



Request for Application (RFA)

Georgia Trauma Foundation is pleased to announce the availability of grant funding for projects related to trauma care. We invite eligible organizations to submit applications for consideration. As part of our mission to invest in trauma care, we are committed to supporting initiatives that focus on injury prevention, trauma education, public awareness, and advocacy. This year, we are offering eight grants, each up to \$10,000, to initiatives that can demonstrate significant improvements in patient outcomes, trauma care, trauma awareness, or safety and injury prevention.

Georgia Trauma Foundation aims to make a lasting impact on the health and safety of our communities. We eagerly anticipate your proposals and the opportunity to work together to advance trauma care throughout the state.

DETAILS

- **Number of Awards:** Eight (8)
- **Maximum Award Amount:** \$10,000
- **Funding Priorities:** Injury prevention, education, public awareness, advocacy. Other mission-aligned projects will be considered.
- **Project Description:** Projects should demonstrate ways the funding can be utilized to improve patient outcomes, enhance trauma care, increase trauma awareness, or emphasize safety/injury prevention.
- **Collaborative Projects:** Collaborative projects are encouraged.
- **Funding Period:** One (1) Year
- **Release Date:** October 7, 2024
- **Closing Date and Time:** November 30, 2024 @ 11:59pm. The review committee reserves the right to close the application window once a sufficient number of proposals have been received.
- **Awards Public Announcement Date:** January 6, 2025

ELIGIBILITY

- Non-profit organizations, hospitals, educational institutions and community groups located in the state of Georgia are eligible to apply.



SUBMISSION GUIDELINES

Application Process:

All proposals must be submitted electronically to grants@georgiatraumafoundation.org and must be received by 11:59pm, November 30, 2024. If the application is incomplete or does not meet submission requirements, it will not be considered for the review process. The applicant will be notified by email if the application does not meet submission requirements.

Once determined the requirements have been met, the application will be anonymized before it is released to the Grant Review Committee.

Award recipients will be notified by December 29, 2024.

Submission Format:

The application must be submitted in the following format, or it will not be forwarded to the review process:

1. Font Size: 11 points
2. Font Type: Arial or Tahoma
3. Page Size: 8.5 x 11
4. Margin: One Inch
5. Line Spacing: Double spaced
6. Pages: All pages must be numbered; Should not exceed the maximum number of pages where applicable
7. Headers: Must identify each section
8. Footers: Must include page numbers

The application must be ordered as follows:

- Project Abstract
- Project Narrative
- Budget Worksheet and Budget Justification

Please submit all documents in Word format (.doc or .docx).

REQUIRED EVALUATION CRITERIA

Upon successful completion of the application review, a committee will convene to evaluate the proposals. Applications will be evaluated based on the following criteria:

1. **Project Abstract (10%)**



- A Project Abstract is required for all applications. The abstract is a summary that must contain a description of the proposal and a statement of objectives and methods to be implemented and sustained to achieve grant program goals. This abstract must not include any proprietary/confidential information and should be suitable for dissemination to the public. It should not exceed one (1) page.

2. **Project Narrative (70%)**

- The Project Narrative should provide a framework of all aspects of the proposal. It must include the sections below:

Introduction: an overview of the project, including its purpose, significance, and the problem it aims to address.

Objectives: defines goals and objectives the project intends to achieve.

Background and Rationale: explains the need for the project

Project Description: describes the project, and includes:

Methods and Procedures: how the project will be carried out

Timeline: a schedule of activities and milestones

Staffing and Management: information about the project team and their roles

Evaluation Plan: details how the project's success will be measured and evaluated.

Sustainability: highlights plan for sustaining the project's impact after the grant period ends

Conclusion: summarizes the importance of the project and its potential impact

3. **Budget Narrative and Justification (10%)**

- Budget narrative must justify anticipated expenses to complete project within the one-year funding period. The budget should not exceed \$10,000 unless other sources of support are available and verifiable. This grant cannot be used to pay for a project's administrative costs or overhead expenses.

4. **Funding Priority Alignment (10%)**

- Proposal will be evaluated to the degree it addresses the funding priorities of injury prevention, education, public awareness or advocacy related to trauma care.

Each application will be scored on a scale of 1 to 100, with the sum of all criteria not exceeding 100 points. The highest-scoring applications will be considered for funding, subject to the availability of funds and the discretion of the review committee.



Reporting Requirements:

All grant recipients are required to submit the following reports:

1. Progress Report:

- An interim report is required at the six-month mark, detailing the project's advancements, challenges encountered, and preliminary outcomes. Failure to submit a report may result in ineligibility for future funding opportunities.

2. Financial Report:

- Detailed financial statements outlining how the grant funds have been utilized must be submitted with the interim and final reports.
- Any funds used for matching grants should be clearly indicated.
- Unexpended funds revert to Georgia Trauma Foundation. Failure to return these funds will result in ineligibility for future funding opportunities.

3. Final Report:

- A comprehensive final report within 30 days of the project's completion, summarizing the project's achievements, lessons learned, and future recommendations.
- Must demonstrate how the project met the goals outlined in the application, with a focus on patient outcomes, trauma care improvement, and safety awareness/injury prevention.

4. Dissemination Plan:

- A plan for sharing the results of the project with the broader community, including publications, presentations, or workshops.

For any questions or inquiries, please direct them to: grants@georgiatraumafoundation.org.



Initial Funding Requirements Outline

Please complete the following sections to provide an overview of your initial funding needs and a breakdown of how the remaining grant funds will be distributed throughout the project. Georgia Trauma Foundation aims to ensure that funds are distributed effectively and align with the project's timeline and goals.

1. Project Title:

2. Organization Name:

3. Contact Person:

4. Total Grant Amount Requested:

Section 1: Initial Funding Requirements

Please provide a detailed outline of your initial funding needs. This section should describe how much of the grant you require at the start of the project and what these funds will be used for.

Amount Requested at Project Start: \$ _____

Planned Use of Initial Funds:

Item/Service: _____ | Cost: \$ _____

Item/Service: _____ | Cost: \$ _____

Item/Service: _____ | Cost: \$ _____

Total Initial Funding Requirement: \$ _____



Section 2: Remaining Funds Distribution Plan

Outline how the remaining funds will be allocated throughout the project's timeline. Indicate key project phases or milestones where additional funding will be needed, along with estimated amounts. Unexpended funds will revert to the Georgia Trauma Foundation. Failure to return these funds will result in ineligibility for future funding opportunities.

Second Phase of Funding:

Date/Project Milestone: _____

Amount Requested: \$ _____

Planned Use of Funds:

Item/Service: _____ | Cost: \$ _____

Item/Service: _____ | Cost: \$ _____

Third Phase of Funding:

Date/Project Milestone: _____

Amount Requested: \$ _____

Planned Use of Funds:

Item/Service: _____ | Cost: \$ _____

Item/Service: _____ | Cost: \$ _____

Final Phase of Funding:

Date/Project Milestone: _____

Amount Requested: \$ _____

Planned Use of Funds:

Item/Service: _____ | Cost: \$ _____

Item/Service: _____ | Cost: \$ _____



Section 3: Explanation of Need for Phased Funding

Please explain why a phased funding approach is necessary for your project. Include details on how the initial funds will help you start the project and how subsequent funding will support the project's continuation and success. You may also indicate and explain if all funding is required at the start of the project or if it will not be needed until the later stages.



The following rubric will be used to score each of the four areas: Project Abstract, Project Narrative, Budget Narrative and Justification, and Funding Priority Alignment.

Criteria	2 Insufficient Evidence	4 Needs Improvement	6 Average	8 Very Good	10 Exemplary	Score
Section 1: Project Abstract	Incomplete or unclear; fails to capture the essence or impact of the project.	Vague or unclear; misses several key elements or lacks impact.	Adequate summary: captures some key elements but lacks full clarity or impact.	Clear and concise; captures most key elements and impact.	Clear, concise and compelling summary; fully captures the essence and impact.	
Section 2: Project Narrative						
• Introduction	Incomplete or unclear; fails to introduce the project effectively.	Vague or unclear; does not fully set the stage for the project.	Adequate introduction: provides some context but lacks full engagement.	Clear and engaging; provides a good overview of the project.	Engaging and clear introduction; sets the stage perfectly for the project.	
• Objectives	Incomplete or poorly defined objectives; not measurable or aligned with goals.	Vague or unclear objectives; limited measurability and alignment with goals.	Adequate objectives; somewhat measurable and aligned with project goals.	Well-defined and measurable objectives; mostly aligned with project goals.	Clearly defined, measurable, and achievable objectives; directly aligned with project goals.	
• Background & Rationale	Incomplete or unclear rationale; lacks supporting evidence and relevance.	Weak rationale; limited supporting evidence and relevance.	Adequate rational; some supporting evidence but lacks depth.	Clear and relevant rationale; good supporting evidence.	Comprehensive and compelling rationale; strong evidence and relevance.	
• Project Description	Incomplete or poorly organized; fails to outline methods, activities or timeline.	Lacks details or organization; methods, activities, or timeline are unclear.	Adequate details: outlines methods, activities, and timeline but lacks depth.	Clear and organized; outlines methods, activities, and timeline effectively.	Detailed and well-organized; clearly outlines methods, activities and timelines.	



<ul style="list-style-type: none"> Evaluation Plan 	Incomplete or unclear evaluation plan; lacks metrics and methods for assessment.	Weak evaluation plan; limited metrics and methods for assessment.	Adequate evaluation plan: some metrics and methods but lacks depth.	Clear and effective evaluation plan; good metrics and methods for assessment.	Thorough and robust evaluation plan, clear metrics and methods for assessment.	
<ul style="list-style-type: none"> Sustainability 	Incomplete or unclear sustainability plan; lacks strategies for long-term impact.	Weak sustainability plan; limited strategies for long-term impact.	Adequate sustainability plan; some strategies but lacks depth.	Clear and realistic sustainability plan; good strategies for long-term impact.	Strong and realistic sustainability plan; clear strategies for long-term impact.	
<ul style="list-style-type: none"> Conclusion 	Incomplete or unclear conclusion; fails to summarize or reinforce project goals.	Vague or unclear conclusion; does not fully summarize or reinforce project goals.	Adequate conclusion: summarizes project goals but lacks full clarity.	Clear and concise conclusion; summarizes project goals effectively.	Compelling and concise conclusion; effectively summarizes and reinforces project goals.	
Section 3: Budget Narrative and Justification	Incomplete or unjustified; poor alignment with project goals and activities.	Lacks detail or justification or includes unallowable expenditures; partial alignment with project goals and activities.	Adequate detail and justification; aligns with project goals and activities.	Budget is complete and contains all required information. Budget is cost effective and linked to activities and outcomes.	Detailed and justified; Aligns perfectly with project goals and activities.	
Section 4: Funding Priority Alignment	No alignment with funding priorities; fails to demonstrate relevance.	Weak alignment with funding priorities; limited relevance demonstrated.	Adequate alignment with funding priorities; some relevance demonstrated.	Good alignment with funding priorities; demonstrates relevance.	Significant alignment with funding priorities; clearly demonstrates relevance.	
TOTAL SCORE						