

Guidelines for Safe Kids Pennsylvania Mini-Grants as funded by the Pennsylvania Department of Health

*The following packet is for those Chapters / Coalitions
applying for the Start Up Mini-Grant.*

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.

B. Reporting Procedures

The Mini-Grant recipient must submit two copies of the final report sixth months after receiving the funding for this grant. A report form will be distributed when requested. The report must contain the following:

- Number of events;
 - Held
 - Participated in
- Number of children who received intervention;
 - Educational materials
 - Safety items
- Evidence that collaboration with State and Community Health Improvement Partners 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.

C. Letter of Agreement/Contract

The Mini-Grant recipient's **fiscal organization will receive a Letter of Agreement (LOA)** from the Central Susquehanna Intermediate Unit, the lead agency for Safe Kids

Pennsylvania, upon grant approval. Once the LOA is signed by the grantee's fiscal organization and returned to Safe Kids Pennsylvania the Mini-Grant recipient will receive 100% of grant money for Start-Up. All payments are contingent upon availability of funds from the Pennsylvania Department of Health. As part of this agreement, the recipient must agree to federal funding provisions such as the Americans with Disabilities Act, Equal Opportunity for the Handicapped, and Equal Employment Opportunity. A budget revision is required to be filed with, and approved by Safe Kids Pennsylvania in advance if there is a ten percent (10%) or greater change in a category of the approved budget. Changes in a category of less than ten percent (10%) do not require a budget provision.

D. Invoicing Procedures

Enclosed with the LOA will be a blank expenditure report. This report, which will outline the recipient's expenditures, must be submitted sixth months after receipt of funds. Payment is contingent upon funding from the Pennsylvania Department of Health. *The expenditure report must contain detailed descriptions of purchases.* This documentation will allow for verification of expenditures. Insufficient documentation may delay payment.

E. Developing Materials

All educational materials and safety items developed for the grant activities must be pre-approved by the Pennsylvania Department of Health. This process usually takes three weeks to six weeks, so submit materials as early as possible. Send a copy of materials with an Office of Communications Request for Approval Form (*page 4 of Guidelines*) to:

Violence & Injury Prevention Program
Pennsylvania Department of Health
Health & Welfare Building
Seventh & Forster Streets, Room 1008
Harrisburg, PA 17120
Fax: (717) 783-5498

You will be notified by fax of any revisions that are needed prior to distributing the materials. Expenses for safety items and educational materials that have not been approved by Safe Kids Pennsylvania will not be reimbursed.

1) Educational Materials (Brochures, newsletters, flyers, press releases, public service announcements, etc.)

All educational/informational materials developed under this grant must contain the Safe Kids Pennsylvania logo, which is available on the Safe Kids PA website www.pasafekids.org, and the following funding clause:

"This project is supported by the Pennsylvania Department of Health and the Preventive

Health and Health Services Block Grant from the Centers for Disease Control and Prevention (CDC)."

This can usually be placed in small type at the end of a brochure, newsletter or flyer. It may be incorporated into the text of a press release, media advisory, or public service announcement.

2) Safety Items (Reflective materials, belt clip strobes, and other small, inexpensive safety items)

These items may be allowable for New Chapter Startup Project Mini-Grants if they contribute to the injury prevention objectives of the coalition or chapter's mini-grant. They must contain the Safe Kids Pennsylvania logo and (space permitting) the PA Department of Health logo available on the Safe Kids PA website: www.pasafekids.org. An example of the wording and logos on the item must be sent with a communications approval form to the PA Department of Health for approval before purchase and distribution. Grant recipients must list all safety items they wish to purchase in the original budget.

2. Guidelines for New Chapter Startup Funds

Purpose:

The purpose of this Mini-Grant is to help establish new chapters by providing financial assistance with startup costs and childhood injury prevention activities. It is designed for those chapters that have never had a Mini-Grant before or are in their first year of operation.

Eligible startup costs:

- * Letterhead/Envelopes
- * Banner
- * Educational Materials
- * Exhibit/Display
- * Brochures
- * Safety Items

Ineligible items include:

- * T-Shirts
- * Items with no safety purpose
- * Furniture
- * Space Rental
- * Bus/Mass Transportation
- * Tote Bags
- * Food
- * Office Equipment
- * Custodial Services

Eligible applicants must complete the following application forms:

General Information
Coalition / Chapter Startup Application
Work Plan
Budget

Maximum Allowable Grant: \$500.00



Office of Communications
Request for Approval of Material

(See Reverse For Instructions)

Date Submitted: _____ Date Needed: _____
Publication Title: _____ Publication Number: N/A
Return To: _____ Telephone Number: _____

Information Type:

- Brochure/Flyer, Press Release, Annual Report, Poster, Fact Sheet, Other, Newsletter, Statistical/Research Report

Publication Type:

- Stock, Non-Stock, Website, # to Print: _____

Information Generated By:

- Department Program Area, District/Field Office, Contractor, State Health Center, Other: Safe Kids PA Grantee

Audience:

- Public, Schools, Contractors, Healthcare Professional, Social Service Professional, Department of Health, Legislators, Media/Press, Other: _____

Distribution Method:

- Mail, Display Booth, PA Public Health Information Clearinghouse, Handout, Email, Website, Other: _____

Please also include:

Fax number: _____ E-mail address _____

All educational materials and safety items developed for the program must be pre-approved by the Pennsylvania Department of Health. This process usually takes three weeks to six weeks, so submit materials as early as possible.

Send a copy of materials with this form to:

Stephen Gensemer
PA Department of Health
Violence and Injury Prevention
Bureau of Health Promotion & Risk Reduction
Health and Welfare Building
7th & Forster Streets
Room 1008
Harrisburg, PA 17120
(717) 787-5900
(717) 783-5498 (Fax)
sgensemer@state.pa.us

MINI-GRANT APPLICATION GRANT PERIOD

INSTRUCTIONS: This page must be completed by every chapter applying for the Start Up Mini-Grant. Be sure to include a list of chapter members with the application.

GENERAL INFORMATION: <small>(please type or print clearly)</small>		
Local Chapter:		
Chapter 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. The Letter of Agreement and grant money will be issued to the following:</i>		
Name of Organization to receive grant funds:		
Project Director: <small>(if not the coalition coordinator)</small>		
Signature:		Date:
Address:		
City:	State:	Zip:
Telephone:	Fax:	Email:

6. Workplan -- Program Objectives and Activities

OBJECTIVES	ACTION ITEM	COMPLETION DATE	AGENCY RESPONSIBLE	# OF PARTICIPANTS

**Safe Kids Pennsylvania Mini-Grant
Start Up Budget Form**

Safe Kids _____
Chapter / Coalition Name

Funding Agency Name

CATEGORY	TOTAL AMOUNT
Contracted Services:	
Equipment:	
Supplies:	
Other: (Specify)	
Total	

***Please itemize and be as specific as possible with each category of your budget.*
PLEASE USE WHOLE DOLLAR AMOUNTS**

Example

**Safe Kids Pennsylvania Mini-Grant
Start Up Budget Form**

Safe Kids Cameron County
Chapter / Coalition Name

Cameron County Health Department
Funding Agency Name

CATEGORY	TOTAL AMOUNT
Contracted Services:	N/A
Equipment: Coalition Banner - \$145.00 Storage Containers- \$55.00 (File Box \$25.00, 3 Plastic Containers \$30.00)	\$195.00
Supplies: 1 box Letterhead (500 sheets)- \$175.00 2 boxes Envelopes (1000)- \$50.00	\$225.00
Other: (Specify) Exhibit	\$80.00
Total	\$500.00

Please itemize and be as specific as possible with each category of your budget.

****PLEASE USE WHOLE DOLLAR AMOUNTS****