



# EDUCATIONAL RISK INSURANCE CONSORTIUM - NORTH

ERIC® North

(A sub-fund of the NJ School Boards Association Insurance Group)

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January 13, 2012

Township of Union Board of Education  
Mr. James Damato  
Board Secretary  
2369 Morris Avenue  
Union, NJ 07083-5712

Dear Mr. Damato:

The New Jersey School Boards Association Insurance Group (NJSBAIG) recognizes that in this current climate of tightening school budgets it has become increasingly more difficult to spend money on safety. In an effort to help alleviate this problem; NJSBAIG has established a **Safety Grant Program** which will award, in 2012, a total of \$4,000,000 to our member New Jersey public school districts. The **Safety Grant Program** is designed to help members make safety, security and educational related purchases toward loss prevention at the individual district level which ultimately affects the health of the overall ERIC NORTH sub fund.

A Grant Committee, of ERIC NORTH representatives, has been organized and has developed the guidelines for which a Safety Grant may be applied for. Your district's individual available grant allotment is: **\$36,304.00**. To have your application considered for a safety grant award the following criteria must be met;

- Application must apply to Building and Plant Safety, Building Security, Safety Equipment and/or Professional Development and Training.
- Application must be submitted by April 1, 2012.
- District must be a member of the ERIC North Sub fund from July 1, 2012 to June 30, 2013.
- A signed board resolution (attached) for grant application must be returned with your application.

Attached please find the ERIC NORTH SAFETY GRANT APPLICATION. You should return your completed application to the ERIC NORTH sub fund chairperson at the following address;

2012 Safety Grant Program Committee  
c/o Mr. Patrick Moran  
Middlesex Regional Educational Services Commission  
1660 Stelton Road, Piscataway, NJ 08854

The application review process will be handled by the ERIC NORTH GRANT COMMITTEE with overall acceptance by the membership of the ERIC NORTH. An acceptance letter acknowledging receipt of your grant application with any clarifying questions, if applicable, will be sent in **May 2012**. Approval of the grant will be awarded in **July 2012**. Check distribution will take place at the **September 2012** ERIC NORTH meeting.

The mission of the NJSBAIG, a non profit school insurance pool, is to provide the availability of insurance to the New Jersey school districts by offering the best coverage at the lowest possible cost, by providing insurance education and risk management services. Having the **Safety Grant Program** assists NJSBAIG in accomplishing its mission.

Thank you for your continued support of our program.

Regards,

Bernardo Giuliana  
Grant Committee Chairperson

CC: Terence Dermody, Marquis Agency, 900 Route 9 North - Suite 503, Woodbridge NJ, 07083-5712



450 Veterans Drive, Burlington, NJ 08016  
(609) 386-6060 ♦ Fax (609) 386-8877

**NEW JERSEY SCHOOL BOARDS ASSOCIATION  
 INSURANCE GROUP  
 ERIC NORTH SUBFUND  
 Application for 2012 Safety Grant Program  
 Application Due Date April 1, 2012**

**Applicant District**  
**County**  
**Address**

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**Telephone No.**  
**Fax #**  
**Project Director**

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**Telephone #** **Fax #**

**E-Mail**  
**Business**  
**Administrator**

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**Telephone #** **Fax #**

**E-Mail**  
**Project Period**

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**July 1, 2012 through June 30, 2013**

**Total Entitlement**

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**\$**

**Total Funds Requested**

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**\$**

**Application Certification:**

*To the best of my knowledge and belief, the information contained in the application is true and correct. The document has been duly authorized by the governing body of this agency. I further certify that the following is enclosed:*

- \_\_\_\_\_ **Application Title Page**
- \_\_\_\_\_ **Certified Board Resolution**
- \_\_\_\_\_ **Application Narrative**
- \_\_\_\_\_ **Budget Summary**
- \_\_\_\_\_ **Original and One Copy of the Complete Application Package**
- \_\_\_\_\_ **Complete NJSBAIG Safety & Loss Control Assessment**

\_\_\_\_\_  
**Signature of Chief School Administrator**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Please print or Type Name**

\_\_\_\_\_  
**Date**

**NEW JERSEY SCHOOL BOARDS ASSOCIATION  
INSURANCE GROUP  
ERIC NORTH SUBFUND  
Application for 2012 Safety Grant Program  
Board Resolution to Apply**

**Applicant District** \_\_\_\_\_

The \_\_\_\_\_ Board of Education hereby approves the submission of grant application for the 2012 Safety Grant Program through the New Jersey School Boards Association Insurance Group's ERIC NORTH Subfund for the purposes described in the application, in the amount of \$\_\_\_\_\_.00 for the period July 1, 2012 through June 30, 2013.

**NEW JERSEY SCHOOL BOARDS ASSOCIATION  
INSURANCE GROUP  
ERIC NORTH SUBFUND  
Application for 2012 Safety Grant Program  
Project Description Statement**

**Applicant District** \_\_\_\_\_

**In this section, applicants are to provide the reader with an overall picture of the project(s) for conceptualizing the planned use of funds. The narrative will show the applicant's intention for the project(s) over the project period of time and include the following:**

- **Project goal**
- **Implementation of this project**
- **How this project will enhance safety**
- **Any other information related to this project**

**In preparing this narrative, applications may use additional pages as may be required.**

**NEW JERSEY SCHOOL BOARDS ASSOCIATION  
INSURANCE GROUP  
ERIC NORTH SUBFUND  
Application for 2012 Safety Grant Program  
Application Budget Summary**

**Applicant District** \_\_\_\_\_

This column  
for NJSBAIG use  
only.

Budget Category	Function & Object Code	Grant Funds Requested	Approved Budget
<b>Support Services</b>			
Purchased Professional & Technical Services	200-300		
Other Purchased Services	200-500		
Supplies and Materials	200-600		
<b>Subtotal - Support Services</b>			
<b>Facilities Acquisition &amp; Construction Services</b>			
Other Purchased Professional & Technical Services	400 - 390		
Construction Services	400 - 450		
Noninstructional Equipment	400-732		
Subtotal - Facilities			
<b>Subtotal - Facilities</b>			
<b>Total Budget</b>			

\_\_\_\_\_  
**Business Administrator / Chief Fiscal Officer**

\_\_\_\_\_  
**Date**

**NEW JERSEY SCHOOL BOARDS ASSOCIATION  
INSURANCE GROUP  
ERIC NORTH SUBFUND  
Application for 2012 Safety Grant Program  
Expenditure Report**

**Applicant District** \_\_\_\_\_

**Reporting Period**    **From**    /    /                         **To**    /    /

**Final Report**

**(Check if final)**

Budget Category	Function & Object Code	Approved Budget	Cumulative Expenditures
<b>Support Services</b>			
Purchased Professional & Technical Services	200-300		
Other Purchased Services	200-500		
Supplies and Materials	200-600		
<b>Subtotal – Support Services</b>			
<b>Facilities Acquisition &amp; Construction Services</b>			
Other Purchased Professional & Technical Services	400 – 390		
Construction Services	400 – 450		
Noninstructional Equipment	400-732		
<b>Subtotal – Facilities</b>			
<b>Subtotal – Facilities</b>			
<b>Total Expenditure</b>			

\_\_\_\_\_  
**Business Administrator / Chief Fiscal Officer**

\_\_\_\_\_  
**Date**

**NEW JERSEY SCHOOL BOARDS ASSOCIATION  
INSURANCE GROUP  
ERIC NORTH SUBFUND  
Application for 2012 Safety Grant Program  
Project Completion Narrative**

**Applicant District** \_\_\_\_\_

**In this section, applicants are to describe the results of the completion of the project. Also, please describe how this project has benefited the district.**

\_\_\_\_\_  
**Signature of Project Director**

\_\_\_\_\_  
**Date**



## 2012/2013 Member Services Grant Program Policy

Adopted: May 2009

Amended: November, 2011

Page: 1 of 1

The safety grant program is a method of returning some underwriting surplus to NJSBAIG members. It is designed to help members make safety, security and educational related purchases.

**Total sub fund safety grant amounts allocated to each sub fund member will be forwarded to the NJSBAIG Comptroller (by sub fund) for review and verification to the total sub fund allotted amounts PRIOR TO any distribution of this data to the sub fund member districts and/or any of the following steps in these procedures.**

Each member will be informed of the safety grant amount available to them. The NJSBAIG actuary will determine the amount available to each sub fund. Each sub fund will allocate the total amount defined by the actuary to each member of the sub fund.

Non sub fund members will be offered the opportunity to apply for safety grants as defined by the NJSBAIG actuary.

Applications accompanied by an official letter outlining the **specific amount** of each district's proposed grant allotment will be sent out each year a safety grant will be awarded. The 2012 Safety Grant Applications will be distributed in **December/January of 2012**. Sub fund members will receive this application, explanation of the application process and grant available amount via correspondence from each fund administrator. Non sub fund members will receive correspondence directly from NJSBAIG via the Member Services department.

The grant application must be returned for review by **April 1, 2012**. The sub funds will have a grant committee review the applications and judge their appropriateness. The NJSBAIG Director or his designate will do the same for the non sub fund group.

Members will be notified via letter that their application has been accepted and the grant committees will meet in **May 2012**. Notification of the actual approval will take place in **July 2012** and check issuance will be set for **September 2012**.

Checks for sub fund members will be distributed during their respective **September/October** sub fund meetings. Non sub fund members will have their checks awarded during a member services visitation during the months of **September/October**.

**District must renew coverage the year the grant is applied for and be a member in good standing to receive the grant funding.** Off 7/1 renewals will follow the same process as above.

We will encourage board meeting reenactment of the check presentation for all sub fund and non sub fund members.

Unapplied grant monies will be returned to the specific sub fund (or in the case of non sub fund accounts to NJSBAIG) for reallocation to members in the following year.

Each year the Safety Grant Process and allocation will be defined by the Director/Trustees.



# New Jersey School Boards Association Insurance Group

## 2012 SAFETY GRANT PROGRAM

### NEED IDEAS ON WHAT WILL QUALIFY?

**ANY EXPENDITURE WHICH WILL ENHANCE SAFETY AND SECURITY**  
(Also items noted in the Annual Safety Assessment.)

**Plant safety including:**

Sidewalk repairs, Playground surfacing, Stair treads and Lunch tables

**Building security including:**

Security cameras and systems (including upgrades), Access entry, Visitor management systems, Exterior lighting, Walkie talkies integrated with police communications and Door locking systems

**Safety equipment and training:**

School bus radios integrated with police communications, School bus camera systems, Emergency response equipment (i.e. bullhorns), AEDs, Scissor lifts, Confined space equipment (i.e. respirators), Slip resistant shoes, Step ladders or Step stools and Personal Protective Equipment

**SAFE School Online training**

For assistance with completing the  
2011 Safety Assessment contact:

Steve Williams	Extension 3045
Terry Barlow	Extension 3033
Sameer Sarfraz	Extension 3034



450 Veterans Drive  
Burlington, NJ 08016

Phone: 609-386-6060  
Fax: 609-386-8877  
Website: [njsbaig.org](http://njsbaig.org)

