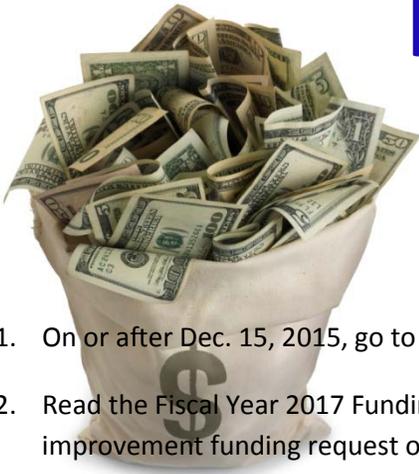


# HOW TO APPLY FOR EMTS FUNDING



1. On or after Dec. 15, 2015, go to <https://www.colorado.gov/cdphe/apply-ems-and-trauma-funds>.
2. Read the Fiscal Year 2017 Funding Guide to determine whether you want to apply for a provider grant, a system improvement funding request or a CREATE education grant.
3. Read both the provider grant and system improvement funding scoring tools to become familiar with how they are reviewed and scored.
4. Get your username and password and test them by logging into [www.cemsis.com](http://www.cemsis.com). If you need a username or a password reset, use the link on the CEMSIS portal page.
5. Within the portal at [www.cemsis.com](http://www.cemsis.com), complete and submit your organizational profile. Submitting your profile is a pre-requisite to accessing the grant applications. Allow at least 1-2 weeks to complete the profile, particularly for transport agencies.
6. After your profile is submitted, begin your grant application and select your categories.
7. Enter your items and complete your narratives, making sure you navigate to another screen in the online application every 15 minutes to prevent time-out. You can save your narratives in a word processing document to then copy/paste into the grant application, but be careful not to use any special characters, bullets or tables. Be specific in your answers, but don't overload your reviewers with extraneous details.
8. Get all supporting documents together and scan them into your computer, ensuring they are in PDF format. Upload your supporting documents into the grant application. Make sure all your documents upload successfully. Documents will not upload correctly if the file name includes any special characters or if the file is password protected. Supporting documents should complement your narratives and make your grant application stronger. Do not upload exceedingly large files.
9. Double check and verify everything in your application is like you want it. Print it out and give it and the scoring tool to someone else to review. See what score they give you (out of 50). Refine your application based on their comments.
10. When your application is complete and all supporting documents are attached, click the "Submit" button. You must submit your application by 5 p.m. on Feb. 15, 2016.