

2010 TRANSCAER® Grants Process General Guidelines

- Grants will be allocated on a first-come-first-serve basis. The minimum allocation is \$500.00 and the maximum allocation will be \$1,000.00.
- Grant applicants are encouraged to apply for grants online directly by visiting <http://transcaer.com/grants>. You may also submit your requests on official letterhead.

Grant requests should be mailed to:

Donna Lepik
TRANSCAER Staff Executive
1300 Wilson Boulevard
Arlington, VA 22209

Email: dlepik@transcaer.com

- The letter should summarize how the applicant intends to meet the following criteria:
 - Type of target audience?
 - Type of activity or event?
 - Number of expected attendees?
 - How does the event advertise TRANSCAER?
 - How does the activity support the objectives of TRANSCAER?
 - How will the money be used?

The TRANSCAER website currently defines activities/events in the following manner:

- **Emergency Response Drills (field):** Refers to full-scale drills and exercises where actual equipment is used and simulations occur. These usually involve donning full hazmat gear, decontamination areas, etc.
- **Emergency Response Drills (table top):** Refers to drills and exercises that do not involve actual equipment. These usually focus on testing communication between involved groups
- **Flow Studies (multi-modal):** Refers to the completion of a flow study which determines the amount of hazardous materials traveling through a community. To the extent possible, all modes of transportation should be included
- **Consult with Community:** Includes face-to-face or discussion of TRANSCAER® and related topics with LEPCs, community members, emergency responders, etc.
- **Training Courses (hands-on):** These include hands-on classes held by your organization designed to train emergency responders on how to respond to hazmat transportation emergencies. Hands-on training on transportation equipment is included

- **Training Courses (classroom):** This includes presentations and classroom style training on hazmat response to transportation incidents
- **Sending General Correspondence:** Refers to blanket mailings to emergency response contacts in the state, or specific mailings to specific individuals. Content of mailings should include a TRANSCAER description
- **Providing Resources:** Includes items such as books, manuals, guidance or software on emergency response or TRANSCAER issues or donated equipment to help with emergency response training
- **TRANSCAER Outreach:** Includes outreach to communities and emergency responders directly on TRANSCAER only. Could include presentations at workshops or specific meetings, or displaying the TRANSCAER booth at large events. *Note: “Consult with Community” is broader than “TRANSCAER Outreach”*
- **Other:** Includes any activity not captured above

Applicants should use these definitions as a guideline to define type of activity or event.

- Grant applicants are encouraged to coordinate with their State Coordinator and/or Regional Coordinator. When possible, the application should be submitted through the State and/or Regional Coordinator.
- The TRANSCAER Direct Funding Task Group will review each application individually and determine if it meets the criteria as they are received.
- The TRANSCAER Direct Funding Task Group will communicate its decision within 60 days of the date of application.
- Decisions will be communicated directly from the TRANSCAER Direct Funding Task Group to the applicant in writing with a copy to the Regional or State Coordinator.
- Once funds are depleted, a communication will be sent to State and Regional Coordinators, Sponsors, and posted on the TRANSCAER website stating that the funds have been allocated.
- NEW...Each Grant application MUST include a copy of a W-9 - Request for Taxpayer Identification Number and Certification - please note: the name on the Grant application, must match the name on the W-9.
- NEW...Each Grant recipient will be required to provide copies of the receipts for each grant awarded within 30 days of the event.