

2022 John Lawe Scholarship Program Rules & Guidelines

A program exclusively for VLCT PACIF members

The **John Lawe Scholarship Program**, in honor of John Lawe of Norwich and his 30 years of service as a PACIF Director, has again been reauthorized by the PACIF Board of Directors for calendar year 2022. The Vermont League of Cities and Towns (VLCT) Property and Casualty Intermunicipal Fund (PACIF) is committed to helping its members enhance workplace safety and improve their risk management through professional education and offers these funds in support of that objective.

I. PURPOSE

John Lawe Scholarships provide financial assistance to PACIF members to enhance the safety and risk management skills of municipal employees and officials through structured learning and training. Scholarship reimbursements cover up to 100 percent of the eligible costs to a maximum of \$2,500 per member per year for attending safety workshops, conferences, risk management seminars, or other training related to public entity risk management and/or safety.

Scholarships are available for individual attendees or onsite group training, as well as online training. PACIF accepts scholarship applications and issues awards 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 Scholarships

Individual awards must be at least \$100 and cannot exceed \$500 per person. The total amount of individual awards will reduce the amount available for group scholarships.

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 reimbursement. 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 training itself.

Group Scholarships

Group scholarships are typically only available for onsite structured training; however, educational content that uses a hybrid approach of both online and onsite training is eligible for this program. If there is online only training that presents a unique or exceptionally important topic, please contact us to discuss scholarship eligibility. The maximum amount for group scholarships 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. We encourage PACIF members that are awarded group scholarships 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 and pool their scholarships 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 Legal & Liability Risk Management Institute (LLRMI).

When onsite group training is available to a member at no cost for instruction, PACIF 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 \$100.

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 in a topic that has clear safety or risk management benefits

III. ELIGIBILITY

Only current members of PACIF are eligible for these scholarships. 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 the 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 Education Center courses, including OSHA 10- and 30-hour courses
- IACP conferences (with evidence of risk management content)
- JPMA online training modules for law enforcement
- FBI LEEDA training
- Game of Logging training
- Train-the-trainer or specialist level training
- Respect in the Workplace 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 type of course do NOT qualify for reimbursement.
- Safety and Health Council of Northern New England training and conferences
- Training in safe handling of asbestos for construction work involving AC (asbestos-cement) pipe
- Vermont Recreation and Parks Association certification courses – playground safety inspector, pool operator, playground maintenance

IV. APPLICATION GUIDELINES

- Completed applications must be submitted to PACIF Loss Control **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** (i.e. mayor, municipal manager or administrator, or selectboard member),
 - an **official price quote for the educational event or training materials** (at least \$100), 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 adavis@vlct.org; fax to (802) 229-2211, Attn: Adam Davis; or mail to VLCT Attn: Adam Davis, 89 Main Street, Suite 4, Montpelier, VT 05602-2948. Scanned and emailed documents are preferred.
- Please keep copies of your application and supporting documents for your records.
- Direct questions regarding the program to Adam Davis at 800-649-7915, ext. 1921.
- The 2022 scholarship application form is available at www.vlct.org/resource/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.
- Some quotes for training classes (such as The Game of Logging) will provide a per attendee cost of attendance in addition to estimates for the trainer’s mileage and meals. They will also indicate the need to charge a “minimum fee” if there is low attendance. In cases where a minimum charge is higher than the per person cost outlined in the original quote, **the most the scholarship will reimburse is the per person quoted cost for the actual number of attendees plus any mileage and other expenses**. As a result, it is important to make every effort to fill these classes and avoid having the municipality bear the cost difference between the PACIF reimbursement and the minimum charged by the training provider.
- **All training covered by a given scholarship must be completed before the end of the year in which the scholarship was awarded.**
- 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 paying for the training, the vendor invoice, and proof of attendance. **Include an attendee roster for group scholarships or certificates of attendance for individual scholarships**. Please keep copies for your records.
- Submit your reimbursement request with supporting documentation to Adam Davis at VLCT by email, fax, or mail.

Members are encouraged to discuss potential scholarship applications with their loss control consultant or contact Adam Davis at adavis@vlct.org for more information.