

**RESCUE SQUAD ASSISTANCE FUND (RSAF)  
GRANT APPLICATION GUIDELINE**

This document has been developed to guide you in the submission of your Rescue Squad Assistance Fund (RSAF) grant application. The Authorized Agent User Guide should be used for specific questions regarding the EGIFT applications along with definitions for grant application categories. The Grant Application Powerpoint presentation should be used in conjunction with this document to explain the grant application and grant review process.

Each section of the grant application is titled below, please answer the questions below in the appropriate section of the application. This will help guide you through the information that should be included in your grant application and will aid the grant reviewers in reviewing your grant effectively. Please work with your Regional EMS Council as a resource in writing your grant application.

**FINANCIAL INFORMATION**

- Has your agency sought out other funding resources? If so, were you successful/unsuccessful?
- Is the request appropriate to your agency's need?
- Provide strong and convincing evidence of your need for financial assistance with the proposed project.
- Is the request cost effective?

**REQUESTED ITEMS INFORMATION**

- Who will the items benefit?
- When will the item be used?
- Where will the item be placed?
- Why does your agency need this item?
- Timeline of project and how funding will be spent within grant cycle?
- How will this project improve daily operations?
- Provide the nature of the problem (provide as much hard evidence as possible).
- How the applicant organization came to realize the problem exists and what is currently being done about the problem.

Only answer the following questions under the Category Item you are Requesting:

**AMBULANCES/VEHICLES**

- If request is for a replacement ambulance/vehicle, provide documentation demonstrating that the vehicle to be replaced is worn out or has an unusually high record of breakdowns and/or expensive repairs?
- Provide a justification for replacement.
- Is the ambulance/vehicle for upgrade level of service or for anticipated changes?
- Is ambulance/vehicle being used to extend the service coverage area?
- Is the ambulance/vehicle needed to maintain current level of service given current call volume?

**DEFIBRILLATORS/CARDIAC MONITORS**

- Document the need of the item.
- Is the request for placement on an emergency vehicle(s)?
- Is there evidence that targeted or at-risk populations need equipment with documentation of how risk was assessed?

EMERGENCY MEDICAL DISPATCH (EMD) - Provides a systematic way to handle calls for medical assistance and provide life-saving pre-arrival medical instructions for the patient while responders are en-route  
Includes: Software (CAD), Hardware, EMD Training (APCO Training), Communications Equipment, Installation of Communications

- Provide documented evidence that the system will provide new and/or expanded upgrade level of communications.
- Is the funding needed for maintenance of essential dispatch and medical communications?

EMERGENCY OPERATIONS - Provides assistance to recognized deployment teams of Virginia's Emergency Operations response system. Need is for equipment that will assist teams in deploying in a more efficient manner and better serve the communities to which they are deployed. Includes: equipment trailers, turnout gear, deployment equipment, safety equipment, Training/equipment for CISM, HMERT, DMAT and MCI, extrication equipment.

- Is your agency recognized as a deployment team by OEMS?
- Provide documented evidence that requested item(s) are needed to improve deployment in emergency circumstances?

#### EXTRICATION EQUIPMENT

- Provide evidence that extrication equipment is needed in your agency?
- Provide documentation that there is limited extrication resources in your area?
- Provide evidence that personnel are trained to use extrication equipment?

TACTICAL EQUIPMENT – Must following the guidelines in the RSAF Tactical Equipment documentation.

- Provide a letter of support from local law enforcement?
- Provide a copy of the protocols and procedures for EMS assets during hostile environment/active shooter events?

MULTI-JURISDICTIONAL (AGENCY) PROJECTS - Jurisdictions or agencies that are applying for the same type of items/equipment/programs/projects. Grants that are submitted by multi-agencies shows planning and forethought and will be looked upon favorably. Includes: training cache, 12-lead pilot program, communications site upgrade, IV boxes for regional exchange, consolidated test equipment, regional distribution for equipment, testing software, mini-symposium training.

- Provide supporting documentation from all involved agencies/jurisdictions.
- Provide documented evidence of the impact of the project on agency, customer service or community.
- Provide documented evidence of resources needed to achieve the goals of the project.
- Provide evidence of how the project will benefit the EMS system.

RECRUITMENT/RETENTION - Preference will be on new and innovative programs/campaigns focusing on the importance of management and leadership. Includes: media campaigns, recruitment and retention booths/displays, training, incentive programs and consultant services.

- Provide evidence that the project will directly address recruitment or retention concerns or problems.
- Is the project is based on established and proven best practices?

- Provide data of an identified need based on local data.
- Provide an evaluation plan that includes measurable objectives.

SPECIAL (INNOVATIVE) PROJECTS - Project is new and innovative and benefits the EMS system, the project must be planned and developed to meet outlined objectives that will enhance EMS service and provide specific benefits to the system and users. Includes: Response zone studies, website improvements, event registration software, simulation center equipment, evacuation planning, strategic planning, regional EMS forums.

- Provide documentation of objectives and time frames.
- Provide evidence of the impact of the project on agency, customer service or community.
- Provide evidence of resources needed to achieve the goals of the project.
- Provide evidence of how it will benefit the EMS system.

#### SYSTEMS INTEGRATION

- Is the project compatible with the EMS systems in and around the service area?
- Is there any indication that there will be unnecessary duplicity in the region?
- Provide evidence that there is local buy-in from the affected region.

TRAINING - The primary goal of funding training is to provide EMS training to volunteer and/or career staff includes: EMD training, management/leadership, OMD, Command Officer Training, Supervisors Course, ALS Training equipment, etc...)

- How many trainings will be held?
- How many people will be trained?
- What benefit will this training have toward the EMS system?

#### **AFFIRMATION**

#### PROJECT DESCRIPTION

- Describe your community characteristics and briefly explain any special services targeted towards at-risk groups.
- Describe the constituency served, any special or unusual needs they face, and why they rely on agency programs.
- Cite the number of people who are reached through organizational programs.

#### SUSTAINABILITY

- Provide documentation that the agency can maintain long term sustainability after the funding cycle has ended.
- Provide an anticipated budget for how the project will be sustained in following years.