



Alaska Marine Safety Education Association

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AMSEA 2011 MINI-GRANT GUIDELINES

1. As a part of AMSEA's Rural Boating Safety Initiative, funding is available for **cold-water or boating safety education and training projects in rural Alaska**.
2. 2011 mini-grants will be awarded in a competitive process, with a team of AMSEA staff and board members reviewing all proposals.
3. Awards are limited to \$4,000 per project, and proposals for less than \$4,000 are encouraged to allow funding of as many projects as possible.
4. Funding is available only to agencies, schools, Alaska Native tribes or bona fide businesses that will offer training taught by AMSEA certified educators and instructors. Payments cannot be made to individuals.
5. AMSEA Board members, staff, their immediate families and their privately owned businesses are not eligible for mini-grants.
6. AMSEA Board member organizations are eligible for mini-grants. If his or her affiliated organization applies, the representing board member may not participate in award selection.
7. Projects must be completed by December 31, 2011.
8. **Indirect charges are not allowed on these mini-grants.** Indirect costs are facilities and administrative costs. They are also sometimes simply called overhead. Indirect costs include general business supplies, services such as auditing or preparation of legal documents, staff time for activities such as bookkeeping or reporting (including grant reporting), utilities, or any cost that cannot be specifically attributed to the AMSEA mini-grant funded project.
9. **Priority** is given to training or education proposed for **high-risk rural populations** of Alaska as identified by AMSEA's 2009 rural boating safety survey. These are young, rural boaters ages 20 to 29 and rural women boaters, especially those who live or boat in Western Alaska.
10. **Priority** is also given to training or education addressing **high-risk behaviors** of rural Alaskan boaters. The behaviors identified as needing education designed to modify them are not using PFDs (especially adults) and the use of alcohol by recreational and subsistence boaters.
11. Proposals must be submitted using the 2011 SAFETY TRAINING MINI-GRANT APPLICATION.

12. Applications must identify the AMSEA-trained marine safety instructor(s) or schoolteacher(s) who will provide the proposed training.
13. Applicants are encouraged to propose projects that utilize existing AMSEA-trained instructors as well as projects that include the training of new AMSEA instructors in underserved areas of Alaska. Travel expenses and tuition may be requested for AMSEA's Marine Safety Instructor Training or Youth Educator workshops. If funding is sought for attendance at AMSEA train-the-trainer classes, the proposed project must also include the delivery of safety training or education that meets the goal outlined above. Potential new instructors **must** have appropriate boating or marine experience for the group they intend to teach.
14. Applications will be accepted by email only and must be received by 4:00 PM, Alaska Time, Friday, October 29, 2010.
15. A letter of commitment from the applicant **and** his or her supervisor (if applicable) must accompany the proposal, stating that the applicant is in a position to see that the proposed training or education takes place during the next 12 months.
16. Funding is **not** available for:
 - a. Programs fundable from other sources, such as the Alaska Office of Boating Safety's *Alaska Water Wise* or other NASBLA courses.
 - b. First aid, CPR or other emergency medical training.
17. Requests for purchase of marine or boating safety equipment are discouraged although not automatically disqualified. Equipment purchase requests will only be considered in conjunction with proposals to provide training. All equipment purchases will be made through AMSEA for the best pricing. Equipment purchased with mini-grant funds will belong to AMSEA and revert to AMSEA possession once no longer in use by grantees.
18. Grantees must agree to recognize AMSEA in any promotion connected to the award.
19. AMSEA will reimburse all expenses after they are incurred. An AMSEA training course reporting form must be submitted after the project is completed and before reimbursements will be made.
20. Reimbursements for travel to attend instructor training will be reimbursed after the grantee delivers the safety training or education as outlined in the proposal, and a course reporting form is submitted to AMSEA.
21. A final report must be submitted by December 31, 2011. It must include: a summary of what was accomplished, course reporting form(s); an itemized list of all expenditures including time, purchases, etc.; receipts for all cash expenditures; copies of promotional materials and/or news articles about the AMSEA-funded training.