ACEP State Public Policy Grant Program

State Public Policy Grant Program Overview

To assist chapters in pursuing extraordinary state public policy initiatives that are aligned with ACEP’s national priorities, ACEP has established a budgeted state public policy grant program. In Fiscal Year 2013-2014, this grant program allocates up to $37,500 to chapters that meet strict criteria and demonstrate a significant commitment to pursuing an exceptional effort to enact state policy changes that are highly meaningful to emergency medicine.

The maximum amount of grant funds available for any single state public policy initiative cannot exceed $12,500. To qualify for this program, chapters must commit their own funds and/or other resources, amounting to a dollar-for-dollar match of the funds being requested from ACEP, as described in the criteria below.

In addition to supporting extraordinary public policy efforts initiated by state chapters, this program may also be utilized by ACEP to initiate and support exceptional multi-chapter efforts to pursue significant public policy initiatives identified by the Board of Directors.

State Public Policy Grant Program Procedures

Chapters interested in applying for state public policy grant funds through this program must submit a written request to ACEP, providing the information described in the state public policy grant program criteria.

All grant requests should be submitted to the Chapter and State Relations Department at ACEP. This department will maintain copies of the State Public Policy Grant Application form which can be used by chapters to assist them in developing a grant application.

All requests for regular (not emergency) state public policy grants will be reviewed by the State Legislative/Regulatory Committee. The committee will provide a recommendation to the Board of Directors as to whether a grant request should be approved. The committee’s recommendation will be based on the criteria established for the grant program and the amount of funds available in the program. The Board of Directors will make the final decision on all state public policy grant requests.

Chapter applications will be considered on a first-come, first-served basis in each fiscal year. If all budgeted funds are allocated at any point during the fiscal year, no additional grant requests can be approved during that fiscal year.

In the event the ACEP Board of Directors authorizes funding from this program to support an exceptional multi-state effort identified by the Board, ACEP will establish criteria and guidelines specific to the project and distribute funds to relevant state chapters to support the identified effort, pursuant to the chapters’ agreement to utilize the funds in the manner prescribed by the Board.
Emergency State Public Policy Grant Process

Chapter requests that meet all other criteria of the State Public Policy Grant Program and require immediate action due to the sudden emergence of a critical issue that could not have been reasonably anticipated by the chapter may qualify for expedited funding consideration through the Emergency State Public Policy Grant Process. This process exists to expedite ACEP’s review and consideration of grant requests that require funding decisions in a timeframe that could not be accommodated through the regular procedures of the State Public Policy Grant Program. All other requirements identified in the State Public Policy Grant criteria remain in effect and any funding approved and allocated through this emergency process draws from the same pool of funds budgeted for the State Public Policy Grant program.

Chapters interested in applying for emergency state public policy grant consideration must submit a written request to ACEP that includes the information requested in the State Public Policy Grant Program application as well as a one-page written statement from the authoring chapter describing the reason that this request should be considered as an emergency request. This summary should include a timeline of the events leading up to this request with an explanation as to the urgent nature of the request. Consideration of emergency requests shall be based upon a determination that the need could not reasonably have been foreseen by the chapter in time to pursue grant funding through the regular public policy grant application process.

All emergency requests for state public policy grants will be reviewed by an ad-hoc committee consisting of the Chair of the State Legislative/Regulatory Committee, the ACEP Board of Directors Liaison to the State Legislative/Regulatory Committee, and a past chair of the State Legislative/Regulatory Committee. This ad-hoc committee will determine if the immediacy of the grant request qualifies it for submission as an emergency grant application. If not, the ad hoc committee will refer the matter to the full State Legislative/Regulatory Committee for consideration as a regular state public policy grant. If the ad hoc committee determines that the request qualifies for consideration as an emergency grant application, the ad hoc committee will utilize the grant criteria outlined below to then develop and submit a recommendation regarding funding for the grant request. The recommendation will be submitted for final consideration by the Board of Directors or, if the ACEP President determines that time considerations require a decision before the Board of Directors can be convened, by the Executive Committee of the Board of Directors.
State Public Policy Grant Program Criteria

- Grants will only be awarded for state public policy efforts that are aligned with a national ACEP priority objective.

- Grants will only be awarded for extraordinary public policy efforts undertaken by a chapter that exceed the scope of typical advocacy activities (such as lobbying, PAC fundraising, support for state candidates, etc.) and that would significantly enhance the emergency medicine environment in the state or advance a national ACEP public policy objective/initiative.

- Grants will only be awarded to those chapters that demonstrate a significant chapter and member commitment to the public policy effort. This commitment must include at least a dollar-for-dollar match of chapter funds to the grant amount being sought from ACEP, or the chapter may provide a substantial amount of in-kind services to support the project. The estimated value of these in-kind services (which may include staff and volunteer time specifically dedicated to the grant project, as well as other project-related materials and services) should reasonably correspond with the amount of unmatched grant funds requested from ACEP.

- Individual chapter grants may not exceed one-fourth of the total amount budgeted for this program in any fiscal year. Grants may be awarded to the same chapter for the same project in subsequent years, but only if the chapter can demonstrate that progress was made on the project as a result of the previous grant and that there is a reasonable chance that a subsequent grant could result in the successful completion and fulfillment of the original goals of the project.

- Chapters must demonstrate that grants from ACEP would have no taxable impact on ACEP and would comply with all applicable legal requirements.

- Grants cannot be provided to chapter PACs.

- Chapters seeking grants must submit a request in writing outlining the project and detailing how the request meets all the criteria established in this program. Chapters may use the State Public Policy Grant Application form in preparing their submission.

- Grant requests must include:
  - a detailed breakdown of how grant funds would be spent.
  - a description of the public policy effort, including strategies, tactics, allies, adversaries, and the political climate as it applies to the possible success of the effort.
  - information on other organizations (if any) involved in the advocacy effort and the level of commitment provided by those organizations.

- Grant requests will be reviewed by the State Legislative/Regulatory Committee which will provide a recommendation to the Board of Directors. The committee will develop its recommendation based on the criteria established for this program and the availability of funds budgeted for the program. The Board of Directors will make the final decision on all state public policy grant requests.

- All grant requests should be submitted to the Chapter and State Relations Department at ACEP.

- Successful grant awardees are expected to provide the State Legislative/Regulatory Committee with updates at least every six months on the progress of their project. At the completion of the project, awardees should provide a brief written summary of their grant project detailing results and any lessons learned, supply a copy of all work product related to the project, and summarize their project in a presentation to the State Legislative/Regulatory Committee at its meeting during Scientific Assembly or the Leadership and Advocacy Conference.
State Public Policy Grant Program
Chapter Application Form

Submit All Applications to:
American College of Emergency Physicians
Chapter and State Relations Department
PO Box 619911
Dallas, Texas 75261-9911
Fax: 972-580-2816

1. Chapter Name

2. Chapter Contact Person

3. Chapter Contact Information
   Phone Number:
   E-Mail Address:

4. Please provide a detailed description of the state public policy initiative for which the chapter is seeking an ACEP grant (including the origins and details of the issue, current or anticipated allies and adversaries, the current political environment in the state as it relates to the potential success of this project, and the strategies and tactics that will be employed to achieve the chapter’s goal.)

5. How does this project relate to a national ACEP priority objective?

6. Explain the extraordinary nature of this project and the significant impact it could have on emergency medicine that qualifies it for funding under the criteria of ACEP’s state public policy grant program.

7. How much funding is the chapter seeking through the ACEP public policy grant program?

8. Please provide details on the specific activities that will be funded by this grant.

9. Please indicate whether the chapter is requesting that grant funds from ACEP be distributed directly to the chapter or to another entity. If the latter, please identify the entity and provide the entity’s tax status (i.e. 501(c)3, 501(c)6, etc.)
10. State and federal laws dictate the legality and taxability of certain political contributions. Any contribution provided through an ACEP grant to an entity other than the chapter or any contribution that is passed through the chapter to an entity engaged in political activity must be legal and without tax consequences to ACEP. Please provide information demonstrating that there would be no legal or tax implications to ACEP if this grant is approved.

11. How much funding is the chapter allocating to this public policy effort? Is the chapter providing a dollar-for-dollar match of the amount of grant funds requested? If some or all of the match requirement is being met through in-kind services, please detail the in-kind services that the chapter is providing specifically for this project and the reasonable estimated value of each of these in-kind services.

12. Please provide details showing how all expenditures will be allocated.

13. Please describe other efforts that the chapter and/or members of the chapter are engaging in to support this public policy effort.

14. Please provide information on any other organizations that are supporting this initiative and how much money they have contributed or pledged to this effort.

Emergency public policy grant requests should include a one-page written statement from the authoring chapter describing the reason that this application should be considered as an emergency request. This summary should include a timeline of the events leading up to this request with an explanation as to the urgent nature of the request. Consideration of emergency requests shall be based upon a determination that the need for this funding could not reasonably have been foreseen by the chapter in time to pursue grant funding through the regular public policy grant application process.