

MMA Risk Management Services
The Ed MacDonald Safety Grant & Scholarship Grant Programs

FREQUENTLY ASKED QUESTIONS

Q. We participate in MMA's Property and Casualty Pool program. Can we apply for Grants and/or Scholarships?

A. No. Since the funding for the grant and scholarships is from the Workers Compensation Fund, applicants must be participants of the WC Fund program.

Q. When can I apply for a The Ed MacDonald Safety Enhancement Grant?

A. Grants are reviewed in May and October. To be considered for the May grant cycle, the application must be received prior to April 15th. To be considered for the October cycle, the application must be received by September 15th.

Q. When can I apply for The Ed MacDonald Safety Scholarship?

A. Anytime, but scholarship applications must be submitted at least 25 days prior to the scheduled event or training.

Q. How do I submit my completed Grant Application?

A. We strongly encourage electronic submission of grant and scholarship requests. Applications must be submitted with correct signatures, cost estimates and supporting information. The completed application should be e-mailed to safetygrants@memun.org.

We also accept the completed applications via fax or mail. Fax to **207-624-0127**, or mail to Maine Municipal Association, Risk Management Services, and Attn: Loss Control Department, 60 Community Drive, PO Box 9109, Augusta, ME 04332-9109.

Q. The Ed MacDonald Safety Enhancement Grant guidelines say that applications have to be for only one project. What does that mean?

A. Since each grant application is reviewed on its own merit, requests must be for single items or groups of related items to be considered. For example, a tailgate lift

would be a single application. Emergency scene traffic control equipment would be a single application but could include vests, cones and signs (all related to traffic control). A single application for emergency eyewash, chainsaw chaps and cold-water rescue suits would not be acceptable. In other words, don't submit a "shopping list."

Q. I was unable to submit my enhancement grant application prior to the deadline date. Can I submit it a day late?

A. No. In fairness to all participants deadlines must be met without exception.

- When the deadline falls on a weekend or holiday applications received on the first business day thereafter will be accepted.
- Applications received after the grant deadline can be resubmitted next grant cycle.

Q. The maximum award for a The Ed MacDonald Safety Enhancement Grant is \$2,000. Is there a minimum amount required?

A. Yes. The total amount (MMA share and member share) of a grant request must be at least \$200.

Q. The maximum award for a The Ed MacDonald Safety Scholarship for individual awards is \$500. Is there a minimum amount required?

A. Yes. The minimum request for an individual scholarship award is \$50.

Q. The application requires the signature of a "Key Official". Why; and who is a "Key Official"?

A. There is a limit to how many grant applications can be submitted per period and per year by an entity, someone has to control it. This is the "Key Official". A City / Town Manager, 1st Selectperson, School Superintendent, Executive Director, etc. is considered a "Key Official". Sorry Chief, we think you are key but not in this case!

Q. How do I know if I have received an award?

A. The Ed MacDonald Safety Scholarship applications are processed within 20 days of receipt. You will receive a letter. The Ed MacDonald Safety Enhancement Grant applications are processed in May and October, after closing of each grant

cycle. We make every attempt to issue letters to both successful and unsuccessful applicants before month's end.

Q. How do I get my The Ed MacDonald Safety Enhancement Grant reimbursement?

A. Once all equipment has been purchased, submit proof of purchase and payment documentation to MMA (Loss Control Department). This can include purchase orders, marked "paid" invoices, copies of cancelled checks, warrant records, etc.

Q. How do I get my The Ed MacDonald Safety Scholarship Grant reimbursement?

A. Reimbursement for scholarships is made once we receive notification that you have attended the class/training session/seminar. All reimbursement requests i.e. travel, meals, lodging, etc. should be sent together.

Q. Can the reimbursement check be sent directly to the department or individual instead of the member?

A. No. All reimbursement checks are issued payable to the member.

Q. Following a visit, a Loss Control Consultant from MMA recommended that we purchase a flammable liquids storage cabinet. We agree that we should have one. Can we purchase it now and apply for a grant in the next cycle for reimbursement?

A. No. We are sorry, but grants are awarded on a competitive basis, contingent on the availability of funds. For tracking purposes and fair distribution of funds to members, purchases can only be made after a grant is awarded.

We discourage you from postponing procurement of safety equipment or providing training based on the possibility of receiving a grant. The responsibility for providing safety equipment and training is the employer's.

Q. Can I purchase equipment or attend training and then apply for reimbursement through a grant or scholarship application after the fact?

A. No. This program is intended to help members reach levels of achievement beyond the normal budget process. Grant funding must be approved prior to the purchase or activity.

Q. Grant applications are reviewed by a committee. What criteria do they consider?

A. The committee considers the merits of the request based on the explanation of the hazard exposure to be controlled, how it will be accomplished and the desired outcome. Considerations include cost to benefit ratio, number of employees impacted and severity of the workplace injury exposure. Other considerations are financial need, regional impact and quality and completeness of the application.

Q. I want to submit a grant application for adjustable workstations. Do I need to send photographs of the workstations I am trying to improve or replace?

A. Yes. Photographs are required on any grant application for ergonomic equipment.