



# Application for 2017 Education Grants

## APPLICATION COVER SHEET

**Submit no later than  
April 15, 2016, 4:00 p.m.**

All Applications should be emailed to:  
[AOT.GHSPGrantsEDU@state.vt.us](mailto:AOT.GHSPGrantsEDU@state.vt.us)

Governor's Highway Safety Program  
Agency of Transportation  
One National Life Drive  
Montpelier, VT 05633

<b>1. Applicant Information and Identification:</b>		
Applicant Agency:		
Address:		
		County: <span style="border-bottom: 1px solid black;"></span>
Authorizing Official:		Title: <span style="border-bottom: 1px solid black;"></span>
Signature:		
Project Director:		Title: <span style="border-bottom: 1px solid black;"></span>
Telephone:		Fax: <span style="border-bottom: 1px solid black;"></span>
E-Mail:		
Federal Tax Id #:		SAM Expires: <span style="border-bottom: 1px solid black;"></span> Duns #: <span style="border-bottom: 1px solid black;"></span>
Vermont Business Account Number		
Fiscal Entity:		
Address:		
Fiscal Year:	Start: <span style="border-bottom: 1px solid black;"></span>	End: <span style="border-bottom: 1px solid black;"></span>
Fiscal Agent:		Title: <span style="border-bottom: 1px solid black;"></span>
Signature:		
	Email:	
<b>Proposed Budget Summary</b>	<b>TOTAL</b>	
Salaries And Benefits	\$	
Contractual	\$	
Supplies	\$	
Travel And Mileage	\$	
Equipment	\$	
Other Direct Costs	\$	
Indirect Costs	\$	
Total Expenses	\$	

## 2017 Governor's Highway Safety Education Grant Application

2. Project Title:

3. Problem Statement:

4. Project Goals and Objectives:

5. Project Description:

## 2017 Governor's Highway Safety Education Grant Application

6. Project Schedules and Milestones:

7. Project Evaluation Plan: (Please Attach Logic Model on Template Provided)

8. Resources Needed:

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### 9. Cost Narrative/Detail

a) Personnel Costs: Detail positions being funded by this grant, the average number of hours per week, hourly rate, FICA, Workers comp, etc. Summarize anticipated personnel activity hours per week and total costs for the entire FFY for each employee and the total you expect to charge in personnel costs to your grant here.

b) Contract Services:

c) Supplies:

d) Mileage/Travel: In-state and out of state. Note that all out of state travel requires prior approval of GHSP. Include all projected Conference Fees and the name of conference:

# of Project Miles Traveled X .54 = \_\_\_\_\_

e) Equipment:

f) Other Operating Expenses:

g) Indirect Costs (If allowed): Submit Federal Approved Rate Letter with % allowed with this application.

h) Other Program Income: List Sources and amounts anticipated

## Grant Application Guidelines for Subgrant of Federal Funds

The Agency of Transportation, Governor's Highway Safety Program, in Montpelier must receive applications via email at [AOT.GHSPGrantsEDU@vermont.gov](mailto:AOT.GHSPGrantsEDU@vermont.gov) by 3 p.m. on the due date in the solicitation posting or letter. All applications must be signed by the agency's authorizing agent.

1. Cover Sheet: Make sure all fields are complete. Your fiscal agent should have the DUNS number, System for Award Management (SAM) expiration date and Vermont Business Account Number. If your agency or nonprofit does not have a DUNS (Data Universal Numbering System) number, go to <http://fedgov.dnb.com/webform> to register. There is a Frequently Asked Questions for D-U-N-S Number and SAM Registration that you may find helpful on the site. After you have the DUNS number, go to <https://www.sam.gov> to sign up for the SAM. **There is no cost to register.** If your business is not required to have a Vermont Business Account Number place "Not Required" in the line provided.

2. Project Title: Create a short phrase (3-8 words) to indicate the overall nature of the project.

3. Problem Statement: The first thing you must do to apply for a grant is to identify, using data, what problem(s) you are proposing to diminish or correct, how severe the issue(s) is/are and the who, what and where of the issue(s). Only applicants that demonstrate a problem, supported by relevant data, can receive funding. Ideally, use data relevant to your locality. National data is not normally sufficient to justify a local subgrant. Include as much pertinent data as you have about the problem in your community (i.e. injuries, response time delays, demographics, etc). Also, provide trend data over several years where trend data is relevant and available. NOTE: Remember, you must support the problem you have identified with relevant data.

4. Project Goal(s) and Objectives: Goals identify a long-term change the agency intends to affect by implementing the proposed project. You must relate your goals to the purpose of the federal, state or other agency making the funds available for your use through the subgrant program. Goals must relate to resolving the problem you have identified.

Objectives are specific statements of short-term aims that must happen for you to achieve your overall project goal. Objectives generally begin with phrases such as to increase, to decrease or to reduce. Pay particular attention when you select your objective. Keep in mind that objectives are measurable, short-term steps that link directly to the overall goal. They should explain what you intend to accomplish and when you expect to accomplish it.

To help you select your objectives, look at what you are currently doing if you already have a program. Then look at what you are not doing and decide what you can do or do differently. Then, analyze the effect the change in activity would have on achieving your

goal.

Keep in mind goals and objectives are similar. Goals are generally long-term (5+ years) objectives are short-term (1-2 years). Both should represent the amount of change over a specified time lapse. Both need a base line number, an expected number and a date by which the changed number will occur. Objectives may also be activity increases or changes in methods where goals will always be outcome based.

5. Project Description: Describe what services, programs or activities you propose to implement. This is, what your agency proposes to do to solve or lessen the problem (i.e., form a coalition of community leaders, sponsor training, conduct a public media event or campaign, develop a community program, provide training, purchase equipment, etc.) along with the projected number of events, services or activities you hope to provide. Describe your agency's capability to implement the proposed project and experience the agency has with similar projects.

Project proposals should detail the frequency and number of events and their timing. For example, if your objective is to reduce the incidence of teen driving fatalities, then one of the activities for this objective might be to conduct at least one impaired driving educational event at each of the area high schools during the next school year. Tie your project description back to the data in your problem statement wherever possible.

Identify how you will implement these services, programs or activities. Describe the steps you will take to start and maintain the project. Estimate the number of people you intend to reach via your proposed project. Address how your services, programs or activities will affect your target population (as identified in your problem statement).

Describe the degree of community support or commitment that exists for your proposed program. Attach letters of support from community leaders, community members and intended partners as appropriate. Include a list existing sources of support, cash and other community contributions, that will support your project.

Describe how you will announce or promote the project. A media component is required for all grants. In most cases, this would consist of an agency press release to local media outlets announcing the award of the grant and the project goals. Another media activity might be a press conference to announce a purchase, training or event.

6. Project Schedule and Milestones: In this section, develop a schedule of events for implementation of your proposed project. Specific dates are best, where you lay out by date when key events will occur. However, the most effectual way to develop a project schedule may be an award-plus method. In this method, you estimate when events will occur after the official date of award. Other acceptable methods are by month, before or during a specific event (i.e. winter, prom, Election Day or other annual occurrence). Plan carefully as GHSP will use the schedule you submit to evaluate the progress and effectiveness of your project.

7. Project Evaluation Plan: In your application, you must show how you will demonstrate effective implementation and how you will measure its progress/success. The most desirable evaluation is an Outcome/Impact Evaluation that shows a change that resulted from the project. A secondary method is an Activity Evaluation that simply shows what you did as compared to what you said you would do. Often both types of evaluation are appropriate.

**Complete the Logic Model template** provided and include as an attachment to the application form.

1) For the Outcome/Impact Evaluation, identify what measurable data or information you will use to demonstrate that change occurred during the project. This should include a data point just before your project starts and another at the end of the project period. The ideal data would reflect a measurement of the same data you used to identify your problem and severity.

2) For the Activity Evaluation, use project documents to show what the project is accomplishing. A count of events or persons contacted, trained or certified may be the best method.

8. Resources Required: List the resources you will need to accomplish your goal. Funding, trainers, educational kits, projector, may be some of resources on your list.

9. Budget Narrative: Each subgrant proposal must include a detailed budget. Your proposed budget will include all allowable expenses needed to effectively implement your project. It must also include a narrative justification listing the type and quantities of equipment planned for purchase, as well as types of travel expected, and supplies needed. Your budget detail must show detailed personnel costs for each employee who will charge time to the grant funds. It is important to remember that each person paid with grant funds must submit a time and activity sheet outlining the work completed with each DPS Financial Report Form. Also, include proposed travel expenses, contract service expense, equipment, other direct costs, indirect costs (when allowed) and any program income that you anticipate to receive.

Your budget should also indicate any matching funds or anticipated costs for which you do not propose to seek reimbursement and your agency would be providing in support of the project.

For questions or information, please contact James Baraw, Governor's Highway Safety Program Coordinator, [james.baraw@vermont.gov](mailto:james.baraw@vermont.gov) or at 802-760-9222.

The following references are for Federal Agency specific requirements which subgrants of the agency's funds must comply:

CFR 49 – Transportation, Part 18 Uniform Administrative Requirements:

[http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title49/49cfr18\\_main\\_02.tpl](http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&tpl=/ecfrbrowse/Title49/49cfr18_main_02.tpl)

CFR 23 – Highways, Chapter II National Highway Traffic Safety Administration and Federal Highway Administration, Part 1200 Uniform Procedures

[http://www.ecfr.gov/cgi-bin/text-idx?SID=dd975ebe1cef90dda74c69a0aabb5711&mc=true&tpl=/ecfrbrowse/Title23/23cfrv1\\_02.tpl#1200](http://www.ecfr.gov/cgi-bin/text-idx?SID=dd975ebe1cef90dda74c69a0aabb5711&mc=true&tpl=/ecfrbrowse/Title23/23cfrv1_02.tpl#1200)

Highway Safety Grant Funding Policy for Field-Administered Grants

[http://www.nhtsa.gov/nhtsa/whatsup/TEA21/GrantMan/HTML/00\\_ManI\\_Content1\\_01.html](http://www.nhtsa.gov/nhtsa/whatsup/TEA21/GrantMan/HTML/00_ManI_Content1_01.html)

23 U.S.C. Chapter 4 - Highway Safety Act of 1966, as amended

[http://www.nhtsa.gov/nhtsa/whatsup/TEA21/GrantMan/HTML/07\\_Sect402Leg23USC\\_Chap4.html](http://www.nhtsa.gov/nhtsa/whatsup/TEA21/GrantMan/HTML/07_Sect402Leg23USC_Chap4.html)

CFR 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

[http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200\\_main\\_02.tpl](http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl)