*The Intelligent Insurance Solution*



January 31, 2020

Dear Member:

The Workers’ Compensation Trust is pleased to announce for a fourth year in a row, that we have established a Safety Grant for members in 2020. This year’s grant pool is $450,000 for projects to improve or implement employee safety or loss control efforts in your organization.

The Safety Grants will be awarded to members whose programs or initiatives are geared toward improving employee safety and reducing workplace injuries. The objective is to encourage and support member efforts in developing innovative safety initiatives by helping to defray the cost of such programs or initiatives. Last year’s recipients had some great ideas and we look forward to seeing what 2020 can bring as well.

We have enclosed the grant application documents as well as some additional program details. If you are interested in applying for the grant, the completed application must be postmarked or emailed no later than **March 20, 2020**. Grants will be awarded on April 22, 2020 and projects must be completed by December 31, 2020.

Should you have any questions, please contact Carol Fronczek at 203-678-0161 or email her at [fronczek@wctrust.com](mailto:fronczek@wctrust.com).

Sincerely,

diane signature

Diane M. Ritucci

President & Chief Executive Officer

DMR/jag

Enclosures

**Workers’ Compensation Trust**

*Workers’ Compensation Trust Services, LLC ▪ Connecticut Healthcare Insurance Services, LLC*

47 Barnes Industrial Road South, P.O. Box 5042, Wallingford, CT 06492 Tel: 203.678.0100 [www.wctrust.com](http://www.wctrust.com/)

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**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)

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](mailto:fronczek@wctrust.com)

Questions can be answered by calling 203-678-0161 or by emailing [fronczek@wctrust.com](mailto: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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**\_\_\_\_\_\_\_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Policy #: \_\_\_\_\_\_\_\_\_\_\_\_\_ What year joined the Trust? \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CEO Administrator Project Coordinator**

**Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Amount of grant request: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(maximum award of $15,000 per member)

**Project Description:**

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**Goals or Objectives:**

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

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**Execution of Project:**

What needs to be done to complete the project?

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**Time Frame:**

How much time is needed to complete each step?

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**How many total employees? \_\_\_\_\_\_\_\_ How many employees will this project impact? \_\_\_\_\_\_\_\_**

**Have you had losses in this area? If yes, please provide the number of injuries, the timeframe in which they occurred, and costs associated.**

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**Expected Outcomes:**

What are the results you expect?

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

How will you measure success?

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

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

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**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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of CEO/Administrator/Executive Director Date Submitted

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title

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