



POOL/PACT Risk Management Education Grant Instructions

SECTION I – General Information and Funding Criteria

A. General Information. POOL/PACT is pleased to provide funding for risk management education and training programs intended to reduce or eliminate risk to member employees and/or the public it serves. If you have any questions about the application or process, please contact:

Marshall Smith at marshallsmith@poolpact.com,
Jarrod Hickman at jarrodhickman@poolpact.com, or
Jennifer Turner at jenniferturner@poolpact.com.
(775) 885-7475

B. Funding Criteria.

1. Appropriate Educational Risk Management Grants will include education or training programs intended to help members reduce or eliminate risk posed to its employees and/or the public it serves.
2. Grant applications will be reviewed upon an individual basis, based upon the evidence presented to support education or training for risk management, loss control, or safety.

C. Ineligible Requests

1. Educational Risk Management Grants are not intended to fund training which should ordinarily be provided to employees as a regular part of employees' duties.
2. Other ineligible grant requests include, but are not limited to, education or training programs already paid for by the member.

SECTION II – Rules and Restrictions

A. Educational Risk Management Grants are reimbursement grants limited to member-entities and are reimbursed at 100% of the education or training cost. Only member-entities will be reimbursed. Individuals will not be reimbursed. Individuals attending training or other education programs will seek reimbursement for expenses paid from the member-entity according to its procedures. Once proof of payment is received from the member-entity, the receipts, check copies, or other proofs will be reviewed according to these instructions and reimbursement issued to the member-entity accordingly.

B. Members are limited to five (5) Educational Risk Management Grants of \$2,000.00 per fiscal year or, after consultation with POOL/PACT Risk Management, any number of Educational Risk Management Grants with a cumulative total of \$10,000.00 per fiscal year.

C. Incomplete applications will not be considered.

D. Grant funding may only be used for the education or training program specified in the application. The member is responsible for and agrees to return any unused funding amount within 30 days of funding.

E. Reimbursement for any necessary travel, including lodging, meals, incidentals, are based on current [GSA guidelines for per diem rates](#).

SECTION III – The Application

A. Member Information. The following member information is needed to complete the application:

1. The member's name. For example, Elko County, Town of Tonopah, or Incline Village General Improvement District.
2. The name of the department submitting the application, if applicable. For example, Sheriff's Office, Human Resources, or Public Works.
3. The name, phone number, and email of the person submitting the application.
4. The name, email, and address of the department head who will receive the grant reimbursement. For example, John Smith, Comptroller or Jane Doe, Treasurer.

B. Grant Narrative. The grant request must include a narrative explaining:

1. The learning objectives which will be achieved by attending the education or training program, and
2. How participation in the education or training program will significantly reduce, mitigate, or eliminate identified risks.

C. Supporting Documents. The following information must be submitted to support the grant request:

1. The name of the education or training program or event;
2. A current promotional flyer and the website address for the education or training program;
3. A total estimate of the funding request including registration costs, meals, lodging, travel, and other specifically related expenses; and
4. A completed [Supervisor Report](#).

SECTION IV – Approval

A. Proof of Payment. If the grant application is approved, the member must submit all receipts associated with the education or training program to POOL/PACT within 60 days to

jarrodhickman@poolpact.com and/or marshallsmith@poolpact.com. Additional time to complete the education or training may be obtained upon request. Upon receipt of proof of payment, POOL/PACT will issue reimbursement to the member's treasurer or comptroller listed in the application. If proof of payment is not provided within 180 days of approval, the grant will be withdrawn and considered closed.

B. Validation Report. If the grant application is approved, the member must submit a [Validation Report](#) within 60 days of the grant subject becoming operational. Failure to do so may result in denial of future Risk Management Grants.

C. Enterprise Risk Management Excellence Program (ERMEP). For educational grants more than \$2,000.00, you will need to review one or more sections of the ERMEP within 30 days of approval. Please call Marshall Smith or Jarrod Hickman for further information at (775) 885-7475. [Click here for more information on the ERMEP.](#)

SECTION V – Questions

If you have any questions about the Educational Risk Management Grant application or process, please call or email:

Marshall Smith at marshallsmith@poolpact.com,
Jarrod Hickman at jarrodhickman@poolpact.com, or
Jennifer Turner at jenniferturner@poolpact.com.
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