**Fox Valley RTAC Funding Request Guidelines**

These funding guidelines have been developed to assist the FVRTAC Executive Council in the process of evaluating requests. Organizations that have demonstrated active membership are eligible to seek funding for events, continuing education, projects or equipment. These guidelines are designed to provide a consistent process for distribution of RTAC funds and ensure the requests are aligned with the mission of the FVRTAC. Requestors are encouraged to exhaust other funding options prior to seeking funding from the RTAC. No more than 60% of the FVRTAC annual budget will be allocated to funding requests. Once the budgeted funds for the fiscal year are exhausted no further requests will be considered.

1. All requests for funding must be submitted in writing using the FVRTAC “Request for Funds” form at least 3 weeks in advance of the scheduled meeting at which the funding will be considered. Late requests will be tabled to the next scheduled funding request meeting.
	1. Funding requests will be considered 3 times/fiscal year during the general meetings held in the months of April, August & December.
	2. Time-Sensitive funding requests will be considered at the discretion of the executive council
2. All funding requests must be signed by an accountable individual or designee from the organization.
3. Projects must be relevant to the needs of the region and should strive to provide a community impact/ benefit and be able to be replicated or adapted for use in other communities.
	1. Projects or events should contribute to the mission of the FVRTAC.
	2. Events and projects that encompass the broadest aspect of the continuum of trauma care (pre-hospital to recovery & rehabilitation) will be given the highest priority.
	3. Funding priorities will include (in no specific order): equipment and training, data collection improvement, injury prevention and rehabilitation programs.
4. The following requests will not be considered
	1. Education required as a term of employment
	2. Required EMS equipment as defined in WI DOT Trans 309
5. Organizations requesting funding must show proof of active membership in the FVRTAC as evidenced by representative attendance at a minimum of 50% of the FVRTAC meetings in the previous 12 months (typically 3 meetings/year).
6. Projects must have a clear purpose with well-defined objectives.
7. Every effort will be made to equitably distribute funds throughout the region.
8. Requests will be evaluated for impact on the region and cost-effectiveness.
9. All funding requests must be submitted in advance of the event for which funding is requested. No after-the-fact funding will be considered.
10. Representative attendance is required at the RTAC meeting at which Executive Council is considering the request.
11. Organizations are requested to provide an in-person report to the FVRTAC within 6 months after receipt of funds. Failure to provide the follow-up will restrict the organization from eligibility to receive future funding.
12. The FVRTAC Executive council will determine if requests will be funded in full, partial or not funded.
13. The FVRTAC Executive Council reserves the right to approve or reject any and all applications and is not liable for any costs incurred by the applicant. All costs incurred relative to the preparation of the application are the responsibility of the applicant.

**Request for Fox Valley RTAC Monies**

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| --- | --- |
| Request Date:Click or tap to enter a date. | Organization: Click or tap here to enter text. |
| Contact Name:Click or tap here to enter text. | Phone:Click or tap here to enter text. |
| E-Mail:Click or tap here to enter text. | Amount Requested: $Click or tap here to enter text. |

Please explain the purpose/objective for this funding request. Click or tap here to enter text.

Please provide details related to the funding requested (e.g., 2 XYZ equipment @ $100 each).

Click or tap here to enter text.

Complete and submit this form to Jason Selwitschka at jason@foxrtac.net or Mail to:

Jason Selwitschka

1556 West County Road Y.

Oshkosh WI 54904

RTAC USE ONLY

|  |  |
| --- | --- |
| Date Received:Click or tap to enter a date. | Received via: Click or tap here to enter text. |

This funding request has been added to the Click or tap here to enter text.meeting agenda and the requestor has been advised that representation at the meeting is required for funding consideration.

|  |  |
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| Date Notified:Click or tap to enter a date. | Notified by: Click or tap here to enter text. |

FVRTAC Executive Council Discussion Summary: Click or tap here to enter text.

Funding Decision

\_\_\_\_\_\_ Funded in Full / Partial: Amount: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_ Funding Denied