

# Safety grant application

## Information you'll need for the application process



In addition to general company project status information, the following needs to be at hand before beginning the online safety grant application.

- ☐ An itemized list of all of the items in your safety grant project. From the vendor quotes, list the cost of each type of item. The sum of the list will be the total project cost.
- ☐ The following numbers: federal tax identification number (FEIN), a nine-digit number; state tax identification number, a seven-digit number; unemployment insurance identification number, assigned by the Minnesota Department of Employment and Economic Development; and the workers' compensation insurance company and policy number.
- ☐ Written report of the on-site safety/health survey that includes listed findings – such as hazards and injury risks – and recommendations to correct the issues. The assessment must be conducted by one of the following: a Minnesota OSHA (MNOSHA) Compliance safety/health investigator; a MNOSHA Workplace Safety Consultation safety/health consultant; an in-house employee safety/health committee (provide written hazard report and committee meeting minutes that reflect hazard discussion); a workers' compensation underwriter (survey and recommendations must be approved and signed by an underwriter); a private safety/health consultant; or a person under contract with the Assigned Risk Pool.
- ☐ Regulations, standards and/or other justification establishing the technical basis for the grant project – such as regulations that apply to the hazards that were identified in the survey.
- ☐ Names, titles and addresses for each person (company employees, vendor representatives and consultants) responsible for each part/activity of the safety grant project; also include their responsibilities that will ensure successful project completion.
- ☐ Sources of funding for the company's part of the safety grant project. This will include identifying a specific budget source, within the overall company budget, and outside funding sources.
- ☐ An estimate of injury cost savings that can be anticipated – such as the return on investment – to better justify the grant project.
- ☐ For companies with more than 10 employees, OSHA Form 300 log information; instructions are available on the federal OSHA website at [www.osha.gov/recordkeeping/RKforms.html](http://www.osha.gov/recordkeeping/RKforms.html).
- ☐ If project equipment training will be conducted, even if it will be at no cost to your company, you will need as much of the following information as possible: the type of training; the purpose of the training; who will be trained; the name and credentials of all trainers; and a course description, syllabus and any other training material. *The previous list is mandatory if you are requesting funding for training about how to safely use the equipment.*
- ☐ If requesting tuition reimbursement, you will need: the course name and description; the location; the name and credentials of the trainer(s); the name, title and job function of the attendee(s); training materials that will be used or provided; and a description of how the training will impact injury reduction and prevention efforts.



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