



Risk Reduction Grant Program

FAQ

Q. We participate in MMA's Property & Casualty Pool program. Can we apply for a Risk Reduction Grant?

A. Yes. The funding for the Risk Reduction Grant is from the Property & Casualty Pool. Applicants who are current in the Property & Casualty Pool. Members must maintain active status in the P&C Pool to be eligible for a grant award

Q. When can I apply for the Risk Reduction Grant?

*A. Grants are reviewed in the Fall. To be considered for the Fall grant, the application must be received **by close of business** on September 15th.*

Q. How do I submit my completed Grant Application?

A. We strongly encourage electronic submission of grant requests applications. The completed application should be e-mailed to safetygrants@memun.org or fax 207-624-0127.

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 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". It all depends on the type of organization you are. If you have any questions please contact us.

Q. The Risk Reduction Grant guidelines say that applications have to be for only one project. What does that mean?

A. The applicant must request a specific grant amount (not to exceed \$3,000). Since each grant application is reviewed on its own merits, requests must be for single items or groups of related items to be considered. For example, a welding fume extractor would be a single application. Back-up vehicle alarms would be a single application but could include equipment and installation into more than one vehicle, (all related to vehicle backing protection). A single application for heated roof tape, water intrusion alarm, and plow position laser would not be acceptable. Grant submissions for non-related project items may not be combined to increase possible Grant funding. In other words, don't submit a "shopping list."



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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 will be submitted into the next grant cycle.*

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

A. Notice of your award or non-award request is expected to be made within thirty (30) days from the close of the grant cycle. We will issue an email to both successful and unsuccessful applicants as soon as the committee is done reviewing.

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 and sent to the main address we have on file.

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

A. No. This is a reimbursement program which 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 / benefit ratio, liability prevention impact and severity of the exposure. Other considerations are financial need, regional impact and quality and completeness of the application.



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Q. How do I get my Risk Reduction Grant reimbursement?

A. Once the equipment has been purchased and the project is completed, submit proof of payment documentation to safetygrants@memun.org. The following items MUST accompany your reimbursement request:

- 1. Copy of the canceled check(s) / proof of payment,*
- 2. All invoices **or** warrant records for services rendered marked "PAID".*

This program does not allow for completion date extensions. The Grant award will be paid upon receipt of the above or other appropriate evidence of expenditures for the specific grant purpose.