



Healthcare Workers' Compensation Fund

Grant Program

CRITICAL DATES

Submissions are to be sent via email, fax, or mail to:

Teresa Fields

Email - tfields@hwcf.net

FAX - 334-270-8314

Mail - Healthcare Workers' Compensation Fund
Attention: Teresa Fields
P. O. Box 211359
Montgomery, Alabama 36121-1359

SUBMISSION AND SELECTION

- January 9, 2017 - Grant Process Launched
- January 18 & 24, 2017 - Educational Webinar for Grant Process Applicants
- March 10, 2017 - Submission Deadline
- April 26, 2017 - Announcement of Winners – Annual Meeting
- May 10, 2017 - Initial Payment Issued
- July 31, 2017 - Project Must Begin

REPORTING

- October 2, 2017 - Initial Implementation Report
- January 8, 2018 - Progress Report and Measurement Outcomes
- January 31, 2018 - Final Payment Issued
- July 30, 2018 - Project Must Be Completed
- July 30, 2018 - Final Report and Measurement Outcomes



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PROGRAM OVERVIEW

The grants will be awarded for projects that improve or implement employee safety or risk reduction initiatives targeted at reducing workers' compensation exposures. The program objective is to encourage and support Member efforts in developing innovative safety-sensitive projects while mitigating the costs of developing, participating in or enhancing a risk reduction strategy, program or process.

HWCF will award up to **\$50,000** in Grants. Grants will range up to **a maximum of \$10,000 per facility** and winners will be announced on April 26, 2017. Facilities may only submit one application.

The facility must include a budget for the proposed project. 50% of the funds shall be paid no later than May 10, 2017 and the remaining 50% will be paid after a review of the January 8, 2018 progress report (as outlined in the Grant application package), but no later than January 31, 2018.

An initial implementation report will be due three months after the project start date. Progress reports must be submitted and outcomes must be measured at six months and one year. HWCF Loss Control team members will assist Grant recipients in the reporting process, if needed.

QUALIFICATION CRITERIA

All the following criteria must be met for a proposal to receive consideration for funding:

- The application must include a letter of support from the organization's CEO/Administrator [or partner(s), if applicable], and from senior leadership of each collaborating department.
- The project must be a specific risk reduction initiative with the goal of reducing or minimizing risks related to workplace injuries by reducing occurrences and/or improving employee safety.
- The project will have measurable results. Desired outcomes must be identifiable and measurable. The grant application must include information on how the applying organization plans to measure the results.



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Applicants must meet all eleven (11) items below to qualify for scoring:

- Applicant must be a member of the Healthcare Workers' Compensation Self Insurance Fund.
- Grant application must be received no later than March 10, 2017.
- A specific workplace safety initiative targeted at reducing occurrences and/or improving employee safety is identified.
- The project will have measurable results. The Grant application must include information on how the applying organization plans to measure the results.
- The project must be adaptable for use by other Fund Members.
- Letter of support from CEO/Administrator [or partner(s), if applicable] of applying organization is provided.
- Letter of support from senior leadership of each collaborating department is provided.
- Detailed budget is included.
- Applicant must indicate willingness to share project information/outcomes with others.
- Project coordinator is identified.
- Applicant must acknowledge and agree to submit periodic progress reports on October 2, 2017, January 8, 2018 and July 30, 2018.

EXCLUSIONS

Funds cannot be used:

- To fund new positions or add staff
- For reimbursement of existing purchases or programs



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PROCESS

To request a grant, organizations must complete the related application form. In completing the application, special attention should be paid to the requirements and criteria used in reviewing applications (see attached score sheets). The application must include a letter of support from the organization's CEO/Administrator and from senior leadership of each collaborating department, if applicable. To be eligible for consideration, applicants must submit all required materials, including a proposed budget.

Criteria will be scored by a team of independent reviewers using a competitive scoring process and related score sheets that speak to the criteria bulleted below.

- The problem statement clearly identifies a workplace initiative targeted at reducing occurrences and/or improving employee safety.
- The initiative represents a significant method of reducing workplace accidents.
- The problem/needs statement is supported with baseline data/statistics or evidence to justify the need to address the problem.
- Goal of the project reflects the overall result of the project.
- Project objectives are realistic and appropriate for the project.
- Project objectives are measurable.
- Specific workplace hazard to be impacted by the project is addressed and appropriate.
- Activities (methods) to achieve objectives are reasonable for accomplishing the goals.
- Needed resources such as materials and personnel to carry out project are described.
- Desired project outcomes are described and represent an improvement in workplace safety which will positively impact liability exposure.
- All collaborating departments are identified and their role is explained in the project development.
- Project timeline is provided and represents feasible progress toward completion.
- Project is easily adaptable for use by others.
- An appropriate team is identified to accomplish the project.
- Method for evaluation of the project's effectiveness is described. Evidence of data related to project and specific long and short term goals to improve processes and outcomes is demonstrated.
- Standard to determine success is stated (compliance rate/improvement in processes or outcomes).
- Leadership support is described to accomplish the project.
- Budget contains realistic expected expenses.



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Selected independent reviewers will use a competitive scoring process to review proposals. HWCF staff will aggregate scores. Organizations will sign an agreement with HWCF to meet goals within the budget outlined in the proposal.

Organizations receiving funds will agree, as a condition of receiving a grant, to:

- Implement activity and program plan as outlined in the proposal;
- Complete a 3 month, 6 month and 12 month progress report with measurable outcomes; and
- Share project information/outcomes with others.



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STEPS TO SUBMIT A COMPLETE GRANT APPLICATION

1. Complete the application form and proposed project budget and save a copy
2. Obtain the following support documents:
 - Letter of support for your project from your organization's CEO/Administrator [or partners), if applicable].
 - Letter of support from senior leadership of each collaborating department.

MAINTAIN A COPY OF ALL COMPLETED DOCUMENTS FOR YOUR RECORDS.

SUBMISSION CAN BE EITHER MAILED, EMAILED, OR FAXED TO ONE OF THE FOLLOWING:

MAIL COMPLETED APPLICATION AND SUPPLEMENTING DOCUMENTS TO:

Healthcare Workers' Compensation Fund
Attention: Teresa Fields, Loss Control Consultant
P.O. Box 211359
Montgomery, Alabama 36121-1359

EMAIL COMPLETED APPLICATION & SUPPLEMENTING DOCUMENTS TO:

tfields@hwcf.net

FAX COMPLETED APPLICATION & SUPPLEMENTING DOCUMENTS TO: 334-270-8314



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Applications must be received by March 10, 2017. Grant winners to be announced April 26, 2017.

GENERAL INFORMATION

Name of Organization (must be a Member of HWCF): _____

Address: _____

City: _____ State: AL Zip: _____

CEO/Administrator of applying organization: _____ Project Coordinator: _____

Name/Title: _____ Name/Title: _____

Phone: () _____ Phone: () _____

Email: _____ Email: _____

PROJECT INFORMATION

1. Amount of grant request: \$ _____ (Maximum award of \$10,000)
2. Total Project Budget: \$ _____ (This should agree with the Total Expenses and Total Income on detailed Budget Form)
3. List of other sources of funding or in-kind support expected for support of the total project budget:

Source: _____	Amount: \$ _____
Source: _____	Amount: \$ _____
	Total: \$ _____
4. Project Description: _____

5. Goals or Objectives: _____

6. Development and Timeline: _____

7. Expected Outcomes: _____



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CERTIFICATION

As a condition of receiving a grant, the applicant agrees to:

1. Implement activity and program plan as outlined in proposal.
2. Complete and submit a progress report on:
 - October 2, 2017
 - January 8, 2018
 - July 30, 2018

I acknowledge and consent to the recording of my/our statements and grant the Healthcare Workers' Compensation Self Insurance Fund and Company's assigns, licensees, and successors the right to copy, reproduce, and use all or a portion of the grant application for all purposes, including advertising, trade, or any commercial purpose throughout the world and in perpetuity. This authorization extends to and includes my/our permission to distribute, display, and reproduce any related video productions resulting from this grant application.

I grant the right to use my/our image, name and logo in connection with all uses of the Grant Application and waive the right to inspect or approve any use of my/our project and/or related video productions information should we be chosen to receive funding.

For successful applicants, the chief executive of the organization will be required to sign the grant application accepting the above terms before the grant is awarded.

Submitted by:

Signature of CEO/Administrator

Date Submitted



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Organization: _____

Project Description: _____

Proposed Project Budget

EXPENSES

Expense Category	Description	To be paid from grant	In-kind or paid from other sources
<u>Personnel</u> Estimated salaries, wages and fringe benefits for staff time devoted to project		\$	\$
<u>Travel</u> Transportation, lodging and related expenses		\$	\$
<u>Consultants</u>		\$	\$
<u>Supplies & Advertising</u>		\$	\$
<u>Incentives</u>		\$	\$
<u>Capital Costs</u> (explain)		\$	\$
<u>Administrative General/Overhead</u>		\$	\$
<u>Other</u> (explain)		\$	\$
TOTAL EXPENSES		\$	\$

INCOME

Amount requested from HWCF	\$
Financial support from applying organization	\$
Value of expected in-kind support from other sources	\$
TOTAL INCOME available for proposed project	\$



Healthcare Workers' Compensation Fund Grant Program Checklist

Organization: _____

Project Description: _____

Reviewed by: _____ **Date:** _____

ALL THE FOLLOWING CRITERIA MUST BE MET FOR A PROPOSAL TO RECEIVE CONSIDERATION FOR FUNDING:

CRITERIA	YES	NO
Applicant is a current member of HWCF.		
Grant application was received by March 10, 2017.		
A specific workplace safety initiative targeted at reducing occurrences and/or improving employee safety is identified.		
The project has measurable results. The grant application includes information on how the applying organization plans to measure the results.		
The project is adaptable for use by other Fund members.		
Letters of support from CEO/Administrator [and partner(s), if applicable] and department senior leadership of applying organization is provided.		
Detailed budget is included.		
Applicant indicates willingness to share project information/outcomes with others.		
Project coordinator is identified.		
Applicant acknowledges and agrees to submission of periodic progress on: October 2, 2017; January 8, 2018; July 30, 2018		



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Organization: _____

Project Description: _____

Reviewed by: _____ Date: _____

INDIVIDUAL SCORE SHEET

BASE	Not Apparent	Very Weak	Weak	Good	Very Good	Outstanding
SCALE	0	1	2	3	4	5

	Criteria Description	Comments	Base Score	Criteria Weighting	Total Score
	Problem/Needs Statement			30%	
1	The problem statement clearly identifies a workplace initiative targeted at reducing occurrences and/or improving employee safety.				
2	The initiative represents a significant method of reducing workplace injuries and accidents.				
3	The problem/needs statement is supported with baseline data/statistics or evidence to justify the need to address the problem.				
	Goal/Objectives			15%	
4	Goal of the project reflects the overall result of the project.				
5	Project objectives are realistic and appropriate for the project.				
6	Project objectives are measurable.				
	Project Development			25%	
7	Specific workplace hazard to be impacted by the project is addressed and appropriate.				
8	Activities & methods stated to achieve objectives are reasonable for accomplishing the goals.				
9	Needed resources, such as materials and personnel to carry out the project are described.				



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INDIVIDUAL SCORE SHEET (CONTINUED)

BASE	Not Apparent	Very Weak	Weak	Good	Very Good	Outstanding
SCALE	0	1	2	3	4	5

	Criteria Description	Comments	Base Score	Criteria Weighting	Total Score
	Project Development (Continued)			25%	
10	Desired project outcomes are described and represent an improvement in workplace safety, which will positively impact liability exposure.				
11	All collaborating departments are identified and their role is explained in the project.				
12	Project timeline is provided and represents feasible progress toward completion.				
13	Project is easily adaptable for use by others.				
14	An appropriate team is identified to accomplish the project.				
	Project Management			20%	
15	Method for evaluation of the project's effectiveness is described. Evidence of data related to project and specific long and short term goals to improve processes and outcomes is demonstrated.				
16	Standard to determine success is stated (Compliance rate/improvement in processes or outcomes).				
17	Leadership support is described to accomplish the project.				
	Budget			10%	
18	Budget contains realistic expected expenses.				
	TOTAL SCORE				

GENERAL COMMENTS: _____