



MASSACHUSETTS EDUCATION & GOVERNMENT ASSOCIATION  
*SPECIALIZING IN WORKERS' COMPENSATION INSURANCE*

## **LOSS CONTROL AND SAFETY GRANT APPLICATION GUIDELINES**

### **1. Eligibility**

All current MEGA members are eligible to apply for up to \$5,000 of financial support to implement loss control and safety initiatives, and other related risk management strategies. The purpose of these activities is to provide a safe and healthy environment for employees in an effort to reduce the number and severity of work-related injuries and illnesses. Members may apply for one grant during any policy year (July 1 - June 30).

### **2. About the Grant**

The Loss Control and Safety Grant Program demonstrates MEGA's commitment to maintaining a culture of safety and best practices among our members. **Grant funding will be approved and subsequently distributed on a cost reimbursement basis** for a variety of loss control and safety initiatives. The initiative must be an active effort to prevent work related injuries and illnesses. Examples include, but are not limited to, the following:

- The development and implementation of safety and health programs.
- The implementation of less hazardous work processes.
- The purchase of equipment or tools that address or reduce hazards faced by employees.
- Training that would lead to increased safety, health, and wellbeing of employees.
- General safety enhancements.

### **3. Completing the Grant Application**

- A Grant Application must be completed to be considered for funding. The information provided must detail how the funds will be used to promote employee safety, health, and wellbeing.
- When considering the grant application, it may be beneficial to contact Tim McGuire, Sr. Loss Control Consultant, to discuss past claims, the impact of personnel turnover, the addition of new departments and/or programs, and other relevant information pertaining to your organization.
- Proposed grant initiatives must be related to the coverage provided under the MEGA workers' compensation policy (i.e. equipment and activities relating to **covered employees**). As such, police and fire initiatives are not eligible as those employees are covered under MGL 111F.
- Grant funds should supplement [not supplant] current budgeted operating activities.
- Grant funds cannot be applied retroactively to a completed or in-process initiative, or for previously purchased equipment.

#### 4. Important Grant Application Dates

- Grant applications will be available on September 9, 2024.
- Grant applications must be submitted by October 31, 2024.
- Grant applications will be reviewed by November 15, 2024.
- Grant Award Notifications (approval or declined) will be sent to members by December 6, 2024.
  - ✓ Members may proceed with their safety initiatives with an “Approved” application.

#### 5. Grant Reimbursement Process

- Applicable state and local procurement guidelines and procedures must be followed.
- A copy of the invoice and cancelled check (front and back) must be submitted to MEGA’s Executive Director.
  - ✓ Goods and services must be completed or received prior to the Member paying an invoice.
  - ✓ Invoices should include appropriate details. Where an initiative involves consulting or other project-based activities, the invoice should specify the work completed, number of hours worked by individual or worker classification, and applicable hourly rates.
- Invoices should be received and paid by May 31st of the fiscal year in which the grant was awarded
- All documentation for reimbursement must be submitted to [executivedirector@megawcgroup.com](mailto:executivedirector@megawcgroup.com) by May 31<sup>st</sup>, 2025.
- Awardees must also adhere to state laws and local procedures regarding records retention.
- No funds can be expended before the date on the Grant Award Letter.

#### 6. Grant Outcomes

Within one year of receiving grant funds awardees must provide the Sr. Loss Control Consultant with a report detailing the observed impact/benefit on the member organization.

#### 7. Important Contact Information

For questions regarding the grant application please email Tim McGuire, Sr. Loss Control Consultant. [Tmcguire@ccmsi.com](mailto:Tmcguire@ccmsi.com) And [info@megawcgroup.com](mailto:info@megawcgroup.com). Tim can also be reached at (781) 683-1112.

For questions regarding the grant reimbursement process or to submit reimbursement documentation please email Melanie Hagman, MEGA Executive Director [ExecutiveDirector@megawcgroup.com](mailto:ExecutiveDirector@megawcgroup.com) And [info@megawcgroup.com](mailto:info@megawcgroup.com). Melanie can also be reached at (978) 248-8897.

## FY25 MEGA LOSS CONTROL AND SAFETY GRANT APPLICATION

Date:	Member:	
Address:		
Contact Person:	Title:	
Telephone #:	Email Address:	
Describe how this grant will enhance loss control and safety initiatives:		
Proposed Use of Funds & Cost Estimates (Include Supporting Documentation):		
Item Requested	Purpose	Amount
<b>Equipment:</b>		
<b>Supplies:</b>		
<b>Contract Services:</b>		
<b>Other Costs:</b>		
<b>TOTAL GRANT REQUEST</b>		
Applicant Signature:		Date:
Title:		