



NCLM Insurance Pool Safety Grant Guidelines

2025-2026 Fiscal Year

A program exclusively for NCLM workers' compensation and property and liability pool members



Overview

The Safety Grant program has allocated funds for each pool to assist members in purchasing equipment and services that will significantly reduce the likelihood of future workers' compensation, property/casualty, or liability insurance claims. Members can qualify for up to \$5,000 in matching grants for every pool they participate in. Refer to Section V for maximum award amounts based on premium contribution.

Award amounts for all applications will be determined by how effectively the applicant has followed up on and fulfilled risk control recommendations over the past two years. Grant applications may be denied or partially awarded based on this evaluation. This is in addition to the requirement that all level "4 and 5" risk control recommendations be completed. See Section IV for more details about these award considerations.

Please read this document carefully to review equipment and services eligibility, grant limitations, and other requirements before completing the 2025 application. This will save valuable staff time and help us serve you more efficiently.

The grant process is automated and available on the NCLM website. The portal and uploading instructions are included in this guide.

You are required to contact your Risk Control Consultant (see appendix) for pre-application approval

For any questions before completing your application and identifying appropriate risk mitigation items and equipment, please call Tom Anderson, Director of Risk Control, at 704-517-8496.

NOTICE:

Members must review their Safety Grant requests with their associated Risk Control Consultants before submission.

- **Western Region-** Amy Whisnant, 828-231-0276, awhisnant@nclm.org
- **Eastern Region-** Matt Reid, 919-404-1857, mreid@NCLM.ORG
- **Southern Region-** Darius Chisholm, 704-491-9493, dchisholm@nclm.org
- **Fire Department Requests-** TJ Deluca, 919-830-6999, tdeluca@nclm.org
- **Police Department Requests:**
 - Joseph Graziano, 609-868-9553, jgraziano@nclm.org;
 - Chet Effler, 828-442-3181, ceffler@nclm.org
- **Human Resources Requests:**
 - Lou Bunch, 919-539-8958, lbunch@nclm.org
 - Sara Wilson, 316-833-3993, swilson@nclm.org

Pre-Application Checklist

- ✓ **Contact your Risk Control Consultant for preapproval**
 - ✓ **Complete all risk recommendations**
 - ✓ **Review eligible equipment and services**
- ✓ **Gather documentation to support your request**
 - ✓ **Submit via the NCLM online portal**

Section I: Applicant Eligibility and Application Schedule

According to the schedule below, only current NC League of Municipalities Risk Management Services (RMS) workers' compensation or property and liability insurance pool members may apply.



- **Each member can receive only one grant award (per membership pool) each fiscal year (July 1 – June 30). Requests from multiple departments must be combined into a single application.**
- **Members may apply for up to five (5) individual items on each pool grant submission.** Please list the items for reimbursement in the order of priority, as not all reimbursement requests are guaranteed. This does not apply to items with multiple required parts for full implementation, such as surveillance systems.
- **Grant requests, including quotes, must be submitted by the close date of November 30, 2025.**
- All eligible grant items must be purchased within the current grant cycle's fiscal year. Items acquired without prior approval from Risk Management Services (RMS) staff or purchased during a previous fiscal year will not be considered for reimbursement or approval.

- There is no guarantee that a grant will be awarded or fully funded. Please keep this in mind if you purchase equipment before receiving an award letter.
 - If special circumstances arise where equipment is required to address a high-hazard or imminent danger situation, we encourage you to contact your Risk Control Consultant. They can evaluate the issue and present it to the Awards Committee for immediate consideration. After the committee reviews the case, we will inform you of the award decision.
- The equipment or service **must be associated with the participating member's insurance pool**. For example, members who only participate in the RMS workers' compensation pool would not be eligible for a grant to purchase video security equipment for their facility.
- Grant awards are valid for **six months** from the date the award letter or email was issued to the member. After that time, they expire. **Purchase proofs, including copies of checks and paid invoices, must be submitted within three months following the award letter issuance. Unused grant awards will immediately expire if a member leaves the RMS insurance pool.**
- A member who does not use at least a portion of a grant award before it expires will be ineligible for the grant program for one year. Members with unused grant awards must complete their existing grant-related expenditures before submitting a new grant application.



Section II: Eligible Equipment & Services

The equipment or services being requested in the application must have a legitimate beneficial impact on the member's loss exposure(s). The primary benefit of the item must be to reduce the likelihood of a claim, and/or improve the municipality's risk management efforts. Equipment must directly and primarily benefit the municipality, its employees, facilities, etc., rather than the general public at large.

Equipment or items that are required for normal business operations, routine operating expenses, repairs, or disposable personal protective equipment are not eligible for the program. It is a requirement to contact the designated Risk Control Staff when considering equipment with limited claims reduction/risk management benefits for feedback on the potential eligibility of items. This can avoid rejection of the application and potentially losing out on grant funds.

Regarding services, the cost of installation for an approved item (e.g., electrical work, security system installation) is eligible for the program, as is the consulting fee associated with performing an ergonomic functional analysis when it is used to update a high-risk job description.

The spirit of this program is to help make high-cost risk mitigation items more affordable while ensuring that as many members as possible can apply. In all cases, the total reimbursement request must be at least \$200.

Examples of eligible requests: (This is not a complete list, ensure you speak with RMS Staff prior to submission to ensure your request is applied to the appropriate pool.):

- Portable or installed eye wash stations meeting ANSI Z358.1.
- Ergonomics-focused gear for law enforcement, such as under-clothing duty-belt harnesses and external carrier vests, designed to transfer the weight of the duty belt from the officer's hips to the shoulders. This may **not** be used in addition to purchases under the RMS Body Armor Grant Program that included carrier vests.
- Material handling equipment such as utility cover lifters, hydraulic lifting tailgates, truck cranes, cylinder/tank lifters, powered pallet jacks, miscellaneous lifting equipment, fire hose rolling equipment, wheel dollies, and drum grasps for forklift.
- Portable multi-gas meters.
- Portable light towers for work zone and flagger station illumination. These lighting units are only eligible when they can provide down-lighting or are on light stanchions. The stanchion height must be no less than 12 feet, and the light output must be no less than 20,000 lumens. Ground-level illumination is typically not eligible.

- General safety equipment such as flammable liquids cabinets, oily waste/shop rag containers, spill containment pallets and equipment related to lockout/tagout, fall protection, and machine guarding.
- Bollards are to protect above-ground fuel storage tanks, insured structures, etc.
- Fuel nozzle shutoffs and breakaway hose valves for vehicle fuel systems.
- Trench protective systems such as trench boxes, shielding systems, and shoring.
- Video cameras specifically designed for sewer pipeline inspection to prevent sewer back-ups.
- Theft/vandalism deterrent video surveillance systems for buildings. Systems must be able to be viewed via the internet or have proof of secure installation (or with the DVR located offsite) to prevent unit theft. Video surveillance systems that record to DVRs only and have no internet access will only be permitted if the member provides supporting evidence that the DVR is secured in a lock box and cannot be removed from the premises during a burglary.
- Equipment and/or facility upgrades noted in member-specific RMS Risk Control recommendations, except as otherwise prohibited. This includes the cost of professional installation services, such as the use of a licensed electrician to address identified electrical hazards.
- Requests for training must be reviewed with your RMS Risk Control Consultant prior to submitting the grant application.
- Drones – Prior to submitting a reimbursement quote for drone technology, the member must receive approval from their regional Risk Consultant. Criteria for approval includes a copy of the drone policy, training documents, in addition to any licenses and permits being in place for operations.
- Police body cameras – The following criteria must be satisfied prior to approving a grant for police body cameras:
 - The agency must complete the Leagues' Law Enforcement Risk Review Program.
 - The agency's budget must include funding for continued operation (maintenance, data storage, replacement units, etc.).
 - All first-responding officers must be equipped with in-car camera systems,
 - Policies must address privacy concerns and data acquisition, storage, and retention.
 - Body cameras will not replace in-car cameras
 - NCLM Risk Management must approve the model of the body camera
 - The agency must address the 33 recommendations outlined in the U.S. Department of Justice's "Implementing a Body-Worn Camera Program, Recommendations and Lessons Learned."
- Ergonomic functional analyses are intended to document the essential physical functional elements that are associated with a given job. We want to support municipal efforts to update the functional elements in their job descriptions—particularly in higher-hazard positions. Updating these elements

supports the hiring process, improves ADA compliance, and positively impacts the transitional return to work process when an employee is injured at work. To qualify for an award and reimbursement, the following parameters apply:

- The functional assessment must be performed by a licensed provider who has a PT, OT, CEES, or other appropriate certification and who has demonstrated experience performing these evaluations.
- The assessment results must be used to update a high-hazard job description. Eligible positions include highway maintenance worker or working road foreman/supervisor, police officer, full-time paid firefighter, and transfer station attendant.
- The completed functional analysis must be used to update the job description. The completed job description, along with a copy of the functional analysis report must be provided to us at the time reimbursement is requested.
- The maximum reimbursement amount is up to \$600 per analysis (subject to the limits noted in section V). This award and reimbursement is also limited by eligibility and reimbursement requirements and limitations that are outlined elsewhere in this document.
- Personnel Policy Review and Revision Projects that evaluate and revise current town personnel policies to ensure compliance with workplace laws stay current with industry best practices, maintain a fair and consistent workplace, and protect both the municipality and its employees from employment liability.
 - Projects must be completed by a professional human resources consultant and/or consulting firm, or an employment law attorney.
 - Projects must be adopted by the governing body and implemented by staff. A copy of the minutes and/or resolution where policy was approved will be required to be submitted with your supporting documentation.
 - Projects spanning two fiscal years are only eligible for the fiscal year in which the project is completed, final payment has been made, and the policy adopted.
 - Employee Assistance Programs – Only members seeking to establish **new** programs are eligible for grant approval. Members with existing programs that involve ongoing or recurring payments are not eligible for funding under this grant.

ELIGIBLE VS. INELIGIBLE EQUIPMENT & SERVICES

ELIGIBLE REQUESTS

- Portable or installed eye wash stations meeting ANSI Z358.1.
- Ergonomics-focused gear for law enforcement such as external carrier vests
- Material handling equipment like hydraulic lifting devices, powered pallet jacks.
- Portable multi-gas meters
- Portable light towers for work zone illumination
- General safety equipment such as flammable liquids cabinets, spill containment pallets
- Bollards to protect above ground fuel storage tanks, insured structures, etc.
- Video surveillance systems for theft/vandalism deterrent purposes



INELIGIBLE REQUESTS

- Radio communication equipment
- Flashlights, back up lighting, and strobe lights
- Weapons or ammunition
- Equipment repair or inspections
- Permanent roadside traffic signage
- Automatic emergency defibrillators (AEDs).
- Any personal protective equipment

Examples of ineligible requests - note that this list is not all-inclusive:

- Radio communication equipment
- Flashlights, backup lighting, and strobe lights
- Weapons or ammunition
- Power tools
- Equipment repair or inspections
- Permanent roadside traffic signage
- Electronic speed advisory signage
- Emergency apparatus reflective markings
- Automatic emergency defibrillators (AEDs)
- First aid kits
- Fire extinguishers
- ADA compliance retrofitting
- Emergency standby generators
- **Any personal protective equipment (PPE) OSHA requires the employer to provide to employees**
- **General repairs and maintenance**
- Ladders
- Speed bumps
- Licensing fees
- Central station monitoring fees
- Gloves (except puncture-resistant gloves for law enforcement and firefighting gloves)
- Jack and Jack stands
- Routine maintenance
- Repairs/maintenance to buildings, roads, and sidewalks
- Safety vests or reflective clothing
- Police Soft Body Armor (see the soft body armor grant application)

Section III: Vendor Quotes & Supporting Information

After obtaining preapproval from your risk consultant, interested members need to submit applications that specify what is desired, explain its intended purpose, and provide cost details in the form of a quote. We strongly encourage members to control costs (so the program can help more municipalities) by seeking competitive pricing from multiple vendors. Quotes must be uploaded to the grant portal for each of the items to be purchased.

- Requested equipment must meet applicable ANSI, ASTM, NFPA or other applicable performance standards. Product literature must be included with the application to provide documentation that the requested equipment or items meet applicable codes or standards.
- When applying for ergonomic functional analysis, please provide vendor qualifications and experience, along with the quotation for the services desired.
- Photocopied pages from the “USABlueBook” or similar sources will not be considered as an adequate quote, due to the high cost of these vendors. Members that submit quotes from these sources with their application will be asked to obtain alternate quotes, unless they can demonstrate that other quotes are higher.
- Shipping costs should be included as part of the grant application. To do that, make sure your vendor includes a shipping cost estimate in the quote you submit with your application.
- **Do not include state tax as part of the grant request.**
- The cost of professional installation of equipment is grant-eligible. It is crucial that members obtain a quote or estimate for these costs in advance and include that information as part of the application.
- Applications must include actual copies of the vendor quotes with costs itemized with detailed item names and descriptions. Illustrated product literature must also be included to provide a visual representation of each item and to confirm that each meet the required standards.
- Summarize the vendor's quote information and write it in the application form. Indicate the cost per item and the number of items requested.

Section IV: Application Guidelines

Applications will be considered only when they meet the following requirements:

- All uploaded applications **must include a signature page signed by the senior municipal official** (e.g. manager/administrator, mayor, or select board member). For the purpose of this grant, department heads are **NOT** considered senior municipal officials.
- Complete and signed applications must be uploaded to the grant portal and received within the prescribed application periods outlined in Section I.
- To be considered "complete", all applications must contain the required elements outlined in Section III of this guideline. We strongly encourage you use the checklist located in Section VII to help determine whether you are submitting a complete application.
- To be eligible for a full award, the applicant must have completed any recommendations that have been made by NCLM Loss Control if applicable.

Recommendations are considered outstanding when they have not been addressed within 60 days from the date of the risk control visit. Note that this requirement applies to all departments or operating units within a given municipality.

Members with outstanding recommendations may submit applications that include systems and/or equipment that will correct the outstanding recommendation(s). For example, if a member has an outstanding recommendation, they may submit an application that includes equipment or services that address the recommendation and include other appropriate items as well. This application would be eligible for consideration because it addresses outstanding recommendations that would otherwise render the member ineligible for the program.

You should review recent risk control action plans to determine whether recommendations have been addressed. Alternatively, you may contact your risk control representative to obtain copies of these reports or ask questions about the degree of compliance with risk control recommendations.

- Applications should be completed electronically at www.nclm.org
- All documents must be legible.

Additional application requirements include:

- Funding applied for or received from any other grant sources must be deducted from the cost of the item(s) requested. The member's "net" costs (after consideration of other grant monies) are still eligible for reimbursement under the RMS equipment grant program.
- The application must include supporting documents that provide:
 1. A **clear** description of the equipment requested and vendor price quotations.
 2. Be sure to include additional costs such as shipping and installation as part of the application documentation. **Taxes must be excluded and will not be reimbursed.**
- **IMPORTANT:** In the application, explain why this equipment is needed and how it will aid in reducing the frequency and/or severity of workers' compensation, property, auto, or liability claims.

Section V: Award Amounts

Members are eligible for up to 50 percent of the quoted cost of qualifying equipment with a maximum award that is limited by the member's 2025 RMS insurance pool premium. Award amounts are shown in the table below:

2025/2026 RMS Pool Premium	Maximum Award
Minimum contribution to \$1,000	\$250
\$1,001 - \$3,000	\$500
\$3,001 to \$5,000	\$1,000
\$5,001 to \$10,000	\$1,500
\$10,001 to \$15,000	\$2,000
\$15,001 to \$20,000	\$3,000
\$20,001 to \$25,000	\$4,000
\$25,001 +	\$5,000

- Grants will be awarded or declined at the sole discretion of the Awards Committee, which is comprised of NCLM Risk Management Services staff. The Awards Committee will award grants in December of each year, after which the applicant and RMS contact will be notified of the award or rejection.
- Applications are considered on a first come, first serve basis, but consideration can be made according to priority. There is no guarantee that funding will be available for the entirety of the application period.
- All applicants will receive an award letter via email indicating the award amount or a rejection notification indicating why the application was rejected in whole or in part. Amounts noted in the award letter will be based on the quote detail provided in the application and its supporting documents, as well as program limitations. Please contact us if you have any questions about the award or rejection correspondence.
- The grant program will only reimburse up to 50 percent of the member's final (net) costs. Monies anticipated or received from other grant sources will be deducted before calculating awards.

Section VI: Obtaining Reimbursement After Purchase

After your municipality has purchased **all** desired qualifying equipment or services within the required timeframe, you must provide proof of purchase **and** payment to obtain reimbursement.

- All purchased items must be identical to or of equivalent or superior quality to items that were approved in the application process; otherwise, they may not qualify for reimbursement. Substituting lesser-quality items may result in no reimbursement for those items. Purchasing fewer items than what was proposed in the application will result in a reduction adjustment to any reimbursement. The reimbursement award will not exceed the amount originally quoted. Please contact us if you have any questions.
- If actual expenditures on approved items exceed the quoted costs, reimbursement will be based on the **approved quoted costs** for those items. If the actual purchase costs are less than the quoted costs, the reimbursement will be for the approved actual cost of the items. In no case will the grant pay more than the amount stated in the award letter.
- Grant awards not spent on equipment that was in the grant application may not be “reallocated” to other equipment. If specific items are not purchased, those reimbursement monies are forfeited unless prior approval has been obtained in writing.
- Send the following documentation for all items purchased:
 - A clear description of the items purchased, including cost per item and shipping costs, is clearly shown.

NOTE: (Reimbursements will not be provided if the items and paid proofs are not clear, concise, and verifiable)

 - Vendor paid invoice(s).
 - Proof of payment in the form of a copy of the cleared check(s) used to pay for equipment. Ideally, the check(s) should reference the vendor’s invoice #.
 - For fire and security systems, include evidence that the system is centrally monitored. For onsite DVR/video surveillance systems, submit evidence that the DVR is securely located.
 - Reimbursement for completed ergonomic functional analysis must include the completed functional analysis report and the updated job description that includes the new functional analysis information. This is in addition to the above financial documentation.
 - Reimbursement for personnel policies requires proof of policy adoption (minutes, resolution, or ordinance) in addition to proof of payment.
- Submit and attach the above documentation to the grant portal, as the original quotes were submitted.

Section VII: Application Checklist

Before you send your application, please use the following checklist to help ensure that your application won't encounter administrative snags. This is a tool for you: do not send it with your application. If you answer "No" to any question, review the application and these guidelines to make sure you qualify for the program and that all requirements have been met. **Incomplete applications are subject to rejection!**

Pre-Application Evaluation Checklist	Yes	No
1. Is your municipality currently an RMS workers' comp or property/liability pool member?	<input type="checkbox"/>	<input type="checkbox"/>
2. Have you read all the grant guidelines?	<input type="checkbox"/>	<input type="checkbox"/>
3. Are requests for equipment from different municipal departments consolidated into a single application?	<input type="checkbox"/>	<input type="checkbox"/>
4. If an RMS Safety Grant was awarded to your municipality in 2024, has it been spent, and has the reimbursement received? (See Section I above for information.)	<input type="checkbox"/>	<input type="checkbox"/>
5. Has your municipality committed funds for this purchase?	<input type="checkbox"/>	<input type="checkbox"/>
6. Does the equipment itemization section of the application have clear item descriptions and cost-per-item information, including professional installation (if appropriate)?	<input type="checkbox"/>	<input type="checkbox"/>
7. Has your municipality addressed any outstanding risk control recommendations? (See Section IV) It is important to check with all municipal departments (and the volunteer fire department if it is covered by RMS). If not, you are ineligible for an award. Contact Risk Control if you are unaware of your status.	<input type="checkbox"/>	<input type="checkbox"/>
8. If any item is not on the list of previously approved items (see Section II above), have you contacted a member of the RMS Risk Control team to discuss the item?	<input type="checkbox"/>	<input type="checkbox"/>
9. Have you obtained a vendor quote for shipping and included the cost in the application, excluding taxes ?	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you attached vendor quotes and product descriptions to your application?	<input type="checkbox"/>	<input type="checkbox"/>
11. Is the grant award (reimbursement) request more than \$200?	<input type="checkbox"/>	<input type="checkbox"/>
12. Have you provided appropriate contact information (including email addresses) in case we need to obtain additional information about the application or requested equipment?	<input type="checkbox"/>	<input type="checkbox"/>
13. Has the application been signed by the senior municipal official (e.g. manager/administrator, mayor, or select board member)? For the purpose of this grant, department heads are NOT considered senior municipal officials.	<input type="checkbox"/>	<input type="checkbox"/>
I understand that unused grant awards will immediately expire if my organization leaves the RMS insurance pool.	<input type="checkbox"/>	<input type="checkbox"/>