

***Guidelines for Safe Kids Pennsylvania Mini-Grants
as funded by the Pennsylvania Department of Health
August 1, 2008 – May 29, 2009***

***The following packet is for those Chapters / Coalitions applying
for the Car Seat or Portable Crib Mini-Grant.***

Types of Mini-Grants Available:

(1) Bicycle Helmets **or** Smoke Alarms funds (100 smoke alarms **or** 150 bike helmets per each coalition/chapter)

(2) Car Seats **or** Portable Cribs funds (20 car seats **or** 20 portable cribs per each coalition/chapter)

***** Note: Each Chapter / Coalition is eligible for only one grant in each category above.***

1. General Provisions for all Mini-grants

A. Eligible Mini-Grant Applicants

Eligible applicants are Safe Kids Pennsylvania Coalitions and Chapters and any organization that is in the process of applying to Safe Kids Pennsylvania to become a chapter. To be considered for a Mini-Grant, the applicant must submit the appropriate application forms.

The application must be submitted on the appropriate attached Mini-Grant Application form or on 8½ X 11 white paper in a format which contains the required information in the same order as shown on the Mini-Grant Application forms. **Two copies of the application must be submitted to Safe Kids Pennsylvania by June 19, 2008.**

B. Reporting Procedures

The Mini-Grant recipient must submit two copies of the final report by **May 29, 2009**. A report form will be distributed in February, 2009. The report must contain the following:

- Number of events;
 - Held
 - Participated in
- Number of children and adults who received intervention;
 - Educational materials
 - Safety items
- Evidence that collaboration with State and Community Health Improvement Partners, Maternity Care Coalition, and SIDS of Pennsylvania occurred;

- Summary of the program accomplishments in accordance with the recipients work plan;
- Evaluation results and outcomes;
- One copy of materials developed for and used in the project;
- Copies of any news articles related to the recipients grant activities.

2. Guidelines for Car Seats or Portable Cribs

Purpose:

The purpose of this Mini-Grant is to provide resources to coalitions and chapters so they can implement proven safety interventions which will reduce injuries for low-income children.

Eligible applicants must complete the following application forms:

General Information
 Car Seat / Portable Crib Application
 Work Plan

Maximum allowable Grant: 20 car seats or 20 portable cribs

A car seat needs assessment (car seat types, etc.) for individual coalitions/chapters will be distributed upon application approval. The types of car seats available are infant, convertible, combination, and low back booster.

Mini-grant Requirements:

- Focus on low-income population
- Collaborate with local child passenger safety advocates, Maternity Care Coalition, SIDS of Pennsylvania and other agencies that serve the population or focus on the same goals.
- Educate the target population through one-on-one or group instruction.
- Car Seats must be installed in a vehicle, not just given to target populations.
- Portable Cribs must be examined and reviewed with a parent / caregiver, not just given to target populations.
- Applicants must include an Evaluation Plan:
 - *Car Seats:* Complete Safe Kids car seat check up form during the distribution and installation of child restraint and compile data to complete grant summary form.
 - *Portable Cribs:* Compile distribution data to complete grant summary form pre and post. Method to be provided.

**MINI-GRANT APPLICATION
GRANT PERIOD
AUGUST 1, 2008 – MAY 30, 2009**

INSTRUCTIONS: This page must be completed by every coalition/chapter applying for the Car Seat or Portable Crib Mini-Grants. Be sure to include a list of coalition members with the application.

Choose one of the following: _____ Car Seats _____ Portable Cribs		
GENERAL INFORMATION: <small>(please type or print clearly)</small>		
Local Coalition/Chapter:		
Coalition Coordinator:		
Signature:		Date:
Address:		
City:	State:	Zip:
Telephone:	Fax:	Email:
<i>Please complete the section below even if the information is the same as above.</i>		
Name of Organization to receive seats or cribs:		
Contact Person:		
Address:		
City:	State:	Zip:
Telephone:	Fax:	Email:

Car Seat/Portable Crib Mini-Grant Application

INSTRUCTIONS: Complete only if applying for car seats or portable cribs

1. **Coalition/Chapter Name:** _____
2. **Which resource is needed? (check only one)**
 - 20 Car Seats**
 - 20 Portable Cribs**
3. **Target population : (specify)**
4. **Workplan - Complete on Page 5**
5. **With which agencies will you partner?**
6. **Who will deliver the education and assure that the child has a properly fitted car seat? In regard to portable cribs, who will explain the proper use of the crib?**
7. **Evaluation Plan:**

Workplan -- Program Objectives and Activities

OBJECTIVES	ACTION ITEM	COMPLETION DATE	AGENCY RESPONSIBLE	# OF PARTICIPANTS