



APPLICATION GUIDELINES

ABOUT THE PROGRAM

Legacy Emanuel Hospital and OHSU, in collaboration with the Oregon Department of Health and Human Services will be distributing mini-grants for \$500 to \$5000 for projects designed to prevent injuries in Oregon.

HOW MUCH CAN WE APPLY FOR?

Applicants may apply for up to \$500 - \$5,000.

WHO CAN APPLY?

- 1) State of Oregon categorized Level 2-4 trauma centers
- 2) Rural public EMS agencies
- 3) Private EMS companies with fewer than 100 employees

PROJECT RESTRICTIONS

- All funded projects must adhere to project guidelines and reporting schedules
- Proposals can come from agencies funded in the past, but projects must be new
- Funding is not intended to sustain programs beyond grant year

TIMELINE

Friday, May 29, 2009	Applications must be received by 5:00 PM on this date
Tuesday, June 30, 2009	Grantees will be notified
Wednesday, July 15, 2009	Half of Grantee money distributed
Friday, December 18, 2009	Midterm Evaluation due by 5:00 pm on this date
Friday, July 16, 2010	Project Evaluation Report and Final Claim due

FUNDING, DOCUMENTATION, AND EQUIPMENT PURCHASE RESTRICTIONS

All projects must be completed and all records, reports, receipts, and invoices must be submitted to Peggie Turton by Friday, July 16, 2010 in order to claim the remaining 50% of funds.

WHAT GETS FUNDED?

We encourage the development of projects that:

- **Activities chosen are related to injuries and demographics found in the grant applicant's community/region AND (see below)**
- Form new or use existing community partnerships
- Are implemented by individuals or organizations that can demonstrate ability to adhere to reporting requirements
- Projects with specific, measurable goals and objectives

WHAT DOES NOT GET FUNDED?

- Health fairs (unless it is an activity such as child safety seat clinic or bike helmet fitting within the safety fair)
- Food

Oregon Injury Prevention Mini-Grants 2009-2010

- Existing projects that have been funded by a mini-grant in the past
- Projects that don't have a significant educational component
- Projects that can't demonstrate an ability to fulfill reporting requirements
- Salaries NOT directly related to the project
- Cash or vouchers redeemable for cash
- Purchase of office furniture/supplies
- Advertising
- Lobbying

FUNDING PROCEDURES

Project funding is contingent upon timely submission of project reports. Fifty (50) percent of grant funds will be awarded upon completion of initial application, if approved. The remainder of the funds will be awarded upon timely submission of the Mid-project report.

The grantee must provide a federal tax identification number to comply with federal tax reporting requirements.

APPLICATION MATERIALS

Please submit one copy of the application. This can be done electronically or via the postal service.

Application deadline is May 29, 2009 (postmarks accepted)

MORE INFORMATION

For more information or help developing your proposal, please contact Peggie Turton at 503-494-7305 or

turtonp@ohsu.edu

APPLICATION FOR FUNDING

Proposed Project Name: _____

Grant Funds Requested: _____

Institution/Agency Name: _____

Institution/Agency Address: _____

Telephone: _____ Fax: _____

Project Director*: _____ Title: _____

*** Project Directors must have agency authority to sign contracts to receive funds.**

E-mail Address: _____ Phone #: _____

Contact Person Responsible For Grant Activities:

Title: E-mail Address: _____

Phone #: _____

ABOUT THE PROJECT:

Please attach separate page with responses if needed.

1. Provide a project description.
2. Please describe how this proposed activity relates to injuries and demographics of your community or region.
3. How is this project innovative for your community?
4. List community partners and describe their contribution to this project. Letter(s) of support are encouraged, include with application.
5. List types of data or information that will be collected to illustrate grant activities and measure its accomplishments.

Budget

List project expenses to be paid for with the mini-grant

Personnel*	
Equipment**	
Supplies***	
Printing	
Other:	
TOTAL	\$
<p>*Must be new or overtime ** items that will continue to be used after the end of the grant ie. bike rodeo signs *** items that will be used during the grant i.e. bike helmets</p>	

Mini-Grant Funds:

Itemize the budget, describing in more detail - Personnel, Equipment and Supplies. For example: number of hours/rate of pay, price per helmet, list of prizes...etc.

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Oregon Injury Prevention Mini-Grants 2009-2010

Please submit one copy of the application to:

Peggie Turton turtonp@ohsu.edu

OHSU Trauma Program L 604

3181 SW Sam Jackson Park Road

Portland, OR 97239

General QUESTIONS: E-mail turtonp@ohsu.edu

Questions about program design and content : Joanne Fairchild, RN Fairchild JMFairch@LHS.ORG

Dennis Linderman, linderma@ohsu.edu, or Susan Werner, RN susan.m.werner@state.or.us

Grantees will be awarded funds based upon the following evaluation criteria:

Maximum Points	Criteria
30	Appropriateness of injury prevention program to community/regional demographics and injury patterns
10	Collaboration with other community groups
40	Work plan is realistic and detailed
10	Specific and measurable goals and objectives
10	Appropriateness of evaluation

This file can be downloaded at the following State Web page:

<http://egov.oregon.gov/DHS/ph/ems/trauma/index.shtml>