



COLORADO
Department of Public
Health & Environment

COLORADO
RURAL HEALTH
CENTER

The State Office of Rural Health

CREATE Grant Writing Helpful Hints



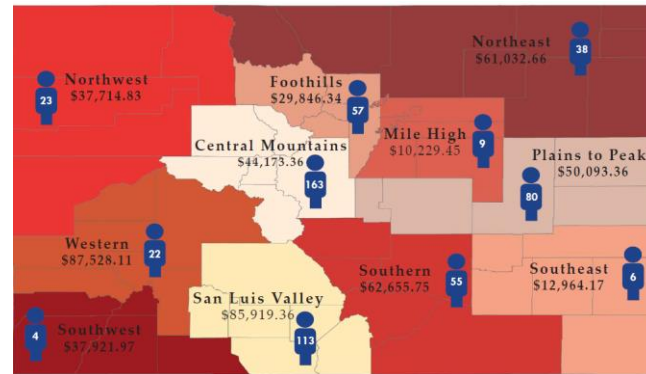
2017

Allison Dellwo, CRHC Grants Manager

Background

CREATE is a funding partnership with CDPHE

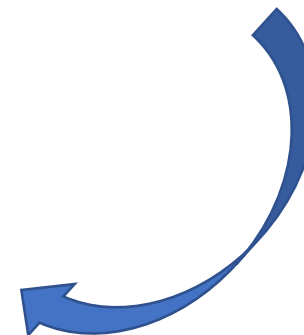
Senate Bill 34 created the Emergency Medical Trauma System (EMTS) grant program in 1989.



Fiscal / Operational Management

CREATE
Colorado Resource for Emergency And Trauma Education

COLORADO RURAL HEALTH CENTER
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Background & Program Intent

- Senate Bill 34 was enacted to create a dedicated source of funding to support EMS in Colorado.
- In 2009, CREATE was developed to support initial training and continuing education for the EMS and trauma providers working in Colorado.
- CREATE's mission is to maintain adequate numbers of qualified personnel or increase number of qualified personnel to meet additional demands for services.

CREATE Guidelines

CREATE

Colorado Resource for Emergency And Trauma Education

GRANT GUIDELINES



July
2017
-
June
2018

Is CREATE right for you?

- **Eligible applicants may request up to 50 percent (or more with a financial waiver) of eligible expenses:**
 - Tuition
 - Required course fees
 - Books required for the course(s)
 - National Registry Exam costs
 - Cards to demonstrate successful completion or passing of courses
 - Reasonable travel
 - Courses listed on the CREATE Standard Course List and others (but always check with the Grants Manager first)
 - Conferences
 - Lodging
- **CREATE does not cover everything!**
 - No vaccinations
 - No meals or banquet costs
 - No uniforms or shoes
 - No equipment
 - No production of conferences
 - No salary backfill

CREATE Grant Application Steps Overview

- **Pre-Application**
 - Review the guidelines at coruralhealth.org/create
 - Ensure start date of course is within parameters listed online
 - Submit pre-application form, CEMISIS organization profile, W-9 and vendor form
 - Receive grant number from Grants Manager
- **Complete and submit the CREATE application**
 - Access the grant application using the link provided by Grants Manager
 - Provide a complete response to all application questions
 - Upload letters of support and required financial documents
- **Expert Review Committee (ERC) review and evaluation**
 - ERC scores the application based on the criteria in the CREATE guidelines
 - Provides comments on the strengths and weaknesses of the proposal

First Step:

CREATE

Colorado Resource for Emergency And Trauma Education

Now Accepting Applications

CREATE assists private and public organizations in improving and expanding the emergency medical and trauma system in Colorado. Applicants must have as their purpose the provision of emergency medical and trauma services in Colorado to be eligible. This grant program is intended to provide funding to EMTS agencies for education and training of emergency medical and trauma service providers working in Colorado only.

[Start the Application Process](#)

Section by Section

1) COURSE DETAILS

- Total Course Cost and amount
 - Utilize the Standard Course Cost list
 - If the course isn't on the standard list, include link/flyer
- Number of students
 - Include how you came up with these numbers (confirmed students vs. estimates)

Section by Section

2) SERVICE NEED NARRATIVE (30 points)

- How will the proposed education benefit the EMTS system?
- Describe need for requested courses and how training will upgrade and maintain current levels of service.
- Describe local support and how this support will ensure successful completion. (Letters of Support)

Frequent ERC Feedback

2) SERVICE NEED NARRATIVE

- Did not include documentation of local support
- Class not essential or not directly tied to EMTS
- Not enough information provided to justify the course or enough data to support service need

Section by Section

3) PRIORITY TO UNDERDEVELOPED OR AGED SYSTEMS (20 points)

- How does the proposed education address an underdeveloped or aged component of Colorado's EMS and trauma system? Describe the underdeveloped/aged systems.
- Explain how the proposed education addresses a system deficiency or unmet service need in the community.

Frequent ERC Feedback

3) PRIORITY TO UNDERDEVELOPED OR AGED SYSTEMS

- Response lacks supporting data
- The system is reasonably well-developed
- No unmet need

Section by Section

4) COST EFFECTIVENESS OF PROJECT BUDGET (15 points)

- Describe alternatives considered and why most cost-effective.
- Explain course budget and how it clearly relates to project deliverables

Frequent ERC Feedback

4) COST EFFECTIVENESS OF PROJECT BUDGET

- No comparative financial analysis of other courses
- Brief narrative
- Does not explain course budget at all
- Minimal financial detail

Section by Section

5) APPLICANT'S QUALIFICATIONS (5 points)

- Explain resources and experience available to ensure successful completion of this project.
- Explain how applicant's qualifications help ensure long term sustainability of this project.
- How have you verified that the education provider is qualified? (upload credentials or documentation)

Frequent ERC Feedback

5) APPLICANT'S QUALIFICATIONS

- Did not mention applicant's administrative infrastructure or financial resources to manage the project
- Question should pertain to the grant applicant, not the students the applicant is helping to support

Section by Section

6) SYSTEMS INTEGRATION (15 points)

- Does project improve system compatibility and/or reduce duplication?
- Explain any partnerships or collaborative efforts in providing mutual aid.
- Explain how the proposed education integrates with other services in the community

Frequent ERC Feedback

6) SYSTEMS INTEGRATION

- Did not provide supporting data
- Duplication of services not addressed
- Did not address how this education integrates with other aspects of the system
- Didn't identify partners who will be benefiting from this grant

Section by Section

7) FINANCIAL NARRATIVE (15 points)

- Provide evidence of financial need that would prevent you from completing the project without grant assistance.
- Reference the financial documents and describe your entity's current financial status.

Frequent ERC Feedback

7) FINANCIAL NARRATIVE

- Brief narratives
- Did not mention or explain the purpose of unrestricted cash balances
- Financial need is not clear or justified
- Not a clear explanation of where the cash match will come from
- Narrative states that the course will proceed even without funding

Section by Section

8) FINANCIAL STATEMENTS

- Attach the following financial documents
 - Income Statement for most recently completed fiscal year (Profit & Loss)
 - Balance Sheet for end of most recently completed fiscal year
 - Budget for current fiscal year

- Can be as simple as one page each
 - Use pertinent information filed with the Division of Local Government or other agencies
 - No need to include entire annual report or audit report

Scoring Tool

Criteria	Points
Service Need – Has the applicant demonstrated a need for the education?	30
Priority to Underdeveloped or Aged Systems - Highest priority must be given to applicants where emergency medical and trauma service systems are underdeveloped or aged.	20
Cost Effective Project Budget – Does the project budget correlate to the deliverables, and is there evidence the project is the most effective alternative?	15
Applicant's Qualifications – Does the applicant possess the financial resources and administrative expertise to manage the requested education or training?	5
System Integration – Is the project compatible with Colorado's EMS and Trauma Systems?	15
Financial Need – Does the applicant clearly substantiate financial need for grant funds with supporting financial documentation	15
Total Points Possible	100

Overall Feedback

- Provide a complete response to the question
- Be succinct and clear in specifically describing the need
- Do not assume reviewers know everything about your entity or community
 - Write as if you are explaining your entity to a person outside of your community
- Reviewers are instructed to be objective

Ask for help!

- Consult the guidelines
- Call the Grants Manager
- Ask a colleague or friend who has been through the process
- Try not to wait until the last minute...you'll never have time to read the guidelines and fill out the application in one night

General CREATE Dates and Deadlines

Submission Deadlines	Review Dates	Eligible Course Start Range
July 10, 2017	July 25, 2017	September 8, 2017-December 24, 2017
August 7, 2017	August 22, 2017	October 6, 2017-January 21, 2018
September 11, 2017	September 26, 2017	November 10, 2017-February 25, 2018
October 9, 2017	October 24, 2017	December 8, 2017-March 25, 2018
November 13, 2017	November 28, 2017	January 12, 2018-April 29, 2018
December 4, 2017	December 19, 2017	February 2, 2018-May 20, 2018
January 8, 2018	January 23, 2018	March 9, 2018-June 24, 2018
February 12, 2018	February 27, 2018	April 13, 2018-July 29, 2018
March 12, 2018	March 27, 2018	May 11, 2018-August 26, 2018
April 9, 2018	April 24, 2018	June 8, 2018-September 23, 2018
May 7, 2018	May 22, 2018	July 6, 2018-October 21, 2018
June 11, 2018	June 26, 2018	August 10, 2018-November 25, 2018

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