



## **EMERGENCY SAFETY GRANT FUND**

The Emergency Safety Grant Fund is an account of the Roman Catholic Bishop of Manchester Insurance Program. It has been established to assist *parishes, schools, cemeteries, and camps* with fixing minor unsafe conditions, thereby reducing liability accidents. This grant should not be considered a permanent source of income or expected to cover all safety needs.

Applications should be submitted as soon as possible after a safety issue is discovered. Completed applications should be sent to: Peter Stauble, Diocese of Manchester, 153 Ash Street, Manchester, NH 03104 or emailed to: [pstauble@rcbm.org](mailto:pstauble@rcbm.org)

Some examples of safety issues include, but are not limited to:

- pavement issues in parking lots, walkways or driveways (severe cracks, potholes, pitching, broken areas).
- concrete issues (uneven sidewalks or walkways, concrete cracks, unsafe steps).
- flooring issues (worn carpeting, carpet ripples, torn carpeting, cracked tiles or linoleum).
- door and stairway issues (handrails that don't conform to code, stairs that lack treads, doors that don't open/close safely, unsafe steps).
- Falling hazards: (dead trees or limbs, buckling ceilings)

Smaller amounts requested are more desirable than larger amounts.

Priority is given to parishes, schools, cemeteries, and camps experiencing these financial difficulties:

- is unable to pay for future safety projects through its operating budget and may be experiencing annual deficits;
- has minimal unrestricted savings available, and;
- would be unable to afford the payments of a Central Fund loan.

Monies are disbursed as the actual work is undertaken and after consultation with the Diocesan Real Estate Office to ensure all policies are being followed.

Please contact Peter Stauble at 663-0116 ([pstauble@rcbm.org](mailto:pstauble@rcbm.org)) to answer any questions regarding the Emergency Safety Grant and Rob Eib at 663-0111 ([reib@rcbm.org](mailto:reib@rcbm.org)) to answer policy related questions on capital projects.

# EMERGENCY SAFETY GRANT APPLICATION

Organization Name: \_\_\_\_\_ City/Town: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ What will this safety grant be used for? \_\_\_\_\_

What are the financial challenges facing your organization? \_\_\_\_\_

Please provide a listing of all capital needs (prioritizing safety first) in order of need for the organization and the estimated cost for the next 3-5 years:

How often does your organization conduct safety inspections and who conducts these inspections?

Has your organization implemented or is working toward implementing the Diocesan Risk Management Accreditation Standards? (Standards can be found in Quadra)

## REQUIRED ATTACHMENTS:

- 1) A cover-letter expanding on any answers that do not fit above.
- 2) The most recent Inspection Checklist completed at the organization (forms can be found in Quadra).
- 3) At least one vendor bid for the safety related project proposal (ultimately, three bids will be required for all projects that exceed \$15,000. However, only one bid is required for the application process).
- 4) Several photos that show the safety related issue (these can be emailed to [pstable@rcbm.org](mailto:pstable@rcbm.org)).
- 5) The most recent Statement of Financial Position (Balance Sheet) and Statement of Activities (Income Statement).

\_\_\_\_\_  
Pastor/Principal Printed Name

\_\_\_\_\_  
Pastor/Principal's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Council Chair Printed Name

\_\_\_\_\_  
Finance Council Chair Signature

\_\_\_\_\_  
Date

**Completed applications should be sent to: Peter Stable, Diocese of Manchester, 153 Ash Street, Manchester, NH 03104  
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