**GRANT PROPOSAL EXAMPLE**

**FOR**

**LOCAL CAR SEAT ACTIVITIES**

(The following is made up of sample scenarios. It is your responsibility to determine appropriate costs)

(On your agency letterhead)

FROM:

(grantee applicant)

TO:

Cesi Velez, Project Manager

WA Child Passenger Safety

18421 Veterans Memorial Drive E

Bonney Lake, WA 98391

RE: Request for funds in the amount of $\_\_\_\_\_\_\_\_\_

Dear Cesi:

I am requesting funds on behalf of *Safe County CPS Team* lead by the *City of Secure Police Department*.

**QUALIFICATIONS:**

*(Explain your agency’s involvement in child passenger safety (CPS) efforts. Include your work with traffic safety programs and experience managing public funds efficiently and ethically.)*

*EXAMPLE:*

The Safe County CPS Team has been in existence since 2003 in partnership with the Safe County Target Zero Task Force and Safe County SafeKids. We have applied and received grants from the Department of Health, SafeKids USA, Washington Traffic Safety Commission, and a previous grant with Washington’s CPS Program. We have been successful in meeting all grant requirements, reporting and budget allocations. We currently have a SPD officer trained as a technician who does car seat checks by appointment. Each year we conduct approximately 150 checks in our county, distribute educational materials at the licensed daycare centers, and provide seats to low-income families.

**DELIVERABLES/BUDGET:**

*EXAMPLE*

|  |
| --- |
| ***ANTICIPATED LOCAL COSTS*** |
| ***Deliverable*** | ***Explanation of costs****(*[*Use State per diem rates*](http://www.ci.bonney-lake.wa.us/UserFiles/File/Government_Downloads/Police/CPS/10-1-16%20Per%20diem%20rates%20updated.pdf)*)* | ***Sub-total*** | ***Total amount*** |
| ***Car Seat Sign-offs****CPST Instructor/Tech Proxy to perform required seat sign-offs for recertification. 4- hour car seat event 10am-2pm.* | ***Service-****Instructor/Proxy****Mileage*** *(Tacoma-Aberdeen) 158 miles roundtrip* | *$400**$103* | ***$503*** |
| ***CEU Class****Provide a 2-CEU class for technicians. A total of 6 CEU’s are required for recertification.*  | ***Service*** *-Presenter****Mileage*** *(Tacoma-Aberdeen) 158 miles roundtrip* | *$300**$103* | ***$403*** |
| ***Car Seat Inspection Materials****This service will be at the local hospital, be regularly scheduled, and supported by local techs.* | *Latch manuals (2) @ $48.00**Infant doll for training* | *$96**$30**$30**$20* | ***$126*** |
| ***Child Restraints****Car and booster seats distribution will target families with a demonstrated financial need and come with education provided by a certified car seat technician.* | *Convertible and booster seats* |  | ***$1,500*** |
|  |  | ***Sub-total*** | ***$2,532*** |

We are regularly using the National Digital Check Form to streamline data collection and reduce reporting burdens. The NDCF system provides the opportunity to monitor trends and track car seat checks and distribution.

I understand that all invoices for goods received or services performed on or prior to June 30th, **must be received by Cesi Velez, Project Manager, by July 20th.**

Invoices for goods received or services performed between July 1st and September 30th, **must be received by Cesi Velez, Project Manager, no later than October 20th.**

Invoices submitted for reimbursement after the above dates will not be paid.

Thank you for your consideration of this request for funds.

**I have read and understand Washington’s Child Passenger Safety Policies and Procedures and agree to follow if awarded a grant.**

**IN WITNESS THEREOF, THE PARTIES HAVE EXECUTED THIS AGREEMENT.**

**(YOUR AGENCY NAME)**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of person with contracting authority)

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(Printed name)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Date)

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(Phone)

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(Email)