

# Ashtabula County Safety Council 2024 Grant Application

## Ashtabula County Safety Council Grant Program

**PURPOSE:** The purpose of the Safety Council Grant Program is to provide funds for safety interventions and to share those interventions with the Ashtabula County Safety Council (ACSC) member employers. Available to any ACSC member in good standing, the program assists grantees with the purchase of equipment that will substantially reduce or eliminate injuries and illnesses associated with a particular task or operation. Grantees are expected to partner with ACSC to establish safety intervention best practices for accident and injury prevention.

### Grant Period:

Applications are to be accepted up to **June 1, 2024**, and the grant will be awarded by July 2024.

Amount: Up to \$1,000.00 will be awarded in 2024 by ACSC.

### Eligibility requirements

To be eligible for a safety intervention grant, you must:

- Be an active ACSC member company in good standing.
- Demonstrate the need for safety intervention.

### Program requirements

If selected as a grant recipient:

- The company will be expected to provide ACSC Grant Committee with documentation that may include but is not limited to original paid itemized invoices, proof of payment, employer contribution, and canceled checks that demonstrate you spent and applied all funds issued by ACSC toward the purchase of ergonomic, safety and/or industrial hygiene equipment, based upon the application details.
- Provide information on the effectiveness of the intervention.
- ACSC encourages grant recipients to provide a short presentation at a monthly council meeting to highlight their grant project.
- Provide authority to ACSC to publish safety intervention grant results, including but not limited to data, videos, specifications, and/or photos for the purposes of illustrating, educating, and training employers and employees.  
NOTE: ACSC recommends you keep copies of all documentation.

### Use of grant funds

- **Approved purchases:** The safety intervention grant shall be used only for the purchase of ergonomic, safety, and/or industrial hygiene equipment or training materials to substantially reduce or eliminate workplace injuries and illnesses. The company/organization receiving the grant is responsible for using the funds in the intended manner based on ACSC grant guidelines. Failure to follow ACSC guidelines may result in administrative, civil, or criminal action.

ACSC reserves the right to approve or deny any application based on research needs, program needs, and/or intervention effectiveness. The board committee reserves the right to deny any and all applications.

- **Purchases:** You may not use Safety Grants for salaries, wages, internal labor, or the cost of preparing the application. You must complete purchases within three months of receipt of the grant award.
- **Multiple grants:** You may apply for grant money each year.
- **Prior purchases:** You may not use grant money for safety interventions you have already purchased. This includes any or all of the following: ordered equipment, received equipment, or paid equipment. If you make the purchase/payment before receipt of the grant check, ACSC will consider the purchase retroactive and request the return of the funds.
- **Testing equipment:** Employers may test equipment before applying for a safety grant. ACSC grant funds will not be used to cover the cost of testing. Therefore, the agreement for the testing period is between the employer and the vendor. If the employer decides to test equipment and applies for grant funds to purchase the equipment, the baseline data must be from the two-year period prior to the test period.
- **External consultants:** You may not use the grant money for external consultant fees.

### Time of performance

- **Making the purchase:** Employers must make equipment purchases within three months of ACSC issuing the grant check. ACSC will consider allowing additional time, up to a maximum of three months, upon the employer's request. You must make the extension request within the initial three-month period.
- **When to purchase:** You may not make the purchase and then request reimbursement. If approved, ACSC will issue the check approximately three weeks after approval. Upon receipt of your grant check, you may make your purchase. You cannot order or purchase approved safety intervention equipment prior to receipt of the grant check.

### Disqualification

- **Disqualification from the program:** If for any reason the employer participating in the safety intervention grant program fails to satisfy one or more of the criteria established in the application and instructions, ACSC may disqualify the employer from the program. Disqualification will result in the termination of ACSC's obligations under this agreement, and ACSC reserves the right to recover grant monies by a variety of methods.

### Grant review process

- After ACSC receives the completed application it will be reviewed to ensure you have addressed all questions and completed all forms. ACSC then sends the application to the Board Committee for review.
- The committee evaluates the applications individually, approving or denying them based on merit. If approved, you will be notified and a check will be issued. If denied, ACSC will notify you by letter. You may re-apply for grant money more than once.
- **Conflict of interest:** If any board committee member works for a company that has applied for grant money, they will excuse themselves from the evaluation process for that decision period.
- **Signature on application and agreement:** Member company representatives are required to sign the application and agreement, signifying that they are either the owner, chief executive officer, chief financial officer, plant manager, or other person having fiduciary responsibilities with the employer.

### Steps to apply

Complete the application that follows providing all the information requested. Employers applying for a safety intervention safety grant must answer all questions, and complete the agreement. All signatures must be original.

DEADLINE: Applications must be received by June 1, 2024.

Mail the completed application to: **Ashtabula County Safety Council**  
C/O: A-Tech  
Attention: Jennifer Swickard, Manager  
1565 State Route 167  
Jefferson, Ohio 44047

If you have questions, contact us: [acsc@atech.edu](mailto:acsc@atech.edu) or 440-576-5547

### Instructions

Please type or print clearly. Sections I-VI, are required for a complete application.  
Please arrange your application in the order of the sections.

**Section I:** Employer information

Name of employer: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Employer BWC – Safety Council policy number: \_\_\_\_\_

Employer contact name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Section II:** Description of the problem

1. Provide a brief explanation of your organization and a description of the current situation, e.g. tasks involved and process.
2. Safety Need – Quantify the loss experience or need for the area affected by your proposal. Supporting information may include:
  - Injury/illness incidence rates;
  - Injury/illness severity rates;
  - Monetary impact of injuries/illnesses;
  - Types of injuries/illnesses.

**Section III:** Proposed intervention

1. **Description** – Provide a description of the intervention. A thorough description should include:
  - A description of how the intervention works. Supporting materials could include diagrams, photographs, videos, brochures, and links to Web sites.
  - Training requirements.
  - Does the proposed intervention create any additional risks/hazards to the task or operation? If yes, how will these hazards be addressed?
2. **Safety** - Describe specifically, how the intervention will eliminate or substantially reduce the risk of injury.
3. **Productivity/quality** – Describe the impact, in quantitative terms that your proposed intervention will have on productivity and quality of the operation.
4. **Cost-effectiveness** – Describe how cost-effective the proposed solution will be. Supporting materials could include a cost/benefit analysis or return on investment calculation. This analysis should include injury prevention.

**Section IV:** Implementation, measurement, and reporting

1. **Implementation plan** – Describe your plan to implement the solution. Please include:
  - The person responsible for the implementation;
  - The timetable for completion. Supporting materials could include a timeline or Gant chart.

**Section V:** Budget

**Step 1: Please provide the proposed budget for the project.**

Note: You may only use Safety Grants to purchase ergonomic, safety, and/or industrial hygiene equipment. You may not use Safety Grant for recouping the cost of any prior and/or ongoing interventions or for rented or leased equipment. In addition, you may not use Safety Grants to pay for salaries, wages, internal labor, or any costs associated with preparing the application. **You must make all grant purchases after the award date.**

**Step 2: To determine the total project cost:**

The total amount of the project: \_\_\_\_\_

Total amount requested by ACSC, (up to a maximum of \$1,000.00): \_\_\_\_\_

The total amount supplied by the employer: \_\_\_\_\_

By my signature, I agree to fully comply with the terms and conditions of the program and to use all monies solely for the purposes intended. I further understand I may be subject to civil, criminal, and/or administrative penalties as the result of any false, fictitious and/or, misleading, or fraudulent statements made and/or if funds are not used, or are misused, misapplied, or misappropriated in any way and/or are used for purchases and/or services not associated with the approved budget and/or itemized proposal submitted.

Name of duly authorized representative (please print):

\_\_\_\_\_

Signature of duly authorized representative:

\_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## AGREEMENT

### Section VI.

This is an AGREEMENT between Ashtabula County Safety Council (hereinafter, ACSC) and

(Employer) \_\_\_\_\_ with its principal place of business located in

\_\_\_\_\_, Ohio and ACSC, having offices at A-Tech, Jefferson, OH, entered into the day,

month and year set out below.

**Distribution of grant monies** — Subject to the conditions precedent in this agreement and subject to available ACSC resources, the employer and ACSC mutually understand and agree that the total sum of the grant to be issued by ACSC shall not exceed \$1,000.00 per grant project. If the employer has not received the maximum amount of money available through the Safety Grant program, the employer may reapply and have its application approved to enter into another agreement.

**Employer responsibilities** — The employer participating in the safety intervention grant program, in consideration of a grant given to it, promises to fully comply with the program requirements as outlined in the Application and Instructions and OAC 4123-17-56, all of which are fully incorporated herein by reference. **The employer will be responsible for using the awarded grant in the manner for which it is intended, and will be required to provide ACSC with documentation. This documentation may include but is not limited to, copies of invoices, canceled checks, credit card statements, and/or another type of receipts to confirm that all funds were spent and applied toward the approved intervention.** The employer understands that approved safety intervention equipment may not be rented or leased. The employer agrees to allow an ACSC safety consultant to conduct a comprehensive safety evaluation of their overall safety practices. Further, the employer agrees not to eliminate jobs due to participation in the safety intervention grant program. All interventions must receive approval prior to purchase in order to qualify for the grant, and any proposed changes must be agreed to by ACSC prior to making the change. The employer agrees to allow ACSC to publish safety intervention grant results including, but not limited to, data, videos, specifications, and/or photos for the purposes of illustrating, educating, and training employers and employees.

**Time of performance** — Employers must make equipment purchases within three months of ACSC issuing the grant check. ACSC will consider allowing additional time, up to a maximum of three months, upon the request of the employer. However, the extension must be made **within** the initial three-month period. Within 30 days of the three-month purchase period, the employer will be required to provide ACSC with a check for all unused grant monies, a copy of the approved budget and itemized expense report, copies of paid invoices/receipts pertaining to all equipment and/or services purchases, and copies of all canceled checks to support that all invoices associated with the project were paid in full.

**Disqualification** — If for any reason the employer participating in the safety intervention grant program fails to satisfy one or more of the criteria established in the Application and Instructions, OAC 4123-17-56, and this agreement, including, but not limited to, the requirement of maintaining active membership, and the obligations described in the Employer Responsibilities and Time for Performance sections, the employer may be disqualified from the program. **Disqualification will result in the termination of ACSC's obligations under this agreement. ACSC reserves the right to recover grant monies by a variety of methods.**

**Disclaimer** — If implemented correctly by the employer, the goal of the safety intervention grant program is to substantially reduce or eliminate injury and illness in the workplace and, hence, claims associated with the affected processes. ACSC does not guarantee or warrant that the implementation of such a plan will result in a substantial reduction or elimination of injuries and illnesses in the workplace. In the event of an injury or occupational disease arising from the implementation of the program, the employer and the employee's sole and exclusive remedy shall be pursuant to workers' compensation laws of the appropriate jurisdiction. In no event, shall ACSC be liable for any damages in contract or in tort.

**Ohio elections law:** Grantee hereby certifies that no applicable party listed in Divisions (I), (J), (Y) and (Z) of O.R.C. Section 3517.13 has made contributions in excess of the limitations specified under Divisions (I), (J), (Y) and (Z) of O.R.C. Section 3517.13

**Conflicts of interest and ethics compliance certification:** Grantee affirms that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict, in any manner or degree, with the performance of services which are required to be performed under any resulting Contract. In addition, Grantee affirms that a person who is or may become an agent of Grantee, not having such interest upon execution of this Contract shall likewise advise ACSC in the event it acquires such interest during the course of this Contract.

Grantee agrees to adhere to all ethics laws contained in Chapters 102 and 2921 of the Ohio Revised Code governing ethical behavior, understands that such provisions apply to persons doing or seeking to do business with ACSC, and agrees to act in accordance with the requirements of such provisions; and warrants that it has not paid and will not pay, has not given and will not give, any remuneration or thing of value directly or indirectly to ACSC or any of its board members, officers, employees, or agents, or any third party in any of the engagements of this Agreement or otherwise, including, but not limited to a finder's fee, cash solicitation fee, or a fee for consulting, lobbying or otherwise.

**Non-Discrimination and Equal Employment Opportunity:** The Grantee will comply with all state and federal laws regarding equal employment opportunity and fair labor and employment practices, including Ohio Revised Code Section 125.111 and all related Executive Orders.

**Authority** — The person signing below for the employer states that he or she is either the owner, chief executive officer, chief financial officer, plant manager or other person having fiduciary responsibilities with the employer; and the employer agrees that that the signer or his, or her successor, will have the authority to oversee the carrying out the employer's responsibilities after ACCSC issues the grant check. The signer's authority shall continue until the employer notifies ACSC of the name of the successor.

**By initialing this box,** the employer agrees that prior purchases have not been made. The employer also confirms understanding that any changes to the original intervention requested must receive prior ACSC approval.

Initials



Provide authority to ACSC to publish safety intervention grant results, including but not limited to data, videos, specifications, and/or photos for the purposes of illustrating, educating, and training employers and employees.

By my signature, I agree to fully comply with the terms and conditions of this agreement and the program and to use all monies solely for the purposes intended. I further understand I may be subject to civil, criminal and/or administrative penalties as the result of any false, fictitious and misleading or fraudulent statements made and/or if funds are not used, or are misused, misapplied, or misappropriated in any way and/or are used for purchases and/or services not associated with the approved budget and/or itemized proposal submitted.

**Modifications:** The parties may, in writing and by mutual agreement, amend, modify, supplement or rescind the terms of this agreement.

In witness whereof, the parties hereunto affix their signatures this day of \_\_\_\_\_, 20\_\_\_\_.

Month

Day

Employer's full legal name: \_\_\_\_\_

Federal tax I.D.: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

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**Ashtabula County Safety Council** \_\_\_\_\_

Name (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

**ACSC Safety Grant Safety Request for Proposal 2024**