



The Ed MacDonald

Safety Scholarship Program

PURPOSE

MMA's Risk Management Services is committed to helping current Workers' Compensation Fund members provide the training necessary to implement safe work practices and build a solid risk management program. The Safety Scholarship Program provides assistance to members to enhance their safety or risk management skills.

ELIGIBILITY

Only current members of the Workers' Compensation Fund are eligible to apply. Applications need to be received a minimum of twenty-five (25) days prior to the start of the training. Scholarships will be awarded for participation in safety workshops, risk management seminars or other related training programs.

Individual or Group Scholarship Examples

- Safety & Health Conference
- Violence in the Workplace Seminar
- Harbor Masters Training
- Confined Space Rescue Training
- EVOC for Fire & AVOC Ambulance
- Aircraft Emergency Response Training

Training aids and materials designed for instructing others do not fall under the scholarship guidelines but may be considered for a Safety Enhancement Grant.

INDIVIDUAL SCHOLARSHIP AWARDS

Individual awards may not exceed \$500. No individual may receive more than two awards in a calendar year. The scholarships cover reasonable expenses, registration costs, textbooks/study materials, travel, lodging and meals. Wages, overtime pay, shift differential, etc. are not eligible. When four (4) or more individuals are attending the same training, one application may be submitted with a list of each individual name that will be attending. Scholarships are granted throughout the year.

“SPECIAL” or “REGIONAL” GROUP AWARDS

Group scholarship awards will be made for on-site classroom training. Applications will be considered for training that address area or regional needs, provides specialized topics, advanced training, is unavailable at the local level or will train trainers to return to their employers to train others.

When on-site group training is available to a member at no cost for instruction, scholarship applications will be accepted to cover the cost of the educational materials including, but not limited to classroom books. Scholarships will not be awarded for a member's usual annual training, free training programs, training provided by a member's own staff, or for training costs that may be reimbursed by another source. General guidelines that apply to the individual scholarship grants also apply to group awards.

The maximum amount of any special group award is \$2000. A member may receive a maximum of \$3000 for Individual and Group awards in any one calendar year. We reserve the right to review appropriate documentation of all expenses.

Each application received is reviewed on its own merits and awards are contingent on available funds.

APPLICATION TIPS:

- If you are making the application for four or more individuals, have you included all of their names and titles?
- Is there a description of the safety or risk management responsibilities the individual(s) have?
- Have you included a copy of the course outline or seminar program?
- Have you noted the dates the training will take place?
- For individual scholarships, have you included a written summary explaining why participating in this safety or risk management activity will help you in your current position? For group scholarships, have you indicated the need, scope of program, goals and anticipated outcome?
- Is there a recommendation from your supervisor?
- Has the member committed to your portion of the funds?
- Have you applied or received scholarship or grant money from any another organizations?
- Have you included a cost break down for the training?
- Has the Applicant signed the application (if different from the Key Official)?
*** Electronic signatures are accepted ***
- Has the Key Official (*Town or City Manager, District Superintendent or Selectperson*) signed the application? *** Electronic signatures are accepted ***
- Is the application being submitted 25 days in advance of the training date?
- Has the application been filled out completely?
- Is all supporting documentation included with the application?
- Have you made a copy for your records?
- Send in application or question to:
 - o **E-mail:** safetygrants@memun.org
 - o **Fax:** 207-624-0127
 - o **Mail:** Maine Municipal Association
Attn: RMS Loss Control Dept. - Safety Scholarships
PO Box 9109
Augusta, ME 04330



APPLICATION

Name and Title:

Member's Name:

Department:

Member's Mailing Address:

Applicant's e-mail:

Applicant's Phone:

1. Do you currently have safety or risk management responsibilities? If so, please explain. (N/A for "special group awards)

2. What specific safety or risk management educational activity do you wish to participate in? Please attach information from the sponsoring organization. **Include cost estimates for all aspects of the educational activity.** (See below)

Date when class or training event will be conducted:

3. Has your organization committed funds for **your portion** of this activity? Yes No

4. Have you applied for or received grants or funding from other sources for this training? Yes No

If yes, from whom:

Amount:

Cost of educational event you want to participate in?

Registration	
Course Materials	
Overnight/Meals	
Travel	
Total Costs of Event	

Required Attachments:

- Attach a one page written summary explaining why participating in this safety or risk management activity will help you in your current position.
- For "special group awards" indicate the need, scope of program, goals/objectives and anticipated outcome.
- Attach written recommendation from your current supervisor.

Applicant Signature: _____ Date Signed: _____

Print Name and Title: _____

Key Official Signature: _____ Date Signed: _____

Print Name and Title: _____

Available Anytime
25 Day Prior to training