Grant Year: 1/15-12/15

**Program Contacts**

Dan Beck  
Director  
LG RMS  
800-650-3120  
dbeck@gmanet.com

Steve Durden  
Deputy Director, Marketing  
GMA  
888-488-4462  
678-686-6259

**Grant requests should be submitted to:**

**Local Government Risk Management Services**

**ATTENTION: Safety & Liability Management Grant Program**

3500 Parkway Lane  
Suite 110  
Norcross, Georgia 30092

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**Safety and Liability Management Grant Program**

Offered to members of the Georgia Interlocal Risk Management Agency  
And the GMA Workers Compensation Self-Insurance Fund

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**Safety and Liability Management Grant Program for Members of GMA’s Risk Management Programs**

The Georgia Municipal Association’s Risk Management Programs have established this Safety and Liability Management Grant Program. The program is offered ONLY to members of GMA’s property and liability fund (GIRMA) and GMA’s workers’ compensation fund (WCSIF).

The program works to provide a financial incentive to assist members in improving their employee safety and general public liability loss control efforts through the purchase of training, equipment, or services. Some examples of eligible requests include purchasing training videos, fees for safety and liability-related program or seminars, departmental accreditation or certification fees and processing expenses, soft body armor for law enforcement officers, reflective vests/garments, and confined space entry or retrieval equipment. A more complete listing of eligible grant requests can be located on page four of this brochure.

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**Participant Eligibility**

A member to be eligible for a grant must meet the following criteria:

- Be current in payment of contributions and fees.
- Participation by any member employee in at least one LGRMS sponsored training program within the past year of the grant request.
- If applicable, current in response to recommendations made by LGRMS during an onsite visit.
- Designation of a specific person as the member Safety Coordinator.

**NOTE:** The designated Safety Coordinator is expected to attend introduction to Local government Safety Coordinator Modules 1.2, & 3. We look back a year from the application to see if the required course has been completed.

- Show proof of a written policy on holding safety meetings/training. A minimum of one per quarter is required.

**NOTE:** This policy must be signed by the Mayor and City Administrator/Manager for cities or Executive Director for authorities. This requirement can be met through meetings involving safety committees, employee training sessions or departmental heads meeting to discuss safety topics. The safety training sessions may involve safety related video presentations, instructional safety talks or open discussions on safety issues. The city's designated Safety Coordinator should be involved with this commitment.

- Show proof of a written policy on requiring two safety self-inspections per year. A minimum of one every six months is required. **NOTE:** This policy must be signed by the Mayor and City Administrator/Manager for cities or Executive Director for authorities. Self-inspection forms are made available as part of the Safety Coordinator training and a sample form is available on the LGRMS website, www.lgrms.com.

- Show proof the Safety Meeting/Training Policy and the Self-Inspection Policy mentioned above have been implemented. This can be copies of meeting minutes, sign-in sheets showing the topic of any safety training program, and completed self-inspection forms.

- Show proof there is a written mandatory Seat Belt Usage Policy signed by the current Mayor and City Administrator/Manager for any city or the Executive Director for any authority. This policy should apply to anyone conducting city/authority business that is riding in or driving owned/operated vehicles or operating construction equipment equipped with seat belts. You will need to provide either proof or a description of how this policy was distributed to all employees.

- **NEW in 2015 -** Show proof that the member’s leadership and safety team have reviewed applicable loss trends over the last five years and developed goals and associated action plans to address those trends. Safety Action Plan instructions and templates will be provided to members by request from their Loss Control Field Representative, via www.lgrms.com and/or with the electronic distribution of this grant application.
Program Guidelines

- The grant will pay 100% for all approved items up to the maximum grant amount of $6,000. The grant is available through both WCSIF and GIRMA, so members participating in both funds may earn a maximum grant amount of $12,000 per year.
- A written mandatory use policy or SOP signed by the department head and either the Mayor, top Administrator, or Executive Director must be included for each safety equipment request.
- Grant funds will be distributed on a first come, first approved basis until all of the eligible funds have been expended.
- The purchase must be made during the current calendar year that runs from 1/1 to 12/31.
- The review of 2015 grant applications will begin 2/1/15. All grant applications must be received or post marked before 10/31/15.
- Please avoid submitting multiple grant applications.
- The grant request must be signed by the Mayor and top Administrator for cities, or the Executive Director for all other organizations.

Procedures to Request Grant Monies

- Determine you have a need that fits the intent of the grant program.
- Determine all requirements have been met. Please see the enclosed checklist.
- Complete the application.
- Gather the necessary documentation to include the following:
  - Copy of the properly signed mandatory use policy or SOP for any equipment purchase.
  - Copy of a purchase order or list of items with expected cost if considering a purchase.
  - Copy of a paid invoice or receipt if purchase has already been made.
  - Copies of written policies for the required safety meetings/training, self-inspections, and seat belt usage policy. Please include any required proof of the meetings, self-inspections, and seat belt usage policy training or distribution.
- Submit the completed application along with the documentation to LGRMS, 3500 Parkway Lane, Suite 110, Norcross, Georgia 30092 and/or scan and e-mail to sjordan@gmanet.com and dbeck@gmanet.com.
- Wait to receive a confirmation, denial or a request for additional information.
- Grant funds will be released upon final receipt of paid invoice/bill.
- If additional information is requested, gather the information and return it to LGRMS.

Program Administration

Each submitted grant request will be subject to approval by a committee made up of the Deputy Executive Director (RMEBS), the Director of Risk Management Services, and the Director of LGRMS with input from the appropriate LGRMS Field Representative. Priority will be given to grant requests that have a direct impact on employee safety or the reduction of liability potential. The Committee will have final determination as to whether a grant request meets the overall intent of the program. Each fully completed request will be logged into the master list of requests and processed in the order received. Incomplete requests will not be recorded into the master list until all necessary documentation has been received. All requests will be acknowledged as to whether it has been approved, not approved, or partially approved. Funds will only be dispensed after final documentation has been received for the necessary approved purchase or expense. Any grant request received after all funds have been used up will be returned to the member.

Grant Process Timeline:

- LGRMS receives your grant applications, identifies any issues with your documentation, and sends the member an e-mail with any needed documentation. This will usually take 2 to 6 weeks.
- LGRMS will review your application with the GMA Grant Board. This Board will either approve or decline the items you have requested. This will usually take an additional 2 to 6 weeks.
- LGRMS will then send the member an e-mail of the items approved for the grant.
- The member will then purchase the items requested and send LGRMS the proof of purchase documentation. Once received, it will usually take 2 to 6 weeks to have your check hand delivered.
Georgia Municipal Association
Safety and Liability Management Grant Program Application

Member: Date:  
Member’s Contact Person for Grant: Phone #: (   ) -  
Designated Safety Coordinator: e-mail:  

Items Requested for Reimbursement

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<th>Item Name</th>
<th>How will this item reduce WCISF or GIRMA Risks?</th>
<th>Estimated Cost</th>
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Subtotal from separate sheet $  
Total $  

Please use separate sheet in same format with additional items

Member’s Grant Approval / Submittal Authorization

Please Print Name Signature  
Mayor  
Top Administrator, Executive Director

Application Checklist

☐ Completed and signed copy of LGRMS Risk Reduction Loss Trend Analysis and Action Plan form  
☐ A written mandatory use policy or SOP signed by the department head and either the Mayor, top Administrator, or Executive Director must be included for each safety equipment request.  
☐ Member employee has attended an LGRMS sponsored training program within the last year.  
☐ Receipts / Purchase Order attached for each requested item.  
☐ If applicable, current In response to recommendations made by LGRMS during onsite visits.  

Scan completed application and e-mail to: jordan@gmanot.com & dbook@gmanot.com  
Subject Line: Safety and Liability Management Grant Program

Or mail completed application to: Local Government Risk Management Services  
Attn: Safety and Liability Management Grant Program  
3500 Parkway Lane, Suite 110  
Norcross, Georgia 30092
Typical Items Eligible for Grant Reimbursement

WCSIF or Workers’ Comp approved items
Can the item requested reduce the risk of employee injury or workers’ compensation claim? If so, it is likely to be approved. Typically approved items include: training videos, fee for attending a safety course or seminar, purchasing safety related services, and equipment such as soft body armor for law enforcement officers, reflective vests/garments, confined space entry or retrieval equipment, trench boxes or shoring equipment, chemical handling gloves, aprons, face shields, respirators, etc.

GIRMA or Property & Liability approved items
Can the item requested reduce the risk of a property & liability claim? If so, it is likely to be approved. Typically approved items include: training videos, fee for attending a liability course or seminar, purchasing safety related services, department accreditation or certification fees (i.e. CALEA, Georgia Chiefs), and equipment such as playground enhancements (i.e. netting, sand, cross ties, etc.), traffic control (i.e. barriers, cones, fencing, signs, flagger cert., flares, beacons), vehicles (i.e. safety lights and camera systems), law enforcement (i.e. gun locking devices, in-car/ body/ taser cameras, etc.).

Ineligible Requests
The grant will not cover general personal safety equipment (i.e. hard hats, general use safety glasses, safety shoes, disposable gloves, flashlights, etc.); weapons of any type; staff salary costs; general training requirements; general equipment that can be used for multiple purposes (i.e. computers, furniture, etc.); or Association Dues / fees.