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## **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.

### **Grant Qualifications**

- The applicant must be a member of the Michigan Township Participating Plan for at least one year. The longevity of membership may be a factor considered in the approval and the amount of Grant that is awarded. Since risk management and Grants usually result in cost savings in future years, members with long continuous membership may 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.

### **Grant Submissions Must Be Sent Via U.S. Postal Service or E-mail**

Michigan Township Participating Plan – Risk Reduction Grant Program

Attention: Administrator

1700 Opdyke Court, Auburn Hills, MI 48326

e-mail: [mtpprrgp@tmhcc.com](mailto:mtpprrgp@tmhcc.com)



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## Grant Selection Criteria

- The proposed grant request must present an approach which may provide a unique and innovative solution to assist the 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.

## This Program Does Not Participate in Funding the Following

- The RRGP is not intended to supplement local funding when member budgets should cover the cost of financing a governmental operation. Funding for items that may be used to enhance your ability to service the community or to remain compliant, with state or federal statutes, will also, not be considered.

Examples of non-funded items:

- AEDs
  - Jaws of Life
  - Infrared cameras
  - Fencing
  - Sidewalks
  - Keyless entry systems
  - Bullet-proof glass
  - Training mannequins
  - Building and ground improvements/maintenance
  - Drones
  - This Grant is not allowed for reimbursement of prior expenditures
  - The Par Plan does not provide Workers Compensation to its member entities and therefore will not consider Grants related to this type of exposure
- Members who have received a grant from the most recent grant cycle if otherwise eligible, may apply, however they may be given a lower priority by the Par Plan.

## Projects With a Maximum Award

- Security video camera systems – maximum award of \$2,500
- Sewer cameras –maximum award of \$2,500
- Fire/EMS and Law Enforcement Training by a licensed 3<sup>rd</sup> party –maximum award of \$1,200
- ADA ramps –maximum award of \$2500

- Howler Sirens – maximum award of \$1,200
- Planning/Zoning Training by a licensed 3rd party –maximum award of \$1,200



## 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, your application will not be considered unless all materials have been submitted to close the file on the previously awarded grant by the application deadline of the current grant cycle. (i.e. A grant was awarded for Cycle 19, an application was submitted for Cycle 20, the Cycle 20 application will not be considered unless all materials to close out the cycle 19 grant were received prior to the application deadline for Cycle 20 grants)
3. An official MTPP Grant application must be completed. 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 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 cycle request approved by your member entity board/governing body must be submitted with the application. Resolutions submitted without a signature will invalidate your 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 RRGP 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 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.
8. Your submission may be made by U.S. mail (preferred) or e-mail. If submission is by US mail, an un- bound 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

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.
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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 wards.

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, please proceed with the following:**

1. A written request (post mail or email) for reimbursement must be sent within six (6) months from the date of the Grant Agreement, to the Michigan Township Participating Plan Administrator at the address listed below to receive the Grant money awarded. Grants awarded for trainings will be allowed to take up to one year to complete from the date of the Grant Agreement, with the stipulation that another grant application cannot be submitted until the training has been completed and a request for reimbursement has been submitted.

### **The Following Items MUST Accompany Your Written Request:**

1. Proof of payment verifying invoice(s) for project have been paid in full.
2. All invoices for services rendered
3. Photos of the completed project or certificates of completion for trainings

This program does not allow for completion date extensions. The Grant award will be paid upon receipt of the above 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 Program Administrator  
1700 Opdyke Court  
Auburn Hills, Michigan 48326  
**248-371-3100**  
**E-mail: [mtpprrgp@tmhcc.com](mailto:mtpprrgp@tmhcc.com)**

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