

**IREMSC MINI-GRANT POLICY**  
(Effective 07/01/2003; Revised 07/2023)

**A. INTRODUCTION**

Mini-grants are intended to assist those emergency medical services that use volunteers to provide emergency medical care in their service area and are not part of a publicly funded municipal or borough EMS system.

**B. DEFINITIONS**

1. **VOLUNTEER**: One who supervises or provides patient care without compensation for the service. For this definition, compensation consists of salaries, wages, run stipends, or any other form of compensation directly linked to the service provided. A volunteer may receive reimbursement for out-of-pocket expenses incurred as a result of voluntary service.
2. **VOLUNTEER EMS ORGANIZATION**: An EMS Provider organization that routinely and customarily utilizes volunteers to directly provide EMS.
3. **AMBULANCE SERVICE**: Service with an ambulance or transport vehicle that is a state certified ambulance service as defined in Alaska Administrative Code, Section 7, Chapter 26.230 A & B Emergency Medical Services Outside Hospitals.
4. **FIRST RESPONDER SERVICE**: A service that does not transport patients and meets the following criteria:  
  
The First Responder Service must:
  - a) be organized;
    1. As part of a fire department, emergency medical service, or local government with four or more responding members.
    2. Designate one person as the person responsible for the daily service management.
    3. And have written policies regarding how the responders will be called out; written policies regarding training; written policies on the maintenance and custody of equipment/supplies; and written policies regarding chain of command within the service.
  - b) have a person who is currently trained to the Emergency Trauma Technician (ETT) level available at all times.
  - c) have a written policy for the timely evacuation and/or transport of all patients.
  - d) have a designated response area.
  - e) respond to ALL medical emergencies within their response area.
  - f) record all medical information for each patient for which care was provided on a state-approved report form. Maintain a copy of each patient report on file consistent with current statutes regarding medical record keeping.
5. **BOROUGH OR MUNICIPAL SERVICE**: Service that is located in a municipality or borough that has EMS powers and supports EMS with public funds.
6. **AWARDEE**: The EMS provider or organization that applied for and was awarded funds

through IREMSC's mini-grant program.

## C. ELIGIBILITY

To be eligible for a mini-grant the service must be a volunteer ambulance or first responder service as defined by this policy and must meet the following requirements:

1. A service that routinely provides first response outside of their municipality or borough (without being called under mutual aid) may be eligible for a mini-grant as determined on a year-to-year basis by the Board of Directors.
2. If applying as an Ambulance Service - must meet the requirements as outlined in 7AAC 26.22O;23O;65OA and be formally organized as defined in Section B.5.a) of this document.
3. If applying as a First Responder Service, you must comply with Section B. 4. of this document.
4. The service, including First Responders, must agree to complete the Annual Ambulance Survey and submit it through IREMSC to the State EMS Office in a timely manner.
5. The service must agree to provide documentation as requested to Interior Region EMS Council. Inc.
6. The service must agree not to discriminate for any reason, including religious preference, race, color, creed, gender, national origin, or financial status, in the provision of emergency medical services.
7. The service must apply no later than September 1st, of each fiscal year. Completed applications must include Application, EMS Survey, Equipment Check List, Expenditure Plan, and any other documentation IREMSC may request from the service.

## D. DISTRIBUTION

1. Each fiscal year, the IREMSC Board of Directors or Executive Committee will determine the line-item total funding level for mini-grants during budget development. This total will be offered via the mini-grant to eligible services/organizations, and awarded based on need (demonstrated through mini-grant application documentation). The Director of IREMSC will set a maximum award amount per service/organization based on applications received.
2. Any and all mini-grant funds that have not been expended/submitted to IREMSC by May 1<sup>st</sup> of the relevant fiscal year will be reallocated at the discretion of the Director of IREMSC. Mini-grant funds will not carry over from one fiscal year to the next.
3. Training provided by IRESMC intended to be paid for by the awardee using mini-grant funds must be completed by the May 1<sup>st</sup> expenditure deadline, or the awardee relinquishes the mini-grant funds and will be invoiced directly for the expenses of the class.

4. Payment due to IREMSC from the awardee (such as via outstanding invoice) may be paid for using mini-grant funds, or must be otherwise paid in full before mini-grant funds can be released to the awardee for any other purpose. Any custodial funds that IREMSC holds for the awardee must be cleared before the release of mini-grant funds.
5. Mini-grant Distribution Options:
  - A. Third-party invoices for expenses will be submitted to IRESMC for payment on behalf of the awardee. (Preferred)
  - B. Receipt or other proof of purchase/payment documentation will be submitted to IRESMC, who will reimburse the awardee for the approved expense.
    - a. IREMSC will reimburse only the awardee. Purchases made by a third party/individual on behalf of the awardee must be worked out between the awardee and the third party/individual. Exceptions may be considered under special circumstances.