

NEW RTAC Funding Request Guidelines

The NEW RTAC has created funding guidelines to assist the Executive Council in evaluating requests from organizations that have demonstrated active membership and are seeking funding for events, projects, or equipment. These guidelines provide consistency in the types of activities the RTAC funds to ensure that all requests are aligned with the RTAC's mission and equitably distributed throughout the region to support projects spanning the continuum of care from prevention to pre-hospital to in-hospital and rehabilitation. Funding will be provided based on the funds allocated in the annual budget. Once the budgeted funds for the year are exhausted, additional requests will not be considered. Funding will not be given for food, lodging, or travel expenses.

1. The service or agency must participate in 50% of the RTAC meetings to be considered for the grant.
2. Requestors should make efforts to seek alternative funding sources prior to submitting a funding request.
3. All funding requests must be submitted in writing on the *NEW RTAC Funding Request Form* at least one week prior to the next scheduled meeting.
4. Funding requests should be focused on initial equipment purchases or program costs. Services or agencies should have a sustainability plan if applicable. Exceptions to this are:
 - a. "Every 15 Minute" programs limited to a maximum of \$500 per program
 - b. WEMSA/Conference grants will be limited to a maximum of four conference days per organization at the WEMSA/Conference rate. (For example, an organization can submit 2 persons for 2 days each or one person for four days, etc.). WEMSA requests must be submitted prior to October 31 of the year prior.
5. Project or event requests must meet specific guidelines and contribute to the overall mission of the NEW RTAC. Elements to consider when reviewing fund requests are:
 - a. Clear purpose with well-planned goals, objectives, and activities
 - b. Relevant to the needs of the region and provides a broad-based community impact.
 - c. Replicable or adaptable in other communities
 - d. Supports State-wide trauma program
 - e. Cost effective and reasonably expensed based on proposed project or event
 - f. Project or event is scheduled prior to the end of the fiscal year
6. The Executive Council will determine if partial, complete, or a percentage of the funds requested will be provided based upon the availability of the funds and the proposed funding request.