



**MMIA 2010 - 2011  
Risk Management  
Training Endowment  
Application**

## Risk Management Training Endowment

The MMIA is pleased to offer an annual Risk Management Training Endowment for municipal risk management initiatives in Workers' Compensation, Liability, Property and Employee Benefit coverage programs. We hope that through our endowment, municipalities will work together to build partnerships, empower cities and towns and address the risks faced in municipal services and operations.

In an overview, the Risk Management Training Endowment is available to MMIA member entities who wish to engage themselves in addressing risks faced by Montana's municipalities. Key elements of the endowment utilization include the following:

- Funding requests must be made by a member of MMIA's Workers' Compensation, Liability Property, or Employee Benefit coverage programs;
- Funding requests must identify a risk management initiative or program that includes registration of at least 10% of MMIA's member entities;
- Requests must be made by formal application and will be accepted on a first come, first serve basis;
- Endowments will be awarded in increments not to exceed \$2000;
- MMIA will award only one endowment per member entity department; and no more than \$4000 total to a single member entity per fiscal year;
- Total endowment funding will be set by the MMIA Board of Directors and run on a fiscal year basis of July 1<sup>st</sup> through June 30<sup>th</sup>.

The endowment applications will be evaluated on a first come, first serve basis. Endowment funds can be utilized for training, speakers, and other identified risk management initiatives.

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### Instructions for Applicants

- ❑ **Applications for the 2010 – 2011 Endorsements are reviewed on a first come, first serve, basis.** Applicants are to offer information on the logistics of their risk management endeavor and how it will create a positive impact on MMIA member entities.
- ❑ Formatting rules that must be followed for consideration:
  - Limit of 3 pages single spaced
  - Municipalities must use attached Endorsement Application
- ❑ Submit 1 copy of the application via email to [jcummings@mmia.net](mailto:jcumings@mmia.net).
- ❑ After the Risk Management department has reviewed your application, you will be contacted to discuss the proposed risk management initiative and to clarify any questions remaining and ensure your commitment to your project.

Don't panic! Even if you've never organized an activity before, we want to hear about your idea. If your application is accepted, we will work with you to help transform your idea into action... and action into service.

# MMIA Risk Management Training Endowment Application

**Project Title/Name:**

**Municipal Sponsor:** (city, town, department)

**Primary Contact:**

Name:

Phone:

email:

**Abstract/Summary:** (2-3 sentences that describe your project)

**Participating Municipalities (Registration must include 10% of MMIA's Member Entities)**

**Budget:**

Overall Project Budget: \$ \_\_\_\_\_

Total Request of the MMIA Endowment: (up to \$2000) \$ \_\_\_\_\_

Endowment Request as Percentage of Total Budget: \_\_\_\_\_ %

**Administrative Use:**

Received     Copied and Filed     Approval Status