



## GENERAL INFORMATION

- Section 1** The Foundation shall provide education grants to qualified applicants for the development of emergency medical providers, thus further strengthening PA's emergency medical services to local communities.
- Individuals shall be the primary grantee. However, organizations may apply when the Foundation has sufficient resources. Organization grants shall be limited to in-service training, community education and awareness and similar programs that will educate the community to Emergency Medical Services in their respective areas.
- Section 2** The amount of the grant shall be determined each year by the Foundation Board of Directors.
- The Foundation shall appropriate no more than 60% of its net worth, to grants in any one (1) fiscal year. The amount of each grant shall be determined and recommended by the Application Review Committee (ARC) to the Foundation Board for approval.
- The Foundation may, at anytime, increase the amount and/or the number of grants should it be deemed appropriate.
- Section 3** The Foundation shall publish the available grant program in the following, but not limited to, Vital Signs, AAP website as well as through other medical provider organizations.
- The announcement for applications for the grants shall be made no later than sixty (60) days following the annual PA EMS 911 Dinner, the Foundation's major source of revenue.
- Section 4** Individuals seeking grants shall complete an Application (copy attached) and submit same along with the required attachments.
- Section 5** Grants will be made to individuals and/or organization within the guidelines established in Section 2. Organizations applying for grants must be a continuing education sponsor accredited by the governing agency of EMS in the Commonwealth or a training program accredited by the governing agency of EMS in the Commonwealth and award free CEUs to their program as a condition of the grant.
- Grants will not be made to the same individual for more than one (1) year. Special situations requiring multiple year grants need the approval of the Foundation Board prior to the initial commencement of the program. The ARC recognizes that enrollment in an education program may extend beyond the one year grant period.
- The following additional criteria must be met by all applicants:

- A) has been employed as an emergency medical service provider for at least one (1) year with a Pennsylvania licensed EMS agency, *(this section applies to personnel already employed)*
- or
- B) has been guaranteed an offer of a position with a Pennsylvania licensed EMS agency following completion of the education program for which the grant was provided.

## **Section 6**

In order to assure that the Application Review Committee (ARC) has no knowledge of the applicant or the provider with whom they are associated, the following procedures shall be put into place:

- A) Application shall be mailed to the Executive Director of the Ambulance Association of PA (AAP).
- B) The Executive Director shall review each application to assure that there is nothing on the application or the supporting materials that would identify the applicant.
- C) The Executive Director shall make sure that all required documents have been submitted as required.
- D) The Executive Director upon final review, shall forward copies of the application and supporting documents to each member of the Application Review Committee (ARC).

The Application Review Committee (ARC) shall consist of five (5) members appointed by the Chairman of the Foundation Board. The appointment and length of term to be determined in accordance with the Foundation Bylaws. The ARC shall review all applications and recommend to the Foundation Board, those applicants that best meet the requirements of the program. Grant funds shall be awarded based on the criteria stated in Section 2. (The “members” of the Committee may or may not be members of the Foundation Board of Directors. In addition, representatives of Regional Councils, Community Colleges or the accredited training programs may be appointed.)

## **Section 7**

The grantee, upon completion, shall provide the Foundation with the following:

- A) Provide evidence of an offer of a position with a Pennsylvania licensed EMS agency.
- B) Provide documentation that the work for which the grant was given was completed and in a satisfactory manner. *(ie certificate of completion of the educational program.)*
- C) If grant is for college tuition, applicant must show evidence of successful completion of the educational program and a grade and/or transcript has been issued.

Should the grantee fail to complete the requirements for which the grant was awarded, the Foundation may require complete restitution. This shall be determined on a case-by-case basis.