

Foothills RETAC

**FY-22 Mini-Grant Application**

(Applications due by November 30, 2021)

(Boxes will expand as you type if you use this electronic copy)

**Please be advised:**

* This year, we will grant out our usual amount of $25,000 to our agencies/facilities. This portion of the grant is still a competitive grant process.
* An additional $10,000 has been budgeted for Covid-related Expenses. See separate Instructions below in purple.

Process for Non-Covid related application:

* The Foothills RETAC Mini-Grant is a REIMBUSEMENT grant. You MUST spend the funds first, and send invoices/receipts to the RETAC office to receive these funds
* Funds must be spent/used between January 1, 2022, through May 2022 and invoices/receipts received by the RETAC by June 1st, 2022
* No match is required as usual for this grant
* A full project budget MUST be submitted with grant
* Please see the Foothills RETAC Mini-Grant Guidelines for the NEW grant requirements and specifics

*Process for Covid related Expenses:*

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| 1. *This Special Covid-Related Grant will continue as a REIMBUSEMENT grant. The funds must be spent by the agency/facility first, then you may request reimbursement from the RETAC*
2. *This grant can be used for reimbursement of previously purchased items or expenditures paid for COVID related expenses only that were incurred in 2021 or you PLAN to spend through June 1, 2022.*
3. *All Covid related expenses purchased in 2021 and all future Covid related expenses through May 2022 are eligible.*
4. *A Mini-Grant application must be submitted for this special Covid related project*
5. *A complete budget for the item or project must be submitted with your grant request for future Covid-related purchases*
6. *Please provide Invoices/receipts for previously purchased Covid-related items*
7. *All funds MUST be spent by June 1st, 2022.*
8. *All invoices MUST be sent to the RETAC office by June 1st, 2022, for you to receive your reimbursement.*
9. *Please specify in your grant application (#1 below) if your request is for Covid-related items*
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1. **Is your Grant application for Covid or Non-Covid Related Expenses?**

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1. **Which Agency will be the “Lead Agency” that administers this Grant request? (Fiscal agent)**

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1. **Contact Name at “Lead Agency”:**

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1. **Lead Agency Contact Phone Numbers:**

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| #1 #2 |

1. **Lead Agency Contact E-Mail: This is important. It will be used for all further contact/information**

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### **Is this a multi-agency request? If so, please list all agencies working together on this grant request:**

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1. **Counties and Agencies that will benefit from this grant (Please list):**

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1. **All Requests: Have you completed or updated your “Agency Profile” on the CDPHE Website, and are you currently uploading patient data to the state’s EMS Data system or Trauma Registry?**

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| All agencies: Have you submitted a current Agency Profile? \_\_\_\_\_ (Yes, No, or NA)  |

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| Transporting agencies/Facilities: Are you submitting patient data to CDPHE? \_\_\_\_\_ (Yes, No, or NA) |

1. **Amount you are Requesting from the RETAC:**

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1. **Amount you are Contributing: (Not required, but please list if applicable)**

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1. **Total Cost of Project/Equipment:**

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1. **If funded, what will the grant money be used for?**
	1. Please list items and their associated costs under A below. For multiple requests, List all equipment/projects separately. (Evaluators may score and fund your projects or equipment individually.)
	2. **In B. below, please explain in narrative form what will be accomplished with this funding, and if this request coincides with the RETAC’s current goals and objectives for the region.** A complete budget for the proposed project/equipment must be sent with grant, and can be included here or sent as an attachment

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| **A.** |
| **B.** |

1. **Please explain in narrative form how your agency/facility is funded:**

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1. **Please explain in narrative form the overall condition of your finances at this point. IE: Is your agency/facility budget in the black or red?**

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1. **For EMS, Does EMS bill separately? Are you billing for services? How do you obtain or disburse funds? Are your employees paid or volunteer? Do you owe any large debt? (The RETAC is looking at the big picture for this section.)**

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1. **To be considered for our RETAC Mini-Grants, EMS agencies must complete an agency-specific MCI Plan and send that plan to the RETAC office. For facilities, you must have a disaster plan and we recommend an MCI Annex to that Plan.**

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| Do you currently have an agency/facility-specific MCI plan? Yes/No: |

* **If yes, and it has NOT been sent to the RETAC, please include a copy of your agency/facility MCI Plan with this application. The MCI/Disaster Plan should be sent electronically.**

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| Have you sent your plan to the RETAC office previously? Yes/No: |

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| Are there any changes to the MCI Plan you sent? Yes/No: |

1. For EMS agencies, if your agency does NOT have a current MCI Plan, we ask you to please sign below as a “Statement of Intent” to complete an agency MCI Plan within the next year to be eligible for funding.
2. If you have received a Mini-Grant in years past and still have NOT sent your plan to the RETAC office, you will not be eligible for funding

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| **Agreement for EMS agencies: Please sign electronically if you do NOT have an MCI Plan:**Our agency does NOT currently have an MCI Plan. In receiving these funds, we agree to write an Agency MCI Plan in the next year and to provide a copy of our MCI Plan to the RETAC office. We understand that the RETAC BODs will provide assistance with this if needed or requested.**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Agreement: ALL Agencies: Please sign electronically****By signing this section, you are agreeing to:*** Submit an Agency Profile to CDPHE
* Send all invoices/POs incurred related to this request to the RETAC office by June 1st, 2022 so that we can reimburse your agency/facility before our next CDPHE grant cycle.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |