

# CREATE

*Colorado Resource for Emergency And Trauma Education*

## FINANCIAL WAIVER GUIDE & APPLICATION INSTRUCTIONS



JULY  
2021

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JUNE  
2022

## Learn More about the Financial Waiver

- The Create grant program requires a 50% cash match; however, if your entity is unable to provide this, you may apply for a waiver of the standard 50% cash match through the CREATE Financial Waiver application. Entities may apply for a financial waiver in order to lower their required match to 40%, 30%, 20% or 10%. A minimum of a 10% cash match is required in order to receive a financial waiver review and approval. It is up to the entity requesting the waiver to determine the match that they can afford, but applicants are also responsible for demonstrating the financial hardship that led to their choice, as well as submit all required additional documentation. **Do not include any information about the proposed use of CREATE grant funds if approved. The focus of the financial waiver is strictly financial need.**
- To qualify for a Financial Waiver, you must submit **both** a general CREATE application and a Financial Waiver application.
- The Financial Waiver application must be submitted prior to submitting the general CREATE application.
- Financial Waiver application deadlines are not the same as the general CREATE applications, so make sure you plan ahead and check both deadlines. Financial Waiver deadlines can be found on page 4 of this document. [Click here for general CREATE deadlines.](#)
- For more about the general CREATE application process, [click here.](#)

## Financial Waiver Application and Review Process

1. To begin your Financial Waiver, you must first complete the pre-application steps by going to: [coruralhealth.org/create](http://coruralhealth.org/create)
2. Click the “Start the Application Process” button to access the required web form.
3. Please fill out all the applicable fields before clicking “Submit.”
4. An automatic “Next Steps” email will be sent immediately to confirm submission; if you do not receive immediate confirmation, contact CRHC CREATE staff. This email will contain information regarding pre-application steps 2-4:
  - a. CEMISIS Organizational Profile

- b. Statewide Data Submission (Transport Agencies only)
- c. W-9, Vendor Form, and Applicant Acknowledgement link

Once all pre-application steps have been completed successfully, CRHC CREATE staff verifies these items, and sends a separate confirmation e-mail to the applicant within three business days that includes instructions to access the grant application. If e-mailed instructions are not received please contact CRHC CREATE staff for assistance.

5. Access the Financial Waiver application using the link and grant number provided via e-mail from CRHC. You cannot start new applications without this assigned grant number.
6. Fill out the online application providing a complete and concise response for each question. The entity applying for the waiver is responsible for clearly demonstrating why they cannot meet the required match, providing specific details and **clearly justifying the entity's financial need**. Do not include any information about the proposed use of CREATE grant funds if approved. The focus of the financial waiver is strictly financial need.
7. Please contact the CRHC CREATE staff if you have any issues utilizing the application.
8. Submit the completed CREATE Financial Waiver application online with the three required attachments. **Applications submitted without the required financial statements will not be reviewed.**
  - a. Required attachments for a Financial Waiver review include (Please refer to [www.coruralhealth.org/create](http://www.coruralhealth.org/create) for specific examples of these documents): The financial documents must be in pdf format only
    - i. Income Statement for the entity's most recent fiscal year
    - ii. Balance Sheet at end of most recent fiscal year
    - iii. Budget for the current fiscal year
  - b. An electronic signature is required on the Financial Waiver application
9. Receive an immediate electronic confirmation email of submission by CRHC staff (Confirmation is only given to completed and electronically signed applications that include the three required financial documents.)
10. You will receive an approval or denial decision via email within five business days of the applicable Financial Waiver review date. Reference page 4 for Financial Waiver submission and review dates.

11. Approved Financial Waiver Applications will advance to the ERC for full CREATE application review. If your Financial Waiver application is denied, you must wait and re-apply for the next deadline.

## Evaluation Criteria

The Financial Waiver Review Committee evaluates applications based on the following criteria (10 points total):

- Does the narrative justify waiving the 50% cash match requirement? (5 total points possible)
- Does the applicant clearly explain the current financial status and why the entity cannot meet the 50% cash match requirement? (4 total points possible)
- Does the applicant clearly provide information that indicates good faith effort has been put forth to obtain the cash match from other sources? (1 total point possible)

**Please note that if the financial waiver request is not approved, the standard match application will not continue through the full CREATE application review process. The applicant must wait and apply for the next month's review cycle.**

Ensure that the Financial Waiver application is filled out completely, with detailed narratives that explain the current financial situation and why your entity cannot make the required 50% local cash match as well as the steps already taken to try to meet the required match. Financial Waivers applications are approved on an all-or-nothing basis.

## Financial Waiver Submission Dates

2021-2022 Financial Waiver Submission/Review Dates	
Submission Deadlines	Review Dates
June 28, 2021	July 13, 2021
July 26, 2021	August 10, 2021
August 23, 2021	September 14, 2021
September 27, 2021	October 12, 2021
October 25, 2021	November 9, 2021
November 22, 2021	December 14, 2021
December 27, 2021	January 11, 2022
January 24, 2022	February 8, 2022
February 28, 2022	March 8, 2022
March 28, 2022	April 12, 2022
April 25, 2022	May 10, 2022
May 23, 2022	June 14, 2022

## Contact Information

Please contact CRHC CREATE staff with questions:

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Phone: 214-578-4381

**CREATE Website:** <http://coruralhealth.org/create>

CRHC General Phone: 303-832-7493

CRHC Toll Free: 800-851-6782