



MMA Risk Management Services Safety Enhancement Grant Program

MMA's Risk Management Services is committed to helping Workers Compensation Fund members provide the tools necessary to implement safe work practices and build solid risk management programs. The Safety Enhancement Grant program is funded through the Workers Compensation Fund and is available only to current participants in the Fund.

PURPOSE

Safety Enhancement Grants offer financial incentives to Members to purchase safety equipment or services that assist in reducing the frequency and severity of workplace injuries. The grants match your investment on a 2:1 ratio basis. Interested members must submit an application form including the description and intended purpose of the safety equipment or service and how it will make the workplace safer. Grant requests must be for single items or groups of related items.

ELIGIBILITY

Only current Workers Compensation Fund members are eligible to participate. Grants are awarded in May and October of each year. To be eligible for the May awards, your application must be received between October 1 and April 30. Applications for the October awards must be received between May 1 and September 30.

GRANT AWARDS

Members are eligible for awards in amounts up to \$2,000 per project. The minimum cost for requested items must be \$200. There is an annual limit of \$5,000 per member. A maximum of two applications per member may be submitted in a "grant period." Grant monies must be used for the purchase of the approved safety related equipment or services within twelve months of the date of approval. We reserve the right to review appropriate documentation of all expenses.

EVALUATION CRITERIA

The purchase of safety equipment or services with grant funds under this program is intended to directly enhance the health and safety of employees. Awards will not be made for items considered to be among those purchased by a member in the normal course of their operations such as police weapons, firearms, tasers and the like. Routine expenses for the members operations such as equipment repair, licensing, etc. do not qualify. Disposable personal protective equipment such as hardhats, safety shoes, gloves or glasses do not qualify. A few examples of equipment or services that do qualify for consideration are:

- Emergency Eye Wash Stations
- Lockout / Tag-out Equipment
- Trench Protective Systems
- Dump Loks
- Gas Detectors
- Chainsaw Safety Personal Protective Equipment
- Road Hazard Cones & Safety Vests
- Ergonomic Equipment
- Confined Space Safety Equipment
- Flammable Liquid Safety Cabinets
- Turnout Gear
- SCBA Equipment
- Hydraulic Tailgate Lifts or Other Lifting Devices

A committee of RMS management staff reviews all applications. Awards are made on a competitive basis contingent on available funds. Applications requesting items that directly enhance the safety of employees from severe or frequent workplace exposures, demonstrate need and provide or replace non-existent or sub-standard older equipment will be given priority. All applicants will be notified in writing. We cannot accept incomplete or illegible applications. Applications that do not meet program guidelines will not be considered.



***Maine Municipal Association
Risk Management Services
Safety Enhancement Grant Application***

APPLICATION GUIDELINES

- ◆ Completed applications and all appropriate supporting documentation must be received in the specified timeframe for the May or October award period.
- ◆ Since each grant application is reviewed on its own merit, requests must be for single items or groups of related items. For example: a trench box, 3 SCBA's etc. or Lockout/Tagout devices including a list of the specific items needed to do the job.
- ◆ Applications must provide a description of the safety equipment or service requested and cost, as well as your financial commitment. (Attach written vendor estimates, etc.)
- ◆ Explain why this particular equipment or service is needed and how it will aid in reducing the frequency and/or severity of workplace injuries.
- ◆ Items purchased prior to grants being awarded are NOT eligible for an award.
- ◆ A key official (Town/City Manager, Selectperson, Director) of the requesting entity must sign the application. No more than two applications per entity may be submitted in a "grant period."
- ◆ Award decisions are made by the RMS Awards Committee. All grant awards are final. Grants will be valid for one year following the date awarded.
- ◆ Award commitments will be based on this application, but documentation of purchase will be required before funds are disbursed.
- ◆ Reimbursement will not be made for the cost of items or services that have also been paid for by other grant or funding sources.

HOW TO APPLY FOR A GRANT

- 1) Read both pages of instructions.
- 2) Complete attached application following guidelines. Get signatures.
- 3) Attach quotes and supporting documentation. Please do not return instruction pages.
- 4) Mail or fax the documents. (Keep a copy for your records).

To:

***Maine Municipal Association
Risk Management Services
Attn: Loss Control Dept.
60 Community Drive
PO Box 9109
Augusta, ME 04332-9109
Fax: 207-624-0127***

Note: Application must be completed entirely, dated and signed by applicant and key official in order to be considered for a grant.



**Maine Municipal Association
Risk Management Services
Safety Enhancement Grant Application**

Name: _____ Title: _____
 Entity (City/Town etc.) _____ Department: _____
 Address: _____ City: _____ ME Zip: _____
 Phone: _____ Cell Phone: _____

STOP If you have not read all of the instructions, please do so now!

Please describe the safety equipment/services you are considering purchasing. Include the intended purchase, installation or completion date for your project.

Why is this safety equipment/service needed? (You are welcome to attach additional sheets).

How will this safety equipment/service help to reduce workplace injuries and provide your entity with a safer work environment?

Cost (or quote) of equipment/service. (Attach to application). _____

Have you committed funds for your portion of this activity? Yes No

Have you applied for or received grants or funding from other sources for this endeavor? Yes No

If Yes, from whom: _____ Amount (\$): _____

Applicant Signature Date

Key Official Signature Date
(City/Town Mgr., Selectperson, Director)

Print Name

Print Name

Title

Title

For further information regarding this program, please contact our:
Loss Control Technician at 1-800-590-5583

Please mail or fax the completed application and supporting documents. (Keep a copy for your records).
To:
Maine Municipal Association
Risk Management Services
Attn: Loss Control Dept.
60 Community Drive
PO Box 9109
Augusta, ME 04332-9109
Fax: 207-624-0127

(We will accept applications by Fax, but illegible or incomplete applications will not be considered.)