials to Nancy Oakland-Potter noaklandpotter@cityoflaramie.org by 5:00 p.m. on Friday, March 13th*****

Schedule for Decision Making Process and Availability of Funds:

City: Laramie City Council intends to make its preliminary funding decisions in early to mid-April 2026 and final funding decisions will be announced upon adoption of the City's FY2026/2027 Budget in June 2026. The City's award payments to successful organizations will be made on or around August 1, 2026, pending receipt of the fully executed agreement.

County: The Albany County Commissioners make their final funding decisions upon the adoption of the County's FY2026/2027 Budget in June 2026. Agreements will be sent to successful organizations in July 2026. Pending the County's receipt of the fully executed Agreement, the County's award payments to successful organizations will only be made on a reimbursement basis.

All information on this form and all requested documentation must be complete and submitted before the application will be considered. Applications that are incomplete or are missing required materials may be rejected. If there are additional questions from City Council or the Albany County Commissioners after review of the applications Nancy Oakland-Potter or Bailey Quick will reach out to the organization for additional information.

Contact the following for assistance:

City of Laramie: Nancy Oakland-Potter, noaklandpotter@cityoflaramie.org, 307-721-5226

Albany County: Bailey Quick, grants@albanycountywy.gov, 307-721-1803

Email *

khpritch@gmail.com

The organization has read, understands, and agrees to the above guidelines? *

Yes

No

Applicant Information

Please provide the following information about your organization:

Organization Name: *

BikeNet

Contact Name, Title: *

Kristen Pritchett, Bike Net Transportation Committee Member

Mailing Address: *

P.O. Box 1969

Contact Phone: *

307-460-0667

Contact E-Mail: *

khpritch@gmail.com

Type of Organization: *

Recreation/Arts and Culture

Social Service

Civic/Quasi-Governmental

Non-Profit Agency (501(c)(3))

Not-for-Profit Agency (501(c)(4) or 501(c)(7))

Other: _____

Are you a first time applicant for Community Partner Funding? *

- Yes
- No

Requested Amount from the City of Laramie: *

Enter dollar amount only

5000

Requested Amount from Albany County: *

Enter dollar amount only

5000

Will this amount be used to leverage additional funds through grants or other means? *

- Yes
- No

If yes, indicate the dollar amount of additional funds that will be leveraged.

20000

Provide examples of grants the organization has received in the past 2 years. *

(Excluding prior City of Laramie and Albany County Community Partner Funds programs)

Iverson Community Partner Grant, Hughes Charitable Foundation, BlueCross BlueShield of Wyoming

List organization board of director(s), indicating officers. *

Christy Gobbersmith. President ; Lars Peterson. Vice President ; Mary Thorsness. Treasurer ; Cynthia Hartung. Director ; Richard Vercoe. Director, Trail FAIRIES

Description of request:

Provide a detailed explanation of how the requested funds would be utilized by the organization. *

Include any additional funding sources and amounts received by the organization. Maximum character count is 2,500, including spaces.

BikeNet's Safe Routes to School (SRTS) Program helps students build confidence, independence, and lifelong healthy habits through early bicycle education and access. To expand this program, BikeNet is launching a Mobile Bike Fleet Initiative to serve all six elementary schools throughout Laramie. The biggest need for this program to be implemented is a 25-foot bike trailer and a fleet of 30–40 bicycles in varying sizes. Additional costs include safety equipment, maintenance tools and hiring bike maintenance personnel, and program delivery support. Although we plan on initially running this program through volunteer efforts, Fort Collins has successfully administered SRTS for over 20 years, and their program reaches 5,000 elementary students each year, and they said they have had much better success paying their bike instructor volunteers, which is the ultimate goal in Laramie.

Describe the positive effects and benefits the requested funds would provide to the organization and the community, including goals the organization hopes to accomplish. *

Maximum character count is 2,500, including spaces.

BikeNet is partnering with Albany County School District and the Laramie Police Department to deliver a bike safety curriculum to all six Albany County elementary schools (Linford, Slade, Spring Creek, Indian Paintbrush, Montessori, and Snowy Range Academy). Modeled after the long-standing Safe Routes to School Bike Safety Curriculum successfully implemented for more than 20 years in Fort Collins, our vision is to bring tried bike safety programming to our community in the hopes of fostering bike education, healthy lifestyle skills, and a self-propelled transportation skill for youth wellness. This support from Albany County and the City of Laramie would enable equitable access to safety education for all elementary students in our community. In a bicycle-forward community like ours, this partnership demonstrates the city and county's leadership in supporting safe, active lifestyles and highlights its dedication to being a trusted partner in building a healthier, safer future for Albany County's children. The City of Fort Collins and Nancy Nichols have provided great mentorship and information to us, and some of the many benefits and goals we have are 1) Instruct all K-2nd graders, regardless of cycling ability and/or ability to own a bicycle. Also included will be children with disabilities, who can be accommodated in bike trailers or bike tagalongs.

Describe your organization's partnerships with other organizations in the community and how your organization avoids duplication of efforts while carrying out impactful work in your service area. *

Maximum character count is 2,500, including spaces.

This program will be supported by BikeNet, Albany County School District PE teachers and the ACSD Extension Team, and the Laramie Police Department through Chip (Louis) Cirillo. In addition, we have support from the local bike shops, whom we will utilize for bike repair and equipment safety protocol. There is not a single, organized, free effort in the community for elementary age students which provides both access to bicycles, instruction by certified bike instructors, and bicycle safety education. This educational opportunity in Laramie would deliver this programming to all students, with the target age right now being kindergarten through second grade.

Is this a new or existing project, or ongoing operations? *

- New Project
- Existing Project
- Ongoing Operations

Is this a one-time request or an ongoing expense? *

- One-time request
- Ongoing expense

Number of individuals your organization serves annually. *

700

Populations served: *

Check all boxes that apply


- Children Ages 0-5
- Children Ages 6-10
- Children Ages 11-18
- Adults Ages 18-25
- Adults Ages 26-40
- Adult Ages 41-64
- Adults Ages 65+
- K-12 School/School District
- Veterans
- Low to Moderate Income
- LGBTQIA+
- Persons with Disabilities
- College/University
- Tribal Organizations
- Other: _____


Additional information in support of this application?

Maximum character count is 1,000, including spaces.

Provide your organization's financial statements for the most recent fiscal year. *

File must be saved as a .pdf labeled by the organization requesting funding (ex. LaramieSoupKitchen2025FinancialStatment)


 LaramieBikeNet2025FinancialStatment.pdf


 Add file

Provide an itemized budget for this request and include other revenue sources as applicable. *

Budget Template available in the link below.


File must be saved as a .pdf labeled by the organization requesting funding (ex. LaramieSoupKitchenFY27Budget)

 BikeNetSRTSFY27Budget.pdf

 Add file

Provide organization's most recent Form 990, 990-EZ, or 990-N, including all schedules. *

File must be saved as a .pdf labeled by the organization requesting funding (ex. LaramieSoupKitchen2025_990-N)

 Laramie BikeNet 2025_990-N.pdf

 Add file

FY2025 City Award Information

Please complete the following additional questions if you are applying for City funds. If you are only applying for County funds you may skip this section.

Amount of **City** funds awarded in FY2025?

Has your organization spent all awarded FY2025 **City** Funds?

Yes

No

If organization has not spent all awarded FY2025 **City** funds, note the remaining amount and the date by which you intend to expend those funds.

No city funds awarded in 2025

Assurance and Signature

Please review all previous questions to ensure their completeness and accuracy, and make sure all files have been attached.

We, as the Grantee Organization, understand that we are responsible for signing an Agreement * with Albany County and/or the City of Laramie if funds are awarded:

Yes

No

We, as the Grantee Organization, understand that a final report **must** be submitted to the awarding agency as part of this funding: *

- Yes
- No

We, as the Grantee Organization, understand that a representative must present to the City Council and/or County Commission at the appointed date to be eligible for funding: *

- Yes
- No

We, as a Grantee Organization, have submitted all previous required final reporting to each funding agency. *

- Yes
- No

We, as the Grantee Organization, understand that all funding awarded through **Albany County** will be on a reimbursement basis: *

- Yes
- No

We, as the Grantee Organization, understand that submission of this application is not a guarantee of funding: *

Yes

No

Digital Signature, Title: *

Kristen Pritchett, BikeNet Transportation Committee

Date: *

MM DD YYYY

03 / 02 / 2026

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Statement of Activity

Laramie BikeNet
January-December, 2025

Distribution account	Total
Income	
BikeNet Donations	22,502.17
BikeNet Grants	8,040.00
BikeNet Memberships	5,840.00
Youth Program Donations	7,200.00
Youth Program Jersey Sales	261.00
Youth Program Memberships	4,795.00
Total for Income	\$48,638.17
Cost of Goods Sold	
Transaction Expenses	498.30
Total for Cost of Goods Sold	\$498.30
Gross Profit	\$48,139.87
Expenses	
Administrative Expenses	5,160.04
Contractors	7,927.00
Equipment	25,361.84
Events	7,407.93
Insurance	2,287.00
Marketing	1,446.86
Programs	2,158.15
Trails	313.50
Training and Certifications	5,080.00
Total for Expenses	\$57,142.32
Net Operating Income	-\$9,002.45
Other Income	
Transfer from BikeNet	-3,000.00
Total for Other Income	-\$3,000.00
Other Expenses	

Statement of Activity

Laramie BikeNet

January-December, 2025

	Total
Distribution account	
Transfer to 7220	-3,000.00
Total for Other Expenses	-\$3,000.00
Net Other Income	\$0.00
Net Income	-\$9,002.45

Laramie BikeNet

Community Partner Program Funding Request

Detailed Line-Item Budget

Total Request: \$33,185

A. Capital Equipment

Line Item	Description	Quantity	Unit Cost	Total Cost
25' Enclosed Cargo Trailer	Mobile program unit; includes interior shelving, wheel chocks, tie-down rails, registration, and branding wrap	1	\$10,000	\$10,000

Subtotal – Capital Equipment: \$10,000

B. Youth Bicycle Fleet

Line Item	Description	Quantity	Unit Cost	Total Cost
Youth Bicycles – 16”–20”	Elementary-age riders	12	\$425	\$5,100
Youth Bicycles – 24”	Middle school riders	13	\$475	\$6,175
Youth Bicycles – 26”–27.5”	Teen riders	13	\$520	\$6,760

Total Bicycles: 38 units

Subtotal – Youth Bicycle Fleet: \$18,035

(Blended average cost per bike: ~\$474)

C. Safety Equipment & Maintenance Tools

Line Item	Description	Quantity/Estimate	Total Cost
Multi-Size Helmets	Youth XS–Adult M inventory	60 units	\$900
Locks, Lights, Reflectors	Safety accessories for fleet	Bulk	\$350
Repair Stand (Professional Grade)	Portable mechanic stand	1	\$300
Tool Kits & Specialty Tools	Wrenches, chain tools, torque tools	Set	\$400

Line Item	Description	Quantity/Estimate	Total Cost
Spare Parts Inventory	Tubes, tires, chains, brake pads, cables	Initial stock	\$500

Subtotal – Safety Equipment & Tools: \$2,450

D. Personnel – Bike Mechanic Support

Line Item	Description	Hours	Rate	Total Cost
Part-Time Bike Mechanic	Assembly, safety checks, youth instruction, fleet maintenance	40 hours	\$25/hr	\$1,200

Subtotal – Personnel: \$1,200

E. Program Delivery Support

Line Item	Description	Total Cost
Outreach & Printing	Registration materials, waivers, educational handouts	\$400
Fuel & Transport	Trailer transport to program sites	\$600
Event Operations	Event-day supplies, signage, hydration, admin materials	\$500

Subtotal – Program Support: \$1,500

Project Budget Summary

Category	Total
Capital Equipment	\$10,000
Youth Bicycle Fleet	\$18,035
Safety Equipment & Tools	\$2,450
Personnel	\$1,200
Program Delivery Support	\$1,500
Total Project Request	\$33,185