



**RISK**

**REDUCTION**

**GRANT**

**PROGRAM**

**Sponsored by: The Michigan Township Participating Plan**

**Grant cycle opens October 1 and closes November 30, 2018**

***\*\*\*Grant applications will not be accepted before or after these dates\*\*\****

# **Michigan Township Participating Plan Risk Reduction Grant Program**

## **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, generators) 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.

First year Par Plan members are not eligible for funding.

## **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.

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**

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.

The applicant may only apply for one grant per grant cycle however, you will not be eligible to receive another RRGp grant until your current awarded project file has been closed.

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 statistics 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.

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.

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 RRGP assistance shall be stated, identifying funding by other sources, if applicable.

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.

Applicants give the RRGP 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 RRGP activities.

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 "RRGP Application" and received no later than the due date.

### **GRANT SELECTION PROCESS**

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.

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. The committee will recommend to the Par Plan Board of Directors the level of funding to be made available to each grant recipient.

The Par Plan reserves the right to request supplemental information.

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.

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 contact the Michigan Township Participating Plan Administrator at 1-800-783-1370 to advise that your Risk Reduction project is ready to be submitted for reimbursement. You will not be eligible to apply for another RRPG grant until 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 – RRG  
Administrator  
1700 Opdyke Court  
Auburn Hills, Michigan 48326  
Phone: 248-371-3100 E-mail: [mtprrgp@tmhcc.com](mailto:mtprrgp@tmhcc.com)

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

## Michigan Township Participating Plan (Par Plan) Risk Reduction Grant Program (RRGP) Application Format

Please prepare responses to all the following in the order presented

- Member name of applicant  
Member address  
Member telephone number  
Member fax number  
Member e-mail address
- Member current population
- State the number of years has the applicant been a continuous member of the Par Plan
- Project manager's name, position with member entity and phone number if different than provided above
- Project Title
- A current year signed and dated resolution specific to the grant request approved by your member entity board/governing body must be submitted with your application
- Provide the complete description of the project including contractor/vendor itemized bids, a list of the items or services to be purchased and total cost of the project
- State the total amount of the RRGp grant you wish to receive (not to exceed \$5,000)
- Provide the member's financial participation in funding the grant request
- State the date and amount of last reward received from the RRGp if applicable
- Describe how this grant will specifically be used to address the identified exposure
- Provide the measurable benefits of this project
- State how many days you will need to complete project from start to finish
- Provide a detailed budget for this project from beginning to end including the amounts and sources of other money (if any).

Thank you for applying for funding through the Michigan Township Participating Plan Risk Reduction Grant Program. You are a valued partner and the Par Plan is pleased to be able to serve you.

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](mailto:mtprrgp@tmhcc.com)



## ***RISK REDUCTION GRANT PROGRAM (RRGP)*** ***Frequently Asked Questions***

### **Do I have to use the application format provided by Par Plan?**

**Yes.** Responses to the information requested on the page entitled "Michigan Township Participating Plan (Par Plan) Risk Reduction Grant Program (RRGP) Application Format" must be provided in the order presented. Your application must be typed. No handwritten submissions will be accepted.

### **What type of projects can I submit for consideration of RRGP funding?**

Grant funding is subject to the RRGP guidelines and procedures. The proposed grant request must present an approach, which may provide a unique and innovative solution, to assist in your efforts of applying effective risk management and loss control techniques to your insured exposures. The Par Plan will determine if your project qualifies, is eligible for funding, and in what amount. This program does not participate in funding routine operations 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.

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 and federal statutes will not be considered. Additionally, 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.

If you feel your application meets the criteria, you are encouraged to submit a project for consideration.

### **What type of projects will not be approved?**

The Michigan Township Participating Plan provides property and comprehensive liability coverages and does not provide coverage for worker's compensation. Requests for funding which may reduce worker's compensation exposures or provide personal protection equipment are not eligible for funding. In addition, items that may be used to enhance your ability to serve the community (i.e. AED's, Jaws of Life, infrared cameras, generators) are also not eligible.

### **How many grant applications may I make for each grant cycle?**

**One.** You will not be eligible to receive another RRPG grant until your current project file has been closed.

### **When and how will I be notified of my applications approval or denial?**

Written notice of your award or non-award request is expected to be made within ninety (90) days from the close of the grant cycle.

### **Once approved, when will I receive my RRGP funds?**

The RRGP is a reimbursement program. Once your project has been completed, you are required to contact The Michigan Township Participating Plan Administrator at 1-800-783-1370 to advise that your Risk Reduction project is ready to be submitted for reimbursement. The grant will be paid upon receipt of bills, invoices, photos or other appropriate evidence of expenditures for the specific grant purpose.

### **May I withdraw my RRGP application?**

**Yes.** A letter from the authorizing person requesting the application and reflecting board / governing body action requesting withdrawal, the application will be withdrawn.

### **How long do I have to claim my approved RRGP funding?**

The RRGP reimbursement is valid for six months from the date of the agreement. There will be no grant extensions. If the project is not completed within the six-month time frame, grants will be considered forfeited.

### **Should I provide additional information with my application?**

**Yes.** You are required to submit documentation that supports your RRGP application. This shall consist of quotations, training registration/confirmation, receipts, and a current year, signed and dated resolution specific to the grant request approved by your member entity board/governing body. Members must provide a complete description of the proposed grant request including copies of the contractor/vendor itemized bids for the project. Data and information documenting the problem must be presented. Supporting facts and statistics must be attributed to their sources. The description must include the project's goals, budget 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.

### **Where should I send my completed application?**

**Applications are to be sent 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 or e-mail: [mtprrgp@tmhcc.com](mailto:mtprrgp@tmhcc.com)

### **What if I miss the due date?**

Notification of our next grant cycle will be announced in the Par Plan newsletter and posted on the Par Plan website [www.theparplan.com](http://www.theparplan.com).