



MATCHING SAFETY GRANT FUND PROGRAM Program Guidelines - Fund Year 2018 – 2019

The Florida Municipal Insurance Trust's Matching Safety Grant Fund Reimbursement Program is available to assist FMIT members' safety and health program efforts. The matching safety grant is designed to help FMIT members pay for safety- and health-related resources that help eliminate, reduce or control their exposures to loss. Grant funds may be used to purchase certain protective equipment, training, safety program and process needs, or physical items that will reduce, control or eliminate potential losses or injuries.

This is a Matching Fund Program. For example, if an entity spent \$500 on a safety harness and submitted a Matching Safety Grant application for that amount, the entity would be eligible for \$250. This means the entity paid \$250 and the Safety Grant Fund is matching that \$250 amount.

Matching Safety Grant Fund Program applications must be reviewed by your Risk and Safety Consultant to ensure the application is complete. Applications may be submitted electronically, mailed or hand delivered to your Risk and Safety Consultant or Account Executive. All applications that are submitted to the Risk and Safety Management Department are placed in line for final review.

The grants will be awarded based on the substance and merit of those applications deemed to reflect the most positive impact on the entity's safety efforts. Applications will not be granted on a first-come, first-serve basis. Applications not received by the last day of the 1st, 2nd or 3rd quarter, will be processed the following quarter. If a 4th quarter application is not received by the last day of the 4th quarter, the application will not be placed in line for review. In the final (4th) quarter, only those members still part of the FMIT during the next policy year will be eligible for funds.

The Matching Fund Safety Grant Program is divided into four (4) quarters. Members can submit applications in each quarter but only up to the maximum amount allowed by the program per policy year based on the table below.

The total amount an entity can obtain for a single policy year is based on coverage and premium amount. Grant awards can be issued for both categories of coverage on the same application, up to the maximum, for members with coverage under both categories. Workers' Compensation and Property/Liability cannot be combined.



<u>Premium Range</u>	<u>Workers' Compensation</u>	<u>Property/Auto/GL</u>
< \$25,000	\$500	\$500
\$25,000 - \$49,999	\$750	\$750
\$50,000 -- \$74,999	\$1,000	\$1,000
\$75,000 -- \$99,999	\$1,500	\$1,500
\$100,000 -- \$200,000	\$2,500	\$2,500
> \$200,000	\$3,000	\$3,000

Safety Grant Eligibility and Criteria

1. Any entity that is a participant in the FMIT Workers' Compensation Insurance Program or Property/Liability Insurance Program (or both) for the 2018 - 2019 policy year may submit an application for this Safety Grant.
2. The entity must have a designated "Safety Grant Coordinator". This person must provide all necessary contact information and sign each application sent for review. All contact relative to the application will be made to the "Safety Grant Coordinator".
3. The application must be signed by the insurance decision maker to be eligible.
4. All purchases or invoices must be dated within the fiscal year of the submitted application. Items submitted should reduce, control or eliminate potential losses or injuries and specifically address current losses and/or injuries.
5. All applications for a quarter must be either postmarked, in the hands of your Risk and Safety Consultant or Account Executive, or electronically submitted by the last day of the quarter. If the application is not received by the last day of the 1st, 2nd or 3rd quarter, the application will be processed the following quarter. If a 4th quarter application is not received by the last day of the 4th quarter, the application will not be placed in line for review.

Fund Year 2018

1 st Quarter	October 1, 2018 to December 31, 2018
2 nd Quarter	January 1, 2019 to March 30, 2019
3 rd Quarter	April 1, 2019 to June 30, 2019
4 th Quarter	July 1, 2019 to September 30, 2019



6. Multiple departments of an entity may apply for Safety Grant consideration. However, all Safety Grant submissions must be completed and submitted together and the total reimbursement request for an entity must not exceed the grant limits previously defined.
7. Invoices or receipts can be submitted via email to nllewellyn@flcities.com, faxed to 407.425.9378 or may be mailed to the FMIT Risk and Safety Management Department, 125 East Colonial Drive, Orlando, FL 32801 and approved, prior to releasing any FMIT Safety Grant Funds.
8. If you have any questions or need further clarification or assistance with completing your application, please do not hesitate to contact your Risk and Safety Consultant:

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9. If you don't know your consultant, contact:

Nadine Llewellyn, Trust Services Administrative Assistant
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