

Community Grant Application

August 1, 2022 – July 31, 2023

Application Deadline: March 1, 2022 at 8:00 PM EST



Section I: Application Information

Applying Institution <i>(Full legal name as stated on W9)</i>	
Tax Status <i>(Check ONE)</i>	<input type="checkbox"/> 501(c)(3) <input type="checkbox"/> 509(a) <input type="checkbox"/> Public Service Agency <input type="checkbox"/> Federally Recognized Tribal Nation

Funding Request and Corresponding Output Expectations

Select Application Amount <i>(Only ONE)</i>	<input type="checkbox"/> \$10,000	<input type="checkbox"/> \$15,000	<input type="checkbox"/> \$20,000	<input type="checkbox"/> \$25,000
Total Car Seats to be Distributed <i>(With instruction/assistance of CPST)</i>	100	150	200	250
Total People to be Educated <i>(With full BUFL curriculum to be provided)</i>	150	225	300	375

Section II: Contact Information

	Primary Contact for Grant Application	Primary Contact for Managing the Program	Primary Contact for Fund Disbursement
Contact Name			
Title			
Email Address			
Mailing Address			
City			
State			
Zip			
Phone			
Fax			

Organization Website	
Social Media Handles <i>(Facebook, Instagram, Twitter, etc.)</i>	

Section III: Organizational Background

Please limit individual responses to fewer than 1200 characters.

1. Are you a former Buckle Up for Life partner?

a. Yes No

b. If “Yes,” select all that apply:

Grant partner

Gift of Safety partner

Education partner

Other; please list:

2. Provide a brief overview of your organization (mission, vision, primary services offered, target population(s) served, etc.).

3. Describe your current child passenger safety initiatives. *For example, who do you serve, and how and where do you serve them? How many people do you serve and how frequently? Describe any program strengths as well as challenges.*

4. How could you evaluate the success of your Buckle Up for Life implementation beyond measuring only the required program outputs of seat distribution and education? How could you measure behavior change to illustrate true safety outcome and positive societal impact?

5. Grant partners must have a contingency plan to meet program goals in the event of a community-wide need for social distancing. Please tell us how you would manage family education and car seat distribution in this environment.

6. Are you currently receiving funds from any motor vehicle manufacturer (do not include Buckle Up for Life grant funding)?

a. Yes No

b. **If “Yes,” please explain.**

Section VI: Budget Instructions

1. Please use the provided *Excel* template to prepare your proposed budget for the funding level you selected in Section I.
2. Once complete, please upload your budget in *Excel* format, with your grant application.
3. Note the following when preparing your budget:
 - a. **Instructions (general)**
 - i. **Failure to follow ALL budget instructions will result in automatic disqualification of your entire application.**
 - ii. Overall budget should reflect the exact amount of requested funding, per Section I. *For example, the following overall budget amount examples would not be acceptable for a requested funding level of \$10,000: \$10,003, \$9987.*
 - b. **Format/submission**
 - i. Budget should be submitted only in *Excel* format. Budgets submitted as PDF or any other format will be rejected, and your application will be disqualified.
 - ii. Budget must be submitted/uploaded at the same time and in the same manner as your full grant application.
 - c. **Salary support**
 - i. You are not required to include salary in your grant budget.
 - ii. Requested salary, including fringe benefits, may not exceed 25% of your funding level. *For example, salary/fringe for a \$15,000 grant application may not exceed \$3,750.*
 - iii. Any contracted labor (e.g., paid CPSTs from outside of your organization, outsourced interpreters, etc.) must be included within the “salary” line item.
 - d. **Car seats**
 - i. You may use grant funds to purchase car seats from your own preferred vendor(s), and you may select the type(s), make(s), and model(s) that will best meet the needs of the families you serve. However, we encourage you to also be mindful of affordability—so that you can serve as many people as possible. We recommend taking advantage of institutional pricing and/or volume discounts (whenever available); and considering versatile convertible seats with low weight minimums—as a lower-cost alternative for infants—rather than pricier infant-only carrier-style seats.
 - ii. If you plan to submit a budget for fewer car seats than the expected minimum distribution output for your selected funding request level (per Section I), please explain any alternate funding sources in Section V.2 of the grant application.
 - e. **Additional program materials (provided in-kind)**
 - i. In addition to your direct funding, the materials below will be provided to you by the Buckle Up for Life team at the beginning of the grant cycle. Please take this into consideration when preparing your budget.
 1. Tablecloths
 2. Banners/posters
 3. Hi-visibility vests
 4. Wooden ramp and car for children’s curriculum
 5. Jackets and polos
 6. Limited number of giveaways (stickers, keychains, etc.)
 - f. **Prohibited expenses (unless pre-approved otherwise)**
 - i. Non-salary overhead (e.g., utilities, office rent, taxes, liability insurance, etc.)
 - ii. Alcoholic beverages
 - iii. Paid advertising
 - iv. Procurement or maintenance of vehicles
 - v. Gas (alternatively, reimbursement of mileage at current government rate is acceptable)