

Express Lanes Grant Program

Overview and Guidelines

As the operator of the Express Lanes, Transurban is committed to our customers, our community and to providing travel choices and congestion relief with the Express Lanes in Northern Virginia. As a part of the Northern Virginia community, we care about the environment, safety, and wellbeing of the communities in which we operate. We strive to be good neighbors and long-term partners in the region and are seeking opportunities to respond to the needs of local organizations and direct impact neighborhoods located within Transurban's Express Lanes corridor.

Transurban is proud to offer the following grant programs:

- **The Express Lanes Community Grant Program - \$500-1500**
Supports organizations that sustain, enhance or protect the local communities in the I-95 and I-495 corridors.
- **The 495 Northern Extension (495 NEXT) Community Grant Program - \$500-3000**
Supports organizations that sustain, enhance or protect the local communities in the 495 NEXT corridor. This program will be available during construction of 495 NEXT.

Grant Categories

Transurban invites grant applications in the following categories:

- Environment – projects that enhance or protect the environment *or foster environmental wellbeing*
- Community – projects that support the health, economic development or well-being *socio-economic, well-being of a community (i.e., education; economic development)*
- Safety – projects that support safety initiatives *including road, child, education*

Grant Schedule Application deadlines are:

- March 31
- June 30
- September 30
- December 31

Selected recipients will be eligible to receive a grant award of one of the levels listed below. Grants can only be awarded to an organization one time per year.

Selection Criteria

The Grant Program Selection Committee will use selection criteria to rate the social, environmental or safety benefits a project will deliver to the community to assess grant applications.

Successful grant applications will:

1. Support an organization or neighborhood rather than a team or an individual
2. Provide benefits to a directly affected community within Transurban's Express Lanes corridor

3. Fall within at least one of the three categories outlined in the Grant Categories section of this document

Grant recipients

In support of our partnership, we ask all grant recipients to:

- Provide two (2) project updates within six (6) months of receipt of the grant payment. These updates ensure that the grant is being applied in line with application specifications.
- Coordinate external engagement with Transurban to recognize the Express Lanes Grant Program and showcase our partnership. External engagement might include: Transurban participation in an event hosted by the partner organization; media release(s); social media campaigns; photo opportunities.

Application Process

Eligible candidates interested in applying for a grant are invited to submit an application form, available on the Express Lanes website: www.ExpressLanes.com/grant-program

For Additional Information

Please visit www.ExpressLanes.com

Or contact:

Amanda Allen

aallen@transurban.com

Submission, Review and Selection Process

- 1) Applicants apply via online form: [About | Express Lanes](#)
- 2) Submitted forms are emailed to Government and Community Affairs Manager (G&CAM)
- 3) After each application deadline, G&CAM reviews applications for compliance with above criteria
- 4) Applications that meet criteria are emailed to Selection Committee for scoring against rubric within ten (10) days of submission deadline
- 5) Selection Committee scores applications in shared 'Express Lanes Grant Program Application Scorecard' by specified date
- 6) G&CAM notifies all applicants via email within 30 days of submission deadline
- 7) Selected applicants will be instructed to return to us via email:
 - a. Signed copy of organization's W9
 - b. Billing information on organization's letterhead
- 8) Once billing information is received, G&CAM to ensure prompt payment
- 9) G&CAM to ensure project updates are received and external engagement opportunity to recognize the Express Lanes Grant Program and showcase our partnership is planned.

Rubric

Grant Program Evaluation Tree (NA)

Category	Explanation	Evaluator: G&CAM or Selection Committee
Does the application align to the grant categories? <i>-Environment</i> <i>-Community</i> <i>-Safety</i>	2 points Yes, continue to review No Do not review	G&CAM
Is there reputational risk in leaving/downgrading this partnership?	14 points Low risk 7 points Medium risk 1 point High risk	
Does the grant benefit/impact neighborhoods in the I-95, I-495, NEXT or FredEX corridors?	14 points Yes 0 points No	
Will the activity contribute to key stakeholder relationships? <i>-State administration and elected officials</i> <i>-Community groups</i> <i>-Industry experts or partners</i>	14 points Yes regularly 7 points Occasionally/potential to 0 points No	
Will the grant benefit one or more of the following: <i>Environment – projects that enhance or protect the environment or foster environmental wellbeing</i> <i>Community – projects that support the socio-economic well-being of a community (i.e., education; economic development)</i> <i>Safety – projects that support safety initiatives including road, child, education.</i>	14 points If all three 9 points If two of three 6 points If only one	Selection Committee
How much of the grant is allocated to the goal of the program versus overhead	14 points All 6 points 30% or more toward program goals 3 points 29% or less toward program goals	

Does the partnership offer volunteering opportunities for TU employees?	14 points 10 or more people 7 points Fewer than 10 people	
Does the proposal allow Transurban to tell a compelling story about our investment? Criteria: <ul style="list-style-type: none"> - Has positive local impact - Promotes Transurban brand amongst existing and potential customers - Provides opportunity for engagement activities (photo opportunity, social media, newsletter, press releases, etc.) 	14 points Meets all 3 criteria 6 points Meets 1 criteria 0 points Meets no criteria	

Email for award recipients:

Congratulations, [insert name]!

On behalf of Transurban, I am pleased to inform you that Friends of the Mount Vernon Trail has been awarded a \$1,500 grant as part of our Express Lanes Community Grant Program.

Your efforts in the community contribute to our shared commitment of helping people connect with each other and their neighborhoods and we look forward to partnering with your organization to demonstrate this shared commitment.

In support of our partnership, we ask all grant recipients to:

- Provide two (2) project updates within six (6) months of receipt of the grant payment. These updates ensure that the grant is being applied in line with application specifications.
- Coordinate external engagement with Transurban to recognize the Express Lanes Grant Program and showcase our partnership. External engagement might include: Transurban participation in an event hosted by the partner organization; media release(s); social media campaigns; photo opportunities.

You will receive an email from Workday Strategic Sourcing this week to process the grant payment. Once we receive your information through the system, you can expect to receive the grant payment in approximately 30 days via wire transfer.

If you have previously received a grant from us and your accounts payable information has not changed, please let me know.

Thank you again. We are excited to support you.

Best,

Amanda

Email for denied applicants:

Dear [insert name],

Thank you for applying to the Express Lanes Grant Program.

Unfortunately, your organization was not selected to receive one of our Express Lanes grants.

Transurban receives so many applications from noteworthy organizations and wish we could select them all. Our selection committee decided to designate the grant to other organizations who more closely aligned with the evaluation criteria.

Your organization is welcome to re-apply for the next grant program and should consider the aforementioned feedback when doing so.

Thank you for all you do in the community; we wish you and your organization continued success.