



## Community Action Grants Program Application - CY26

Project Sponsor: \_\_\_\_\_  
*(List one entity)*

Project Name: \_\_\_\_\_

Funding Requested: \_\_\_\_\_

Applications requesting more than \$10,000 in funding maintain a quarterly deadline and are due by 11:00pm CT January 12, 2026, April 13, 2026, July 13, 2026, October 12, 2026 or until 100% of the quarterly allocated CY26 grant funds are pledged, whichever is sooner. All projects are prioritized based on available funding and scoring criteria. Applications for projects with a dollar value of \$10,000 or less can be submitted throughout the year.

Project Sponsor is a:

501(c)(3) Nonprofit

City, Village, Township

Park, Library, Transit, or Airport District

### Submit application to:

Agency for Community Transit  
Attention: Miriam Bell  
1 Transit Way  
Pontoon Beach, IL 62040  
ACTgrants@insideact.org

FOR OFFICE USE ONLY

Date and Time Received: \_\_\_\_\_

## ACT Community Action Grants Program Information

**Organizational Information:** Agency for Community Transit, Inc. (ACT) is a private, non-profit 501(c)(3) agency incorporated in the State of Illinois. ACT provides transportation services for Madison County residents through the operation of fixed route and paratransit services for Madison County Transit (MCT).

**Funding:** ACT has committed up to one million five hundred thousand (\$1,500,000) for the CY26 Community Action Grant with a maximum of \$100,000 per project and maximum of \$100,000 per entity.

**Program Intent:** To provide multi-modal transportation services to the people, organizations, and communities of Madison County to enhance mobility for the elderly and disabled, improve ADA accessibility, and promote alternative transportation modes to improve the quality of life of Madison County residents. ACT's Community Action Grant intends to provide technical and financial assistance and assist in securing funds for impactful transportation related projects.

**Submittal Details:** Applications requesting more than \$10,000 are due by 11:00pm CT January 12, 2026, April 13, 2026, July 13, 2026, October 12, 2026 or until 100% of the quarterly allocated CY26 grant funds are pledged, whichever is sooner. All projects are prioritized based on available funding and scoring criteria. Applications for projects with a dollar amount of \$10,000 or less can be submitted throughout the year.

**Notification:** ACT will review each application and provide notification of the Board of Directors decision to approve or deny requested funding. The ACT Board reserves the right to fund smaller portions of projects than requested.

**Eligible Applicants:** The following entities are eligible to apply:

- City, Village, or Township located in Madison County, Illinois.
- 501(c)(3) nonprofit organizations, parks districts, (including Metro East Park and Recreation District) transit districts, library districts, and airport districts which are based in and/or provide service within Madison County, Illinois.

**Ineligible Applicants:** Universities/colleges, schools/school districts, special taxing districts, and Madison County government are not eligible to apply.

**Examples of Eligible Project Types:** Transportation / Bicycle / Pedestrian / ADA Accessibility Improvements / Related Projects. All shared use path and trails infrastructure projects must be included in the Project Sponsor's Bicycle/Pedestrian Master Plan and adhere to American Association of State Highway and Transportation Officials (AASHTO) standards. Projects examples include, but are not limited to the following:

- Purchase of an accessible vehicle for transporting the public, and not eligible for MCT's program
- Funds to operate a vehicle used to transport the public
- Purchase of MCT fare products for distribution
- Construction of an ADA accessible bus stop
- Construction of wheelchair ramps or other ADA improvements
- Funds to provide shuttle service for community festivals and events
- Addition of amenities or safety features to a bus stop
- Construction or improvement of a trail or shared use path
- Construction of a connector to the MCT Trails
- Addition of amenities, enhancements, or safety features to a shared use path or bike trail
- Flashing beacons or other equipment to facilitate safe bicycle/pedestrian crossings
- Funds to support a bicycle or pedestrian event
- Development of a bicycle/pedestrian master plan
- Bicycle/pedestrian marketing and/or education materials
- Support for a program which promotes bicycle/pedestrian development, safety, or education
- Funds to purchase and/or distribute helmets or other bicycle safety gear
- Funds for land acquisition to allow a community to build a trail
- Funds to provide transportation services for elderly and disabled residents
- Funds for transportation services for youth programs

## Eligible Project Components

- Components of projects eligible for reimbursement include, but are not limited to, acquisition, development, restoration, education, maintenance, planning, programmatic, or operations expenses.

**Ineligible Project Types:** Projects which are neither transportation related OR accessibility related are NOT eligible for assistance. Such ineligible projects include but are not limited to the following. Sidewalks are NOT eligible. Non-ADA accessible shared use paths are NOT eligible. Parks and roadways are NOT eligible. Non-ADA accessible vehicles are NOT eligible.

**Project Scope and Budget:** Project Sponsors should make every effort to obtain an accurate project scope and budget for their application. Changes to scope must be approved by ACT prior to implementation to ensure reimbursement.

**Application Process:** Upon receipt of application, ACT staff will score the application for presentation of the information to the ACT Board. The board will review the subjective score and take discretionary action at its next regular Board meeting. If approved, a Project Agreement will be sent to the applicant for execution. Applicants will have 90 days to sign and execute the Project Agreement.

The project period begins upon the date the last person signs the Project Agreement. Expiration of the Project Agreement will be based upon the type and circumstances of the project.

Costs incurred prior to a fully executed Project Agreement are ineligible for reimbursement, unless at the discretion of ACT's Board, such costs are specifically approved. ACT reserves the right to terminate the Project Agreement if the Project Sponsor fails to start the project within one (1) year of the Project Agreement's execution date. The Project Sponsor shall make reasonable and timely progress on the project and advise ACT of project's status on a regular basis. Projects not completed, in whole or in part regardless of reason, may be ineligible for funding in future ACT grant cycles.

**Application Review:** The ACT Board of Directors will receive submitted applications with a score sheet completed by ACT Staff. The Board will review the information presented and take action to award funds at its discretion.

**Application Scoring:** The application scoring process will award a score for the following categories:

- Project Applicability- Project is transportation related. (20%)
- Project Impact- Significant impact on residents in community. (20%)
- Local Support- Board/Governance support through action or commitment of funds. (11%)
- Public/Client Support-Project was developed with the support and feedback from the population served. (11%)
- Leveraging Funds- Project leverages funds from local, state, federal, or other grants. (14%)
- ADA Accessibility- Project improves ADA accessibility within the community. (10%)
- Minority & Low-Income Equity- Project benefits Title VI community and/or low-income community. (8%)
- Geographic Equity-Project supports a population underrepresented in awarded grant funding. (6%)

**Awarded Funds:** Funds approved by the Board may be used toward the local match for transportation-related projects or used toward 100% of the project's cost. The ACT Board reserves the right to fund smaller portions of projects than requested. Use of funds must be approved by the ACT Board.

**Reimbursement:** Payment by ACT shall be made on a reimbursement basis for a completed project. The Project Sponsor shall complete and submit an ACT Grant Reimbursement Request Form along with applicable supporting documentation. Final inspection and acceptance of the completed project must be made by an ACT representative for reimbursement to be issued. ACT's payment will be made payable to the Project Sponsor.

# Application Checklist

A complete ACT Community Action Grant Application for CY26 should contain an application and each of the following required components, in this order:

**Project Scope:** Written narrative describing the project including a detailed description of how this project improves equitable and inclusive transportation opportunities for residents of Madison County, Illinois.

**Cost Estimate:** Bids, quotes, or documentation supporting the estimated project costs identified within the application. All applicable projects must include a minimum of three quotes OR a written justification regarding the inability to obtain the minimum must be provided.

**Project Timeline:** Timeline for the project along with an estimated start date and completion date.

**Resolution in support of the project and/or request for funding** signed by the Project Sponsor's governing body.

**Site Plan and/or building plan** for construction projects.

**Bicycle/Pedestrian Master Plan**, when relevant.

**Project Location Map**, when relevant.

**Project Photos**, when relevant.

**Certification Statement** found on page 7 of this application signed by the Mayor, Board President, or Chief Executive of the Project Sponsor

# Application Form

Please fill out this form in its entirety. Incomplete applications will not be considered for funding.

1. Project Sponsor (list only one entity): \_\_\_\_\_

2. Project Sponsor Address: \_\_\_\_\_  
\_\_\_\_\_

3. Project Sponsor FEIN: \_\_\_\_\_

4. Project Title: \_\_\_\_\_

5. Project Address/Location: \_\_\_\_\_

6. Project Contact Name and Title: \_\_\_\_\_

7. Project Contact Address: \_\_\_\_\_  
\_\_\_\_\_

8. Project Contact Phone: \_\_\_\_\_

9. Project Contact Email: \_\_\_\_\_

10. Is the project located within Madison County? Yes No

11. Estimated project completion date (month and year): \_\_\_\_\_

12. Total Estimated Project Cost: \$ \_\_\_\_\_

13. Requested ACT Grant: \_\_\_\_\_

14. Briefly explain how the proposed project is transportation related and will enhance existing public transportation services and/or improve bicycle/pedestrian access and/or ADA accessibility.

15. Briefly explain how this project addresses a transportation need in Madison County and how many Madison County residents will be positively impacted.

16. Describe the Project Sponsor's support for the proposed project in the form of contributions of funds and/or support or action taken by the board.

17. If applicable, provide details on any other current or potential local, state, or federal or grant funding sources for this project. Include funding information such as timeline, terms, conditions, and amount.

18. If applicable, explain how the proposed project improves ADA accessibility within Madison County.

19. If applicable, please explain how the proposed project serves a Title VI community, or low income community. (For assistance or questions contact the Grants Coordinator.)

Title VI

Low Income

# Certification Statement

In WITNESS WHEREOF, the undersigned parties have caused this grant application to be executed by their duly designated and authorized representatives.

I do hereby certify that I have the legal authority to represent the Project Sponsor and submit this grant application on behalf of the Project Sponsor and that the information presented in this grant application and the referenced attachments are true and correct. I do further certify that the project will be completed in accordance with the provisions set forth in this grant application and the ACT Project Agreement and that the Project Sponsor has the financial resources to fund one hundred percent (100%) of the proposed project costs. The award may be less than what is requested but may not exceed the amount requested. It is understood that the project must be completed within the timeframe established in this application and the Project Agreement, and the reimbursement request must be submitted within ninety (90) days of project completion, unless extenuating circumstances prevent such a request and are discussed with and approved by ACT. Failure to do so will result in the Project Sponsor forfeiting all project reimbursements and relieve ACT from further payment obligations of the grant.

*(Certification must be signed by Mayor, Board President, or Chief Executive of Project Sponsor)*

**Project Sponsor:** \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Title: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

Attested by: \_\_\_\_\_

Signature and Date: \_\_\_\_\_

[This space left intentionally blank.]

# Project Agreement

This Project Agreement is entered into on \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ between **AGENCY FOR COMMUNITY TRANSIT (“ACT”)** and \_\_\_\_\_ (“**Project Sponsor**”).

Whereas the Project Sponsor has submitted an application to ACT for the Community Action Grant concerning the project named\_\_\_\_\_. Whereas this grant is for the exclusive purpose of supporting the Project Sponsor’s transportation related project within Madison County, Illinois. Now, therefore, ACT has approved the project and agrees to award a grant for the sum of \_\_\_\_\_ dollars (\$\_\_\_\_\_). The Parties to this Project Agreement agree to the following:

**Execution & Termination:** The project period begins upon the date the last person signs this Project Agreement. Expiration of this Project Agreement shall be \_\_\_\_\_. Costs incurred prior to a fully executed Project Agreement are ineligible for reimbursement. ACT reserves the right to terminate this Project Agreement if the Project Sponsor fails to start the project within one (1) year of the Project Agreement’s execution date. The Project Sponsor shall make reasonable and timely progress on the project and advise ACT of project’s status on a regular basis. Projects not completed, in whole or in part regardless of reason, may be ineligible for funding in future ACT grant cycles.

**Reimbursement:** Payment by ACT shall be made on a reimbursement basis for a completed project. The Project Sponsor shall complete and submit an ACT Grant Reimbursement Request Form along with applicable supporting documentation. Final inspection and acceptance of the completed project must be made by an ACT representative for reimbursement to be issued. ACT’s payment will be made payable to the Project Sponsor.

**Financial Records:** All funds expended by the Project Sponsor in conjunction with the project must comply with Local, State, and Federal laws pertaining to the expenditure of public funds. Documentation of project costs and payments may be requested by ACT. All project records must be maintained for a period of no less than five (5) years, or longer if required by law.

**Acknowledgment:** Upon ACT Board approval of the Application and receipt of the executed Project Agreement with ACT, all press/public communications in reference to the project by the Project Sponsor shall state that it is funded in-part by ACT. Acknowledgment must be included in any publicly shared drafts of the plan, as well as the final version. To satisfy this requirement, the Project Sponsor must insert, where deemed appropriate, ACT’s logo. If ACT logo is used, ACT must review all public materials prior to release to ensure all brand standards are observed.

**Insurance:** Project Sponsor and any contractor hired or retained by the Project Sponsor in connection with this project shall maintain all necessary insurance in full force and effect throughout the term of Project Agreement.

**Indemnification:** The Project Sponsor and contractors shall indemnify, defend, and hold harmless ACT, its board members, employees and agents from all claims, liabilities, obligations, and causes of action in connection with this Project.

**Assignment:** Project Sponsor agrees that this Project Agreement shall not be assigned or transferred without the written consent of ACT and that any successor to the Project Sponsor’s rights under this Project Agreement will be required to accede to all of the terms, conditions and requirements of the Agreement as a condition precedent to such succession.

**Amendment:** The parties agree that no change or modification to this Project Agreement shall be of any force or effect unless the amendment is dated and is reduced to writing and executed by both parties.

**Compliance with Law:** The Project Sponsor shall comply with all applicable laws, ordinances, and codes of the United States, the State of Illinois, and local governments, including, but not limited to, Title VII of the Civil Rights Act of 1964, and no person shall, on the grounds of race, color, national origin, sex, age, religion, sexual orientation, veteran status, or disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any grant, program, or activity for which the Project Sponsor receives assistance from ACT. Project Sponsor acknowledges that it has performed due diligence to assure its Project complies with the requirements of the Americans with Disabilities Act of 1990.

On behalf of Project Sponsor, I understand this fully executed agreement serves as a Notice to Proceed and agree to the foregoing terms and conditions of the ACT Community Action Grant, and hereby certify my authority to execute this agreement.

**Project Sponsor:**

\_\_\_\_\_  
*(Printed Name and Title)*

\_\_\_\_\_  
*(Signature of Authorized Representative)*

\_\_\_\_\_  
*(Date)*

**Agency for Community Transit:**

Steven J. Morrison, Executive Director  
\_\_\_\_\_

\_\_\_\_\_  
*(Signature of Executive Director)*

\_\_\_\_\_  
*(Date)*