



Safety Grant Program

FAQ

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

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

Q. When can I apply for the Ed MacDonald Safety Grant?

*A. Grants are reviewed in Spring. To be considered for the Spring cycle, the application must be received prior to **April 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 authorize the application. 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 Ed MacDonald Safety Grant guidelines say that applications must be for only one project. What does that mean?

A. 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 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 funding for an 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 will be held in queue for the next grant period.*



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Q. Is there a minimum amount of the quote required?

A. Yes. The minimum amount of a grant request cannot be below \$200.

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

A. The Ed MacDonald Safety Grant applications are processed in the Spring, after closing of each grant cycle. We will issue an email to both successful and unsuccessful applicants as soon as the committee is done reviewing. The committee does not start their reviews until May 1st.

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

*A. Once **all equipment** has been purchased, submit proof of payment documentation to safetygrants@memun.org.*

This can include:

- *marked "paid" invoice*
- *copies of checks (or other payment method, **NOT** a PO) with invoices*
- *warrant records with the invoices*

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 municipal 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 program is a reimbursement grant that 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.