

Guidelines for Recruitment, Retention, Leadership and Management related RSAF Grant Projects

Rescue Squad Assistance Fund (RSAF) grantees requesting funding for projects that will benefit the recruitment and retention of EMS volunteers or employees and leadership and management programs need to be sure their grant application answers the questions below. The information provided will help the Financial Assistance Review Committee (FARC) review and make informed decisions about the proposed grant projects.

If you need help in answering these questions for your grant application, please contact the Technical Assistance Coordinator at emstechasst@vdh.virginia.gov.

1. Does the application clearly document a need to recruit and retain career or volunteer EMS personnel? Applicant should provide strong evidence of need based on local data (statistics related to numbers of members/employees, rate members/employees join and leave the EMS agency, etc.) and using state or local planning documents.
2. Does the application specify a target audience to recruit and/or retain EMS workforce (career or volunteer)? Does the grantee indicate how they came up with this target audience?
3. Is the project a part of an overall plan or continuous effort to increase or strengthen the EMS agency's workforce? Or is it a "one shot and done" effort?
4. Does the applicant provide strong evidence that the EMS agency has the resources and experience needed to successfully implement the project?
5. Does the applicant reference any past program(s) that show a history of dedication to recruitment, retention, leadership and management programs?
6. Does the applicant provide strong evidence that the project or program is based on established and proven best practices?
7. Is the project innovative? Does it have the potential to serve as a model for other EMS agencies in Virginia?
8. Is there a method or plan to measure and track the objectives and effectiveness of the requested item or service? If the results are not easily measured, what positive results are projected?
9. Does the applicant describe who on their staff (career or volunteer) will coordinate and manage the grant project from beginning to end? Who is that person? Is there a back-up?

10. Does the application show a staff member (career or volunteer) that is dedicated to managing the enrollment of new members or employees? This could be recruitment and retention coordinator, volunteer coordinator or a career recruitment specialist, recruitment officer, etc. Please specify.
11. Does the applicant have the infrastructure such as orientation, training and mentoring programs set up to take on new members/employees?
12. Does the applicant have management and leadership issues or a history of regulatory compliance problems that need to be fixed before implementing a recruitment or retention program?
13. Can the requested project realistically meet the EMS agency's documented recruitment and retention needs?
14. Will the project benefit just one EMS agency or could it impact an entire county or region that will maximize its impact?