**

**2020**

**SAFETY GRANT PROGRAM**

**PROGRAM OVERVIEW**

The Safety Grant will be awarded for projects or initiatives that improve employee safety or reduce risk for workplace injuries. Grants can be used for enhancements to safety and security of your workforce or workplace. The program objective is to encourage and support member efforts in developing innovative safety initiatives by defraying the cost of participating, adding or enhancing a risk reduction strategy, program or process.

**AMOUNT OF GRANT**

$450,000 has been set aside for 2020 Safety Grants, with a maximum of $15,000 per Member.

**TYPE OF GRANT**

This is a “reimbursement grant”. The Member must include a budget for the proposed project. Grant monies that are awarded shall be paid as they are expended or at the completion and successful implementation of the project. All requests for payments will require appropriate documentation with detailed invoices for all costs and proof of payment.

**TIMELINE**

 January 31, 2020 Program announcement

 **March 20, 2020** Submission deadline for applicants (must be postmarked or emailed by this date)

 **(Deadline Extended)**

 April 22, 2020 Announcement of grant recipients

**ONCE AWARDED**

 July 1, 2020 Initial progress report due

 October 1, 2020 Progress report with measurement outcomes due

 December 31, 2020 Project must be completed. Final report with measureable outcomes submitted.

**GRANT DISBURSEMENTS**

75% disbursed as expenses are incurred

25% of approved funds will be disbursed upon successful implementation of the project.

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**QUALIFICATION CRITERIA**

All of the following criteria must be met for a proposal to receive consideration for funding:

* The project must be a specific risk reduction initiative with the goal of reducing or minimizing risk to employees.
* The ideal project will have measureable results in terms of reduction of exposure. Desired outcomes must be identifiable and measureable.
* The grant application must include information on how the member plans to measure the results or how the reduction in exposure will provide a safer workplace.
* Applicant must be a member of the Trust at the time funds are disbursed.
* Grant application must be completed in full and postmarked or emailed no later than March 20, 2020.
* Application must be signed by the executive officer of the organization.

**EXCLUSIONS**

Funds cannot be used:

* To fund new positions, or add staff
* For reimbursement of existing purchases or programs
* For continuing education credits
* For staff salaries to train staff

**PROCESS**

Members must complete the application form and submit by **March 20, 2020** to:

Carol Fronczek

Vice President, Loss Control Services

Workers’ Compensation Trust

47 Barnes Industrial Road South

Wallingford, CT 06492

Applications may also be submitted electronically to fronczek@wctrust.com

Questions can be answered by calling 203-678-0161 or by emailing fronczek@wctrust.com.

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**SEND TO:**

Carol Fronczek

Vice President, Loss Control Services

Workers’ Compensation Trust

47 Barnes Industrial Road South

Wallingford, CT 06492 or

fronczek@wctrust.com

**2020 SAFETY GRANT**

**APPLICATION FORM**

Applications must be received by March 20, 2020

**A. GENERAL INFORMATION**

Member Name: *Click here to enter text.*

Policy #: *Click here to enter text.*

What year joined the Trust? *Click here to enter text.*

**CEO Administrator**

**Name:** *Click here to enter text.*

**Title:** *Click here to enter text.*

**Phone:** *Click here to enter text.*

**Email:** *Click here to enter text.*

**Project Coordinator**

**Name:** *Click here to enter text.*

**Title:** *Click here to enter text.*

**Phone:** *Click here to enter text.*

**Email:** *Click here to enter text.*

**B. PROJECT INFORMATION -** alternate form can be used if preferred

**Amount of grant request: $** *Click here to enter text.*

(maximum award of $15,000 per member)

**Project Description:**

*Click here to enter text.*

**Goals or Objectives:**

What problem has the organization identified and how will this help?

*Click here to enter text.*

**Execution of Project:**

What needs to be done to complete the project?

*Click here to enter text.*

**Time Frame:**

How much time is needed to complete each step?

*Click here to enter text.*

**How many total employees?** *Click here to enter text.*

**How many employees will this project impact?** *Click here to enter text.*

**Have you had losses in this area?** [ ]  **Yes /** [ ]  **No**

**If yes, please provide the number of injuries, the timeframe in which they occurred, and costs associated.**

*Click here to enter text.*

**Expected Outcomes:**

What are the results you expect?

*Click here to enter text.*

**Measurement/Monitoring of Successful Initiative:** -

How will you measure success?

*Click here to enter text.*

**C. PROPOSED PROJECT IMPLEMENTATION BUDGET** -actual quotes or pictures would be helpful

|  |  |  |
| --- | --- | --- |
| **Expense Category** | **Description** | **Cost** |
| 1. Equipment / Materials / Supplies | *Click here to enter text.* | $ *Click here to enter text.* |
| 2. Consultant / Trainers | *Click here to enter text.* | $*Click here to enter text.* |
| 3. Administrative / General Expenses | *Click here to enter text.* | $*Click here to enter text.* |
| 4. Promotion / Advertising | *Click here to enter text.* | $*Click here to enter text.* |
| 5. Other (Explain) | *Click here to enter text.* | $*Click here to enter text.* |
|  | **Total Expenses** | $*Click here to enter text.* |

**D. CERTIFICATION**

As a condition of receiving a Safety Grant, the applicant agrees to implement activity and program plan as outlined in the proposal and complete and submit progress reports at least on July 1, 2020, October 1, 2020 and a completed project report on or before December 31, 2020.

For consideration that I acknowledge, I grant to Workers’ Compensation Trust, the right to copy, reproduce, and use all or a portion of the grant application for all purposes, including advertising, trade or any commercial purport throughout the world and in perpetuity.

I grant the right to use my/our image, name and logo in connection with all uses of the Grant Application and waive the right to inspect or approve any use of my/our project.

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Click here to enter text.*

 Signature of CEO/Administrator/Executive Director Date Submitted

 (A fully executed hard signature is required)

 *Click here to enter text.*

Title

Completed signed application should be sent to Carol Fronczek at fronczek@wctrust.com or faxed to

(203) 678-0361.