

VLCT PACIF

2016 Scholarship Program Rules & Guidelines

Helping Our Members Learn

The Vermont League of Cities and Towns' (VLCT) Property and Casualty Intermunicipal Fund (PACIF) is committed to helping our members enhance workplace safety and improve their risk management through learning. We are pleased to announce that the PACIF Board of Directors has reauthorized the scholarship program for calendar year 2016. The program is open to all current PACIF members.

I. PURPOSE

The PACIF Scholarship Program provides financial assistance to PACIF members to enhance their safety and risk management skills via programmed learning and training. Scholarship reimbursements will cover up to 100 percent of the eligible costs, to a maximum of \$2,500 per member, and are awarded for participation in safety workshops and conferences, risk management seminars, or other training programs related to public entity risk management and/or safety. Scholarships are available for individual attendees or to cover group training expenses. PACIF considers applications and awards scholarships throughout the calendar year. An award means that training costs listed in the application are pre-approved for reimbursement within the program parameters.

II. SCHOLARSHIP TYPES AND AMOUNTS

Individual Awards

Individual awards must be at least \$50 and can range up to \$500. An employee is eligible to receive one individual award per year, with a maximum of two individual awards per year for each member. Therefore, no member may receive more than \$1000 for individual employee awards within a single calendar year.

Each scholarship covers reasonable expenses associated with registration, textbooks and study materials, travel by bus or airplane, and lodging. Mileage and meals are not eligible for the program. Overtime pay, shift differential, and similar wage-related expenses are also not eligible. Awards may cover eligible travel costs and other acceptable expenses even when there is no fee for the program itself.

Group Awards

Group scholarships are available for onsite classroom training. The maximum amount of any group scholarship is \$2,500, and only **one** group scholarship per member is permitted each calendar year. The general guidelines that apply to individual scholarships also apply to group scholarships. PACIF members who are awarded group scholarships are encouraged to open the training to other PACIF members if appropriate.

In a single calendar year, each member is eligible to receive up to \$2,500 for **any combination of group and individual scholarships**. PACIF members may collaborate and submit dual group applications in an attempt to pool their scholarship awards to cover the cost of more expensive group trainings. In the past, municipalities have used this strategy to fund multiple levels of the "The Game of Logging" or provide specific onsite law enforcement training from the Public Agency Training Council (PATC).

When onsite group training is available to a member at no cost for instruction, we will accept a scholarship application to cover the cost of educational materials including but not limited to classroom books, as long as the amount is greater than \$50. We will **not** award a scholarship for a member's usual annual training, for free training programs, for training provided by a member's own staff, or for training costs that may be reimbursed by another source. We will consider requests for training that:

- Addresses local or regional needs and is open to other PACIF members
- Provides specialized safety or risk management training
- Provides advanced training that reduces claim risk
- Is not available locally
- Is to train an instructor

III. ELIGIBILITY

Only current members of PACIF are eligible to participate. Each application received will be reviewed by a committee of VLCT's Risk Management Services (RMS) staff which will award scholarships based on the merits of the training described and available funding. All award decisions are final. If you have some unique way to use scholarship funds, please call us in advance to gauge the acceptability of your idea.

A few examples of educational and training programs that have qualified in the past are:

- Vermont Safety and Health Council (VSHC) annual conference
- Public Agency Training Council (PATC) law enforcement webinars and conferences with a risk management focus
- OSHA Training Institute courses, including OSHA 10 and 30 hour courses
- IACP conferences (with evidence of risk management content)
- JPMA online training modules for law enforcement
- Game of Logging training
- Train-the-trainer or specialist level training
- Training to improve awareness of sexual and workplace harassment policies and legal requirements
- Police officer training that reduces the potential for liability, workers' compensation or auto claims
- Video training programs and related instructor materials designed for instructing a member's own employees. Booklets and student handouts for this course do NOT qualify for reimbursement.
- Safety and Health Council of Northern New England training and conferences
- Asbestos training for construction work with AC (asbestos-cement) pipe

IV. APPLICATION GUIDELINES

- Completed applications must be submitted to the VLCT RMS department **at least 30 days before** the intended educational event. Applicants will be notified of their application status in writing within 15 days of receipt of a complete application.
- The application must include:
 - A **description of the training** from the presenting organization,
 - a **one-page summary** explaining why the applicant feels that participation in the program will help reduce losses for the municipality,
 - for group applications, a **description of the expected value** to the group,
 - a **signature of approval from a senior municipal official** (e.g. mayor, municipal manager or administrator, or selectboard member),
 - an **official price quote for the educational event** (of least \$50), and

- an **official price quote for travel and lodging** if you wish to be reimbursed for those expenses.
- Submit completed applications and supporting documents in one of three ways: email to jcarrien@vlct.org; fax to (802) 229-2211, Attn: Jim Carrien; or mail to VLCT Attn: Jim Carrien, 89 Main Street, Suite 4, Montpelier, VT 05602-2948.
- Please keep a copy of your application and supporting documents for your records.
- Direct questions regarding the program to Jim Carrien at 800-649-7915.
- These program guidelines and the 2016 scholarship application form are available at: www.vlct.org/rms/pacif/pacif-scholarships/.

V. REIMBURSEMENT

- If actual costs differ from the award amount, PACIF will reimburse the lower of the two amounts.
- PACIF will not reimburse any costs that are also paid for by other grants or funding sources.
- Submit detailed receipts **no later than 30 days after the class** has been completed. This is especially important for training that occurs late in the year. Failure to submit a timely reimbursement request may result in forfeiture of the award.
- Attach the following documentation: a copy of the cancelled check, the vendor invoice, and proof of attendance. For **group scholarships, include the attendee roster or certificates of attendance**. Please keep copies for your records.
- Submit your reimbursement request with supporting documentation to Jim Carrien at VLCT by email, fax, or mail.