New Orleans Emergency Medical Services Foundation

Grant and Scholarship Guidelines

Our Mission

To support and enhance the performance of the men and women of the New Orleans EMS in their mission to provide excellence in pre-hospital emergency care and community outreach in order to better serve the citizens and visitors of New Orleans.

Our Purpose

Purpose is to support the New Orleans Emergency Medical Services (EMS) by providing certain emergency-related goods and equipment to New Orleans EMS, as well as investing in equipment, community outreach, professional development, training and other programs and activities in the City of New Orleans, including, without limitation, supporting the efforts of, and raising and distributing funds to, New Orleans EMS

The role of the Foundation is not to displace funding for basic emergency medical services, or to reduce any of the responsibility of the City of New Orleans to commit the necessary funding for emergency medical services for its citizens and visitors. Rather, as emergency medical services evolve and innovate to handle the growing medical needs of the population that they serve, similar to emergency medical services across the country, there is increasing demand to stay current in training, technology and equipment, employee support and outreach to the community.

Program Description
The purpose of the New Orleans Emergency Medical Services Foundation (NOEMSF) grant and scholarship programs is to provide funding to the men and women of New Orleans Emergency Medical Services (New Orleans EMS) for growth and development.

Grant Program
The mission of the Grant Program is to provide funding for education, employee morale and equipment (employee or departmental) that improve New Orleans EMS and public safety that City of New Orleans (City) cannot fund. All programmatic decisions will be reviewed and approved by the NOEMSF. The NOEMSF encourages submissions for innovative, experimental, and short-term programs and equipment.

Current Employee Equipment Grants include: bullet proof vests.

Scholarship Program
The mission of the Scholarship Program is to provide funding education and leadership development programs that improve New Orleans EMS and public safety the City cannot fund. All programmatic decisions will be reviewed and approved by the NOEMSF. The NOEMSF encourages submissions for innovative, experimental, and short-term educational programs and classes.

Grant and Scholarship Program Committee
The Grant and Scholarship Program Committee will be comprised of a minimum of three to four members of the NOEMSF. All employee equipment grants decisions will be reviewed and approved by the NOEMS Deputy Chief of Operations. All committee education and leadership grant decisions will be reviewed and approved by the NOEMS Deputy Chief of Training.

Financing and Contributions
The NOEMSF receives and administers grants and scholarships from contributions and gifts from outside donors. Contributions and gifts can be restricted by the donor to a specific program or given to the general fund as an unrestricted gift. Donor anonymity, if sought, will be honored. The NOEMSF will not fund anything related to employee salaries and/or benefits.

Unrestricted gifts include all financial resources that are not designated by a donor for a specific use and can be disbursed at the discretion of the NOEMSF. These funds are the source of discretionary grants and cannot be used to subsidize NOEMS Operating Expenses.

Restricted Gifts include contributions that are restricted by donors to specific purposes. These funds and generated b proposals and often include detailed budgets. Gift donors may impose reporting requirements as a condition of the gift. It is the responsibility of the NOEMSF to ensure these requirements comply with all appropriations of funds.

Procedures for New Requests
All applications must indicate why private funding, and not City funding, is necessary. All applicants must submit an application to the NOEMSF via email (noemsf@noemsf.org). All applicants must be in good standing with NOEMS and the NOEMSF has the right to consult the Deputy Chief of Planning, Finance, and Human Resources to confirm. If the applicant is not in good standing with NOEMS, the NOEMSF has the right to deny the application based on feedback from the Deputy Chief of Planning, Finance, and Human Resources.

The NOEMSF has developed this document to guide employees and department management through the process of requesting and obtaining grants and/or scholarships.

Roles and Responsibilities for New Requests

i. Employee – research training opportunity or equipment grants, fully complete and submit requests through appropriate channels, including all necessary signatures.

ii. Supervisor - review and approve/disapprove the request based on applicability to department roles and responsibilities of the applicant.

iii. Deputy Chief of Training – review and approve/disapprove the education request based on applicability of education to department roles and responsibilities of the applicant.

OR

iv. Deputy Chief of Operations – review and approve/disapprove the equipment request based on applicability of the equipment to department roles and responsibilities of the applicant.

v. NOEMSF – review and recommend approval or disapproval of all requests.

Notification of Approval or Denial
Notification of receipt of an application will be made to the requestor within fourteen business days of receipt. It is the responsibility of the requestor to follow up with the NOEMSF to ensure the application has been received if notification has not been made within fourteen business days.

Each application will be reviewed chronologically in the order in which it was received.

Notification of approval or denial will be made to the requestor by the NOEMSF within fourteen business days of the committee review.

If an application is denied, the NOEMSF will provide feedback to the applicant as to why the NOEMSF ultimately decided to deny the application in addition to providing feedback regarding improvements that can be made should they choose to reapply for additional grants/scholarships in the future.

Appeal Process
If the application is denied by the NOEMSF, the applicant may appeal the decision by submitting a letter addressing their concerns to the NOEMSF within ten business days of the initial notification of denial. It should be noted that submission of an appeal does not guarantee a reversal in the decision of the NOEMSF.

The letter of appeal must contain justification and/or reasoning for appeal, and/or an explanation of extenuating circumstances that may have precluded the approval or the original training request. All appeals will be considered by the NOEMSF and a decision will be made within ten business days after the appeal was submitted.

Each application may only be appealed once, and all results of the appeal process are final.

Payment Procedures
Supporting documentation must accompany requests for all funds, as specified in the applications. No invoices or bills should be forwarded to the NOEMSF directly from vendors. Please remember no member of the NOEMSF or the NOEMSF itself has the authority to create any agreements or contracts with third parties committing NOEMSF funds without specific written authorization from the NOESMF.

If any modifications to the original amount requested are made, the entire application must be resubmitted to the NOEMSF for review. It should be cited why more funds are necessary as well.

The following apply to specific categories for reimbursement:

Equipment Purchases require a minimum of two competing price quotes from three different vendors, all of which are to be provided by the applicant at the time of the submission of the application. More than two price quotes may be submitted if desired by the applicant.

a. Bulletproof Vests
    a. The NOEMSF provides funding for bulletproof vests when funding is available. The NOEMSF will provide a $250 grant to assist employees towards the purchase of a bulletproof vest.
    b. Once an application for a bulletproof vest has been approved, the NOEMSF will make a deposit at either of the following retail locations listed below. It is the responsibility of the employee to pay the remaining balance:

        i. Barney's Police Supply of Metairie
        333 N Interstate 10 Service Rd E #101
        Metairie, LA 70005

        ii. Perret's Army & Outdoor Store
        Westland Shopping Center
        2514 Williams Blvd
        Kenner, LA 70062

Ineligible expenses, unauthorized expenses, unauthorized budget modifications, budget overruns, or unauthorized verbal or written contracts will not be reimbursed without prior written approval from NOEMSF. Retroactive payments are prohibited and will not be considered except in an officially declared state of emergency. Any new and/or unforeseen expenses must be immediately submitted to the NOEMSF.

Scholarship and tuition reimbursement may be provided by the NOEMSF. These funds will be distributed based on availability and pending the approval of the application process detailed in this document. Recommendations of approval are made at the discretion of the NOEMSF. Reimbursements will be made available as long as funding allows. A submission of a scholarship grant application does not guarantee reimbursement.

i. For the Fall Semester (classes beginning anywhere between August 1 and ending by December 31), the deadline for application is January 10 of the following year. Reimbursement will be made by March 1 of the following year.
ii. For the Spring Semester (classes beginning January 1 and ending by May 31), the deadline for application is June 20. Reimbursements will be made by August 1.
iii. For the Summer Semester (classes beginning May 1 and ending July 31), the deadline for application is August 30. Reimbursements will be made by October 1.

Reimbursements for tuition are permitted for out of pocket expenses only. Any additional expenses covered by outside grants, scholarships, or other financial aid the student is not required to pay back will not be eligible. However, student loans are eligible for reimbursement. Fees, books, and other educational expenses incurred are not eligible for reimbursement.

i. Regular employees are eligible for up to the annual maximum reimbursement not to exceed $3000.00, contingent upon the availability of the funds each scholastic calendar year (July 1 to June 30 of each year). If the total amount requested exceeds the amount available, there will be a percentage reduction to all requests to accommodate the participant.
ii. All employees receiving tuition reimbursement must have served one continuous year with NOEMS, and are required to sign a commitment of one year of continuous service upon application for reimbursement. The NOEMS will notify the NOEMSF of any students who leave the City prior to the completion of two years of service. If the employee does not complete two years of service after reimbursement, the employee must repay the NOEMSF the full amount of reimbursement within 90 days of their separation date. Any unpaid balance after 90 days will be turned over to a collection agency.

Loss of tuition reimbursement benefits may occur if the following occur:

- Employees will not be reimbursed for any tuition expenses if, upon completion of a course, they are no longer employed by NOEMS.

- Employees will not be reimbursed for any tuition expenses if the overall GPA of tuition submitted for reimbursement is less than a 3.0.
- Employees will reimburse the NOEMSF for all tuition reimbursements received, upon leaving NOEMS within two years of receiving a degree and/or classes. The employee must repay the NOEMSF the full amount of the reimbursement within 90 days of their separation date. Any unpaid balance after 90 days will be turned over to a collection agency.

The NOEMSF cannot guarantee any employees will be accommodated for classes taken during scheduled working hours. Courses should only be taken during non-working hours and employees should confirm they are able to take a course with the Deputy Chief of Operations. If a course is only available during regular working hours, the final approval for flexible scheduling will be at the discretion of the Deputy Chief of Operations.

Prioritization of Requests

The prioritizing and reviewing and approval process starts with the applicants' immediate supervisor, followed by the appropriate Deputy Chief. Each supervisor should carefully review the request and assess the needs of the department, the specific request, and the applicant. There are limited amount of funds for advanced and specialized training. It is incumbent upon every individual in this process to utilize good judgement and leadership in either recommending or not recommending a specific request. If, for any reason, a request is denied, indicate the reason why and send to the Deputy Chief for further review. The application form is designated to provide the applicant's supervisors and the Deputy Chiefs the best and most complete information during this decision-making process. All requests will be reviewed in the order that they are received.

The NOEMSF will give priority based on the following criteria:

- Years of service (minimum of one full year of employment is required or no longer has a probationary status)
- Full-time vs. part-time status
- For bulletproof vests, priority will be given to:
    - Employees who do not own a bulletproof vest
    - Bulletproof vest is over five years old.

Unforeseen expenses must be included with a resubmission of an application should the applicant desire reimbursement for unforeseen expenses. An applicant may only be resubmitted once to account for unforeseen expenses. Clear documentation must exist as to why new expenses have been added to the application.

Travel, Meals, and Refreshments will only be considered if stated on the initial application and receipt of such must be provided upon submission of an application as well. The maximum allowable reimbursement for meals and incidental expenses will match the GSA per diem rates: https://www.gsa.gov/portal/content/104877.