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## Marcie Ellis Professional Development/ Educational Mini-Grant Application

### Background

The Marcie Ellis Professional Development/Educational Mini-Grant is named in honor of Marcie Ellis, founding member and long-time champion of Safe Kids Greater Sacramento. Marcie was a member of Safe Kids Greater Sacramento from the time the coalition was founded in 1998 until 2012. Marcie was a mentor to many coalition members and encouraged them to grow as injury prevention professionals. This mini-grant was named in her honor upon her resignation from the coalition in May of 2012. Coalition members may apply for this grant to attend classes, conferences or other events that will enhance their skills in preventing death and unintentional injury to children ages 18 and under through community collaboration and education.

### Grant Requirements

This is a reimbursement grant. Grantee or their employer will pay for activity expenses and be reimbursed after the event.

### Eligibility

You may apply for this mini-grant opportunity if:

- You are a member of Safe Kids Greater Sacramento (have submitted your contact information for the coalition roster and receive regular communications from Coalition Coordinator.)
- You have attended at least 4 Safe Kids Greater Sacramento meetings in the past 12 months.
- You have volunteered your time (work time or personal time) at one or more Safe Kids Greater Sacramento events in the past 12 months.
- You have not received a Professional Development/ Educational Mini-Grant from Safe Kids Greater Sacramento in the past 12 months (or last occurrence of event/conference).

### Reporting

- Upon completion of the event, please submit an invoice by email to the Coalition Coordinator of Safe Kids Greater Sacramento with copies of receipts for all expenses attached.
- Share your experience at the Safe Kids Greater Sacramento meeting following the event.
- If applicable, provide details of what you learned and implementation ideas to the Safe Kids Greater Sacramento Committee related to the injury area covered by the event.

### Expenses Covered by this mini-grant – see lead agency travel policy for more information

- Event registration fee
- Lodging
- Airline ticket and baggage fees or mileage to and from event
- Transportation to and from airport to lodging
- Any meals that are not included in event registration fee



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All mini-grant applications will be voted on by the Safe Kids Greater Sacramento Board of Directors. Please submit applications by email to the Coalition Coordinator at least 60 days prior to the class or conference registration deadline. Contact the Coalition Coordinator with any questions, to receive a copy of the lead agency travel policy, or to see examples of previously approved mini-grants and invoices.

### Application

**Date:**

**Contact Information:**

Name:

Title:

Mailing Address:

Telephone:

Email:

**1. Event Information**

- a. Event Title:
- b. Conference Date(s):
- c. Dates of Travel:
- d. Location:
- e. Description:
- f. Lowest Registration Price Deadline Date:
- g. Have you attended this event before? Y/N
- h. Injury Area (check one):
  - Bicycle/ Pedestrian
  - Child Passenger Safety
  - Drowning
  - Fire & Burn
  - Poison
  - General Injury Prevention

**2. Your Current Childhood Injury Prevention Efforts**

**3. Key Learning Objectives at This Event**



**4. Professional Development Enhancement**

**5. Organizational Injury Prevention Enhancement**

**6. How Will You Disseminate Information Gained?**

**7. Did you receive an Ellis Mini-Grant last year? Y/N**

**8. Estimated Budget**

| Budget Item   | Cost | Explanation |
|---|------|-------------|
| Event Registration Fee  |      |             |
| Airfare or Mileage (current IRS rate for mileage)                           |      |             |
| Parking at Event & Hotel  |      |             |
| Shuttle to/from Hotel   |      |             |
| Hotel   |      |             |
| Meals not covered by event*<br>(List each meal separately in final invoice) |      |             |

**Total:**

\*“Dignity Health will reimburse reasonable meal expenses incurred by employees while traveling out-of-town on Dignity Health business. Such meals should be modest. Employees are responsible for ensuring travel related meals are not in excess of \$75 per day (including tip and taxes). Gratuities should not exceed 15 to 20% of the bill. Please note that these are the maximum amounts that are permitted for meal expenditures by Dignity Health policy. It is expected that most business travel meals will be well below these amounts.” Alcohol will not be reimbursed.



**Sample Budget**

| Budget Item                | Cost     | Explanation   |
|----------------------------|----------|---|
| Event Registration Fee     | \$350.00 | Kidz In Motion Conference Early Registration Fee  |
| Airfare or Mileage         | \$318.00 | Round trip from Sacramento to Albuquerque, NM   |
| Shuttle to/from Hotel      | \$80.00  | Roundtrip shuttle from airport to hotel   |
| Event Hotel                | \$512.93 | 3 nights @ \$149 per night plus \$65.93 in taxes and fees   |
| Meals not covered by event | \$140.00 | Meals not included in conference fee (1 breakfast, 2 lunches, 4 dinners) List each meal in final invoice. |

Total: \$1,400.93

\*\*\*\*\*Section below for Coalition Coordinator use only\*\*\*\*\*

Reviewed by Committee Chairperson(s):  Y  N

Approved by Executive Board on: Month Day, Year

Approved up to this amount: \$

