

# NAGeP

National Association of Government Entity Programs

## *John Salisbury Educational Resource Development Grant Program*

### ***Frequently Asked Questions***

#### **What is this program all about?**

The Educational Resource Development Grant Program is a value-added benefit of membership in the National Association of Government Entity Programs (NAGEP). The initiative seeks to encourage and facilitate development of quality risk management educational resources by NAGEP's membership. The ultimate objective is to reduce the frequency and severity of covered losses.

#### **Who is eligible to participate in this program?**

Any NAGEP member "in good standing" is eligible to participate in the Educational Resource Development Grant Program.

#### **What kinds of projects may qualify for grant funding?**

Projects should address workers' compensation and property liability loss prevention or loss control topics in the public entity sector.

Outputs may take the form of:

- Interactive CD ROM or web-based training
- DVD
- Streaming video
- Paper-based training resources such as tool box talks, lesson plans, PowerPoint presentations

Note: This list should not be considered exhaustive.

#### **How much funding support is available?**

Individual grants of matching funds up to \$15,000 maximum are available to assist with the development of educational resources. The current budget for this initiative is \$139,000. There are currently no plans for additional funding. Grant funds may be replenished through the sale of educational resources by NAGEP to third parties.

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### **How does the matching grant work?**

By means of an example, consider the following scenarios:

- A video project with a total budget cost of \$8,000. The applicant would need to contribute \$4,000 while the grant would provide the other \$4,000.
- Consider a project costing \$40,000. The applicant would need to front \$25,000 since the grant is capped at \$15,000 ( $\$25,000 + \$15,000 = \$40,000$ ).

### **Can two or more NAGeP members collaborate and combine their grants?**

Yes, collaboration is encouraged and is a prudent strategy for larger projects. Consider the following scenario:

- A project is expected to cost \$40,000. Two members decide to collaborate, splitting the cost (\$20,000 each). Each member can apply for a grant to cover half of the project cost (\$10,000 each).

### **What is the process for evaluating applications?**

Upon receipt of a complete application, the NAGeP Education Committee Chairperson or Vice Chairperson will assign three Education Committee members to review each application. Education Committee members are made up of risk management/education professionals from participating NAGeP members. Approval of applications will be by consensus of all members in the assigned review group. Education Committee members who submit applications will not be assigned to review their own application.

The decision of the review committee will be communicated to the Education Committee Chairperson who will then inform the applicant and NAGeP Executive Committee Chairperson of the decision.

### **What criteria are used to evaluate the grant applications?**

The criteria to be used by the review subcommittee in reviewing the grant application will include:

- Will the proposed project address priority losses?
- Will the proposed project be useful to a majority of members?
- Has the applicant been a recipient of a previous grant?
- Could other members collaborate in the development project?
- Does the proposed project comply with project specifications?

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### **Must projects confirm to any technical specifications?**

In order to ensure the quality and transferability of project deliverables to the diverse membership, projects are expected to meet certain technical specifications. These consist of:

- In order to ensure competitive pricing, members shall seek a minimum of three written quotes from vendors whenever possible.
- Given adult attention span limitations, training videos shall not exceed 30 minutes in length. Interactive web-based or CD ROM educational resources shall not exceed 60 minutes in length for a given topic.
- All interactive web-based or CD ROM educational resources shall be Sharable Content Object Reference Model (SCORM) compliant. This will ensure that the resources are transferrable to the various Learning Management System platforms employed by NAGeP members.
- Since end users may have different technological capabilities, web-based educational resources shall incorporate low and high bandwidth options.
- Self-paced web-based training programs shall include a final knowledge test requiring at least a 70% pass rate. Passing shall allow the student to print out a certificate of completion.
- Any audio, graphic or video assets used in the educational resources shall be owned by the member/developer and be free of encumbering royalties.
- Educational resources developed using NAGeP grant funds shall include an acknowledgement or “splash” on the title page reading as follows:

“Funded in part by the National  
Association of Government Entity Programs”

### **What is the process for accessing the funds?**

1. Participants must complete and submit the grant application available from NAGeP.
2. The application will be reviewed by the NAGeP Education Committee.
3. The member will be notified of the outcome of the application review.
4. If approved, the applicant should then invoice NAGeP and include proof of project execution in order to obtain the first of three “milestone” payments.

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### **How are the funds dispersed?**

To maintain financial control, grant funds will be dispersed once specific project milestones have been reached. Milestones to be as follows:

- First 33% - Contract commencement
- Second 33% - Receipt of draft program
- Final 33% - Receipt of final deliverable

Members will need to invoice NAGeP and include proof of payment for reimbursement or provide a vendor invoice if direct payment is desired.

### **Who will own the intellectual property?**

Since the objective of the grant program is to foster development of shared educational resources for the benefit of NAGeP members, grantees relinquish exclusive rights to any materials developed using the grant funds. That is, the grantee and other NAGeP members may freely distribute the materials to their constituents free of charge in perpetuity. However, NAGeP is granted exclusive rights to sell the end product to third parties with the proviso that any net income generated from such sales will be used to replenish the grant fund. Any excess net income will be split between NAGeP and the member as long as the member remains in good standing.

### **Are there any restrictions for using the materials with my risk pool members?**

No. NAGeP members can distribute these shared educational resources for no cost to their risk pool members in perpetuity regardless if they remain a NAGeP member. However, NAGeP retains exclusive rights to third party sales.

### **Who should members contact to obtain the application or for questions on the process?**

Any questions regarding the grant program should be directed to NAGeP administrative staff who will forward inquiries to the appropriate Education Committee contacts.

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