



2019 GRANT GUIDELINES

MISSION

The Virginia Beach Rescue Squad Foundation hereinafter referred to as the “Foundation” is a public foundation that is dedicated to supporting the Virginia Beach Volunteer Rescue Squad, Inc. and advocating for an independent and vital volunteer rescue system throughout the city of Virginia Beach which provides free pre-hospital emergency care to the citizens and visitors of Virginia Beach.

GRANT FOCUS AND PURPOSE

Emergency Medical Services (EMS) applicable to the volunteer rescue squad system engage a wide range of social, political, technological and environmental issues. Open discourse between the City of Virginia Beach, its paid emergency services organizations, the volunteer rescue squads and the citizens of Virginia Beach is essential to study, understand and resolve the specific issues associated with integrating and operating a volunteer rescue squad system within the City’s paid emergency system. The Foundation supports and actively participates in innovative and thought-provoking investigations in planning; urban studies; and related fields of inquiry relative to solving the many complex and inter-related issues. Accordingly, the Foundation’s grant program focuses on providing the City’s volunteer rescue squad entities with a fiscal alternative that enables the volunteer rescue squad system to better provide the City of Virginia Beach with a balanced and effective EMS capability. With the Foundation’s support, the work of the individual rescue squad entities and their related support organizations will have the opportunity to improve their overall operational capability. Grants will be made to eligible volunteer rescue squad entities to sponsor training, equipment and community outreach related to pre-hospital emergency care in the following categories:

- Equipment & Supplies
- Training and Education
- Community Awareness
- Capital Expenditures
- Recruitment & Retention

GEOGRAPHIC AREA SERVED

The Foundation will normally only consider requests for grants that are submitted by qualified volunteer rescue squad entities or related emergency medical support organizations (e.g., Rescue Dive Team, Rescue Council, etc.) that predominantly serve the City of Virginia Beach. In exceptional circumstances, the Foundation’s Board of Directors may at their discretion authorize grants for specific projects that are intended to support integrated EMS activities for the Hampton Roads region to include the cities of Chesapeake, Norfolk, Portsmouth, Suffolk and Virginia Beach. In these exceptional circumstances, approval will be subject to the provision of matching funds from qualified public charities or similar organizations serving the majority of the cities within the Hampton Roads region.

GRANT AMOUNT

Grants awards will depend upon the annual budget allocated by the Foundation's Board of Directors. Grant amounts are at the discretion of the Board of Directors based on the number of grant applications, merits of the candidate projects and the availability of funds from within the grant budget.

GRANT CYCLE

The Foundation will normally consider one grant application per volunteer rescue squad entity each fiscal year (January 1 – December 31). Grant awards are made annually in January. **Applications must be either postmarked or hand-delivered no later than 5 pm, Monday, October 1, 2018 for the Foundation's consideration in December. No electronic submissions will be accepted.**

ELIGIBILITY

The Foundation will only consider applications for grants submitted by recognized volunteer rescue squad entities or related emergency medical support organizations working to improve or advocate for an independent and vital volunteer rescue system that predominantly serves the City of Virginia Beach. Only 501(c) (3) tax exempt organizations are eligible for funding. In exceptional circumstances the Foundation may make grants to other entities when there is clear evidence that the greater public interest will be served, for example, in the case of an emerging organization that does not yet have tax exempt status. Eligible candidates may only apply for one grant per year. Applicants who have received prior Foundation support must have satisfied all grant requirements for the previous grant before reapplying.

The Foundation does not typically authorize grants that do not align with its mission, focus and priorities. Requests to fund projects that are associated with the following purposes are likely to be denied:

- Direct expenditures for routine operations i.e. salaries or related programs
- Recovery of indirect project costs
- Debt reduction
- Ongoing operational support
- Procure books, research papers or articles published in professional journals
- Medical research projects or medical procedures unless they are related to emergency medical services that benefit a broad base of the community
- Annual fund drives
- Event-underwriting expenses
- Travel expenses or fees for special events, conferences or conventions
- Projects normally the responsibility of Federal, State or City government
- Purposes outside of the Foundation's funding priorities as described in the previous sections

The Foundation will not consider requests submitted from the following categories of organizations:

- Individuals
- Endowments
- Political lobbying activities or other political purposes
- Religious organizations
- Private foundations
- Government agencies
- Fraternal organizations, veterans' organizations, professional associations, and similar membership groups

GRANT PERIOD

Grant support is generally authorized on a year to year basis; however, in exceptional situations and at the discretion of the Board of Directors, the Foundation may offer grant support for multi-year projects. In these instances, grants must be completed within two years of notification of award. Applicants should allow sufficient time to plan, implement, close out their project, and, if funded, acknowledge the Virginia Beach Rescue Squad Foundation support in all printed media.

MATCHING GRANT FUNDS

The Foundation welcomes collaboration with other grant-makers and favors applicant organizations with multiple sources of support. To this end, the Foundation will consider grant applications seeking matching funds for applicable EMS developmental programs and capital projects that meet the eligibility requirements described above. All matching pledges and related gifts from sponsoring organizations must be received (and pledges fulfilled) during the Foundation's specified grant period. *Unrestricted gifts* donated by third-parties without limitations on their use may be eligible for matching, but the total of such unrestricted gifts may not exceed the grant limits specified herein. *Restricted gifts* must be in response to or in anticipation of a specified Foundation grant. Sponsors of restricted gifts must be aware that their gifts will be used to match a Foundation grant and that their gifts will be used to support the purposes outlined in the approved Foundation grant application. Certain types of gifts, such as real estate, earned income, in-kind gifts, bequests, and other instruments of planned giving, are subject to special Federal and State limitations and conditions and are not eligible for matching.

CRITERIA FOR EVALUATION

Given the Foundation's mission, focus and priorities, grant proposals are evaluated according to the following criteria:

- **Originality:** The project demonstrates an innovative, challenging capability
- **Potential for impact:** The project makes a meaningful contribution to discourse and/or to the EMS field; expands knowledge; raises community awareness of a specific issue within the EMS spectrum
- **Feasibility:** The project has clear and realistic goals, timeframe, work plan, and budget demonstrating that the grant funds will be utilized efficiently and effectively
- **Applicability:** The pre-hospital care component is clearly defined with stated need(s) and outcome(s)

GRANT APPLICATION PROCESS

On or about the first week in August, the Foundation will provide each of the volunteer rescue squad entities in the City of Virginia Beach with a grant application package. Receipt of this package will serve as official notification of the commencement of the Foundation's grant program for the succeeding year in accordance with the grant cycle discussed above. Rescue squad entities considering applying for a grant should refer to the Grant Application Package for detailed instructions on how to apply for a grant.

Eligible candidates interested in applying for a grant from the Foundation must submit the Grant Application Form included with the Grant Application Package. The application must be postmarked by 1 October of the year prior to when the grant is required in order to be eligible for consideration. Close coordination between the applicant and the Foundation's staff is important during this phase and is strongly encouraged by the Foundation. Applicants should contact the Foundation via telephone or e-mail with any questions pertaining to the application process.

The Foundation will appoint a Grant Review Committee. Grant applications will be reviewed and prioritized in accordance with the criteria described above. The Foundation's staff may contact applicants with questions or to

request additional information pertaining to an applicant's proposed project. Site visits, if necessary, will be initiated by the Foundation and applicants will be contacted directly.

Funding recommendations for the successful applications will be presented to the Foundation's Board of Directors for consideration. If a grant is awarded, the applicant will be asked to sign a Grant Agreement that outlines the conditions of the award, such as annual reporting. Applicants whose grants are not approved will be sent a letter of declination at this stage outlining the reason for disapproval.

Grant Reporting

The Foundation requires a grant report for all approved grants. A grant report for any previous grant must be on file before the next grant will be awarded. A schedule of report due dates will be included with the award document.

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