



## MEMBER SERVICES DEPARTMENT

# SCHOOL SAFETY GRANT PROGRAM GUIDELINES 2011 / 2012

### PURPOSE

The School Safety Grant Program is established to encourage and promote the active participation of site personnel and students in ensuring the overall safety of their environment.

### DESCRIPTION

**Two levels of safety grants will be awarded:** one at the district level (by the District Risk Management Committee) and another at the NBSIA pool level. Each site or program is eligible to apply for a grant, which will be awarded for site safety purposes and may include the following:

- ◆ Physical corrections or improvements
- ◆ Replacement of unsafe equipment
- ◆ Promotion of student safety awareness
- ◆ Improvement of instructional safety (i.e., science, industrial arts, etc.)
- ◆ Improvement of staff safety practices

### FUNDING

Each district determines their district level safety grant funding as a percent of their annual NBSIA safety credit budget. The NBSIA pool grant is funded at \$10,000. 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> place winners will be selected from among the district winners (see page 2).

**Winners will be notified by January 20, 2012, and grant projects must be completed by December 31, 2011.** Grant awards will be paid as reimbursements to the winners (sites) for costs incurred within the scope of the project. **In order to receive reimbursement, the site must submit a letter to NBSIA indicating the project is complete, as well as copies of paid vendor invoices.**

## GRANT APPLICATION/AWARD PROCESS

### CRITERIA

The following minimum criteria must be met in order to be eligible for the grant program (districts may establish additional requirements):

- ◆ Program objectives, expected results and benefits must be defined
- ◆ Budgets must be developed and itemized
- ◆ Timelines must be established and attainable
- ◆ Accountability and monitoring of the grant is a must

\*Additionally, in selecting the winner, the Risk Management Committee will be looking for those applications that exhibit greatest involvement of the student body in the development and implementation of the grant.

## **DISTRICT LEVEL SAFETY GRANTS**

Each district will be responsible for developing its own award levels and grant amounts. Applications are to be submitted to each individual district safety representative using the provided application form and are limited to one application per site.

The first place winner for each district at this level will advance to the pool level. If a district has only one site submitting a safety grant application, that site automatically advances to the pool level.

## **POOL LEVEL SAFETY GRANTS**

At the pool level, the winner from each district will compete for one of three top prizes as follows:

- 1<sup>st</sup> Prize:        up to \$5,000\***
- 2<sup>nd</sup> Prize:        up to \$3,000\***
- 3<sup>rd</sup> Prize:        up to \$2,000\***

*\*Any funds remaining after the winners and prizes have been determined may be distributed to the top three winners as needed, based upon the dollar amount requested on their application.*

All applicants not awarded prizes will be recognized for their efforts.

**Applications for consideration at the pool level are due January 13, 2012,** from the district safety committees. The winners will be determined by NBSIA staff using a ballot system.



**APPLICATION FOR NBSIA SAFETY GRANT  
2011/2012**

SCHOOL DISTRICT: \_\_\_\_\_ SITE: \_\_\_\_\_

GRANT PROGRAM TITLE: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

**PURPOSE OF SAFETY GRANT:**

**SITE SAFETY**

- PHYSICAL CORRECTIONS/IMPROVEMENTS
- EQUIPMENT REPLACEMENT

**SAFETY EDUCATION & MOTIVATION**

- PROMOTION OF STUDENT SAFETY AWARENESS
- PROMOTION OF STAFF SAFETY PRACTICES
- IMPROVEMENT OF INSTRUCTIONAL SAFETY  
(i.e., science, industrial arts, etc.)

**PROGRAM OBJECTIVES:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**ANTICIPATED BENEFITS/RESULTS (be specific):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**ESTIMATED COST (please itemize, attach separate sheet if necessary):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**EXPECTED SITE FUNDING FOR THIS PROJECT:** \_\_\_\_\_

*\*Note: Is site funding available to cover any additional funds needed to complete project not covered by this grant?*

**TIMELINE:** \_\_\_\_\_

**\*\*Note: Grants must be completed by December 31, 2011. A letter confirming project completion and payment to the site by NBSIA must be submitted to NBSIA within 30 days of receipt of payment.**

ACCOUNTABILITY/MONITORING: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**GRANT PROPOSAL WRITTEN BY:**  
**Site Staff Representatives:**

**Student Representatives:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ADDITIONAL COMMENTS (attach separate sheet if needed):** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE OF SITE PRINCIPAL/PROGRAM DIRECTOR**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**SIGNATURE OF AUTHORIZED SAFETY REPRESENTATIVE**

\_\_\_\_\_  
**DATE**

For NBSIA Use Only!

**NBSIA WINNER LEVEL:**     1<sup>st</sup> Prize     2<sup>nd</sup> Prize     3<sup>rd</sup> Prize    **Grant Amount: \$** \_\_\_\_\_

**MEMBER SERVICES MANAGER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**ACCOUNTING CODES:**    **VENDOR ID:** \_\_\_\_\_    **INVOICE #:** SG \_\_\_\_\_  
**AMOUNT:** \$ \_\_\_\_\_    **ACCOUNT #:** \_\_\_\_\_  
**OK TO PAY:** \_\_\_\_\_    **POSTING DATE:** \_\_\_\_\_