

# Community Grant Application

August 1, 2023 – July 31, 2024

**Application Deadline: February 28, 2023 at 8:00 PM EST**

*Note: Applicants will be disqualified if instructions are not followed completely.*



**Buckle Up for Life**



## Application Identification

<b>Applying Institution</b> <i>(Full legal name as stated on W-9)</i>	
<b>Tax Status</b> <i>(Check <u>ONE</u>)</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
<b>EIN/TIN:</b> <i>(Only one application per Tax ID permitted)</i>	

## Funding Request and Corresponding Minimum Output Expectations

<b>Select Application Amount</b> <i>(Apply for only <u>ONE</u>)</i>	<input type="checkbox"/> \$15,000	<input type="checkbox"/> \$25,000
Car Seats to be Distributed <i>(With assistance of CPST, and purchased with grant dollars)</i>	100	200
People to be Educated <i>(With BUFL curriculum)</i>	150	300

## Contact Information

	Primary Contact for Grant Application	Primary Contact for Program Implementation
<b>Salutation</b> <i>(Mrs., Ms., Mr., Dr., Sgt., Etc.)</i>		
<b>Contact Name</b>		
<b>Title</b>		
<b>Email Address</b>		
<b>Mailing Address</b>		
<b>City</b>		
<b>State</b>		
<b>Zip</b>		
<b>Phone</b>		

<b>Organization Website</b>	
<b>Social Media Handles</b> <i>(Facebook, Instagram, Etc.)</i>	



3. List the individuals who will be directly implementing Buckle Up for Life. Please indicate their roles, relevant certifications/trainings, and any non-English language fluency.

Team Member Name	Team Member Role <i>Check All That Apply:</i>			Certs/Trainings <i>Check All That Apply:</i>			CPST Expiration Date  (If Applicable)	Language Fluency (Other than English) <i>Please List:</i>	
	Staff	Volunteer	Other	CPST	CPST-I	CPST-STAC		Languages Spoken	Languages Written/Read
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	Check the box to the left <u>only</u> if you have more than 5 team members. If so, please list additional team members on a separate document, titled <b>Appendix A</b> , and upload in PDF format with your completed grant application. Do not create and submit an <i>Appendix A</i> if you did not check this box.								

**Needs Assessment** *Please limit individual responses to fewer than 200 words.*

4. Which groups or populations in your community are the focus of your child passenger safety efforts?

5. Why are you *most* interested in implementing Buckle Up for Life in your community? Select only ONE.

- To sustain the level of CPS outreach you identified in Question 2.
- To expand on the level of CPS outreach you identified in Question 2.

6. How will Buckle Up for Life funding help support your selection in Question 5?

7. Do you believe that you can meet or exceed the car seat distribution and education outputs expected for your funding request level as selected above?
- Yes  No
8. Do you plan to purchase *at least* the minimum number of car seats needed to meet the car seat distribution expectation for your requested funding level, using only Buckle Up for Life funds (per your submitted grant application budget)?
- a.  Yes  No
- b. If “No,” please explain any alternate funding source(s) you will use to help meet your minimum car seat distribution goal.
9. How will you raise awareness about the services offered by Buckle Up for Life in order to recruit participants in your community?

**10. 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?**

**11. 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.**

**12. 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.

## Budget Instructions

1. Please use the provided *Excel* template to prepare your proposed budget for the funding level you selected.
2. Once complete, please upload your budget in *Excel* format, with your grant application.
3. Note the following general instructions when preparing your budget:
  - a. **Disqualification**
    - 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 funding requested above. *For example, the following overall budget amount examples would not be acceptable for a requested funding level of \$15,000: \$15,003, \$14,987.*
  - 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 and training 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, instructors, etc.) must be included within the “salary” line item.
    - iv. CPST national and local certification fees are permissible and can be included in the “Admin/Other” section of the budget.
  - d. **Car seats**
    - i. You must 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 (see above), please explain any alternate funding sources in Question 8 of the grant application.
  - e. **Additional program materials (provided in-kind)**
    - i. In addition to your direct funding, the branded 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. Jackets and shirts
      5. Limited number of giveaways (stickers, keychains, etc.)
      6. Printed materials
      7. Wooden ramp and car for children’s curriculum
  - 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)