

Risk Reduction Grant Program

Sponsored by: The Michigan Township Participating Plan

Guidelines

The Michigan Township Participating Plan (Par Plan), your property and municipality liability insurance provider, is a unique and proven, member-driven program for the provision of affordable, tailored insurance coverages to small and medium sized Michigan public entities. Members of the Par Plan share common goals and needs specific to public entities. Through participation in the Plan, they create a team approach to meeting those goals and needs.

The Michigan Township Participating Plan Risk Reduction Grant Program (RRGP), established in 2011 will allow the Par Plan to continue providing its members a concentration of expert services in the public arena. This program further allows the Par Plan to partner with members and foster cooperation in an effective risk management and loss control program.

To the extent that funds are available, the Risk Reduction Grant Program has been established to assist members in reducing specific risk exposures and to assist our members in their efforts of applying effective risk management and loss control techniques for exposures the Par Plan insures.

This program does not participate in funding routine operations. The RRGP is not intended to supplement local funding when member budgets should cover the cost of financing a governmental operation. Addition to staff, or required compliance with state or federal statutes, funding for items that may be used to enhance your ability to service the community (i.e. AED's, Jaws of Life, infrared cameras, fencing) will not be considered. Building and ground improvements/maintenance will not be considered unless a specific exposure, identified by a Par Plan risk control field representative; to an insured risk is reduced.

This grant is not for reimbursement of prior expenditures.

The Par Plan does not provide workers compensation to its member entities and will not consider grants related to this type of exposure.

GRANT QUALIFICATIONS

- The applicant must be a member of the Michigan Township Participating Plan. The longevity of membership will be a factor considered in the approval and the amount of grant that is issued. Since risk management and grants usually result in cost savings in future years, members with long continuous membership will be given priority.
- Must be an active member of the Michigan Township Participating Plan at the time of disbursement of Grant funds and maintain the current in-force Michigan Township Participating Plan insurance policy until its expiration date.
- First year Par Plan members are not eligible for funding.

Send your submission by U.S. mail or e-mail to:

Michigan Township Participating Plan – Risk Reduction Grant Program

Attention: Administrator

1700 Opdyke Court, Auburn Hills, MI 48326

e-mail: mtprrgp@tmhcc.com

GRANT SELECTION CRITERIA

- The proposed grant request must present an approach which may provide a unique and innovative solution in order to assist our member in their efforts of applying effective risk management and loss control techniques covered by the Par Plan program.
- The impact of the grant request must be identifiable and measurable. The grant must have a positive benefit to cost ratio; the project should demonstrate a measurable and realistic outcome to an exposure (s) and must not duplicate similar efforts already undertaken by the member. The budget for the grant request must be realistic and accompanied by supporting data.
- The plan of action must have a high probability of assisting or reducing the exposure(s). Statistics or other available data demonstrating the severity or extent of the exposure(s) being addressed will enhance the possibility of receiving the grant.

Projects that include member financial participation will be considered favorably however, member financial participation is not required for funding unless the requests are identified as follows:

- Tasers 50 % match required with a maximum award of \$1,200.
- Security video camera systems 50% match required with a maximum award up to \$2,500.
- Sewer Camera 50% match required with a maximum award up to \$2,500.
- New Consideration: Generators- 50% match required with a maximum award up to \$2,500.

Members who have received a grant from a most recent grant cycle if otherwise eligible may apply but will be given a lower priority by the Par Plan.

GRANT REQUEST PROCESS

1. Every grant request must name a project manager who will administer the funds, be knowledgeable in the total project, and serve as a contact for the Par Plan.
2. The applicant may only apply for one grant per grant cycle however, you will not be eligible to receive another RRGF grant until your current awarded project file has been closed.
3. Members must provide a complete description of the proposed grant request including copy(s) of contractor/vendor itemized bids for the project. Data and information documenting the exposure must be presented. Supporting facts and statics must be attributed to their sources. The description must follow the application format. The description must include the project's goals and plan of action or activities to be used in accomplishing the goals, objectives, and expected results. Attachments may be included to further communicate the scope and benefits of the project.
4. A current signed and dated resolution specific to the grant request approved by your member entity board/governing body must be submitted with the application.
5. A projected start-up date and completion date shall be provided. If such dates cannot be firmly established, an estimate of the start and completion dates must be included. If awarded a grant, the project must not start until after the award is granted. The portion of the project for which the applicant is seeking RRGF assistance shall be stated, identifying funding by other sources, if applicable.
6. All information requested must be answered and pages must be numbered consecutively. If an item is not applicable to the project, the applicant should state a reason why the item(s) is not applicable.
7. Applicants give the RRGF permission to use photographs or video either taken by the Par Plan or provided by the grantee of the project or program and its participants for promotion and/or advertising related to the RRGF activities.
8. Your submission may be made by U.S. mail (preferred) or e-mail. If submission is by US mail, an unbound original must be received no later than the due date. If your submission is by e-mail it must be sent as a pdf or jpeg attachment. The E-mail subject line must be titled "RRGF Application" and received no later than the due date.

GRANT SELECTION PROCESS

1. The applicant must request a specific grant amount (not to exceed \$5,000). Grant submissions are for single projects and non-related project items may not be combined to increase possible grant funding.
2. The Par Plan Board of Directors has authorized the RRGp committee in conjunction with the program administrator as the reviewing authority in determining merits of the request and recommending grant awards.
3. The committee will recommend to the Par Plan Board of Directors the level of funding to be made available to each grant recipient.
4. The Par Plan reserves the right to request supplemental information.
5. The Par Plan reserves the right to reject requests that are missing requested items or otherwise incomplete. The request must clearly state the project's purpose and design. A poorly written grant request is a reason for proposal rejection.
6. Handwritten applications will not be accepted. Notice of your award or non-award request is expected to be made within ninety (90) days from the close of the grant cycle.

GRANT PROJECT FINALIZATION

Once your project has been completed, you are required to send a copy of the voided check, the invoice, and photos of the completed project to the Michigan Township Participating Plan Administrator at the address listed below in order to receive reimbursement. You will not be eligible to apply for another RRGp grant until the current project file has been closed.

The grant purpose must be completed and the written request for reimbursement must be filled within six (6) months from the date of the grant agreement. This program does not allow for completion date extensions. The grant will be paid upon receipt of bills, invoices, photos or other appropriate evidence of expenditures for the specific grant purpose.

For additional information concerning the Michigan Township Participating Plan Risk Reduction Grant Program (RRGP) please contact:

Michigan Township Participating Plan – RRGp
Administrator
1700 Opdyke Court
Auburn Hills, Michigan 48326
Phone: 248-371-3100 E-mail: mtpprrgp@tmhcc.com

The Par Plan reserves the right to approve, modify, or reject any or all grant request applications.