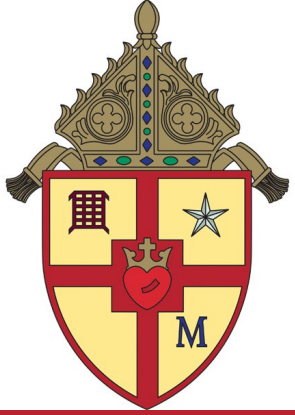




DIOCESE *of*  
AMARILLO

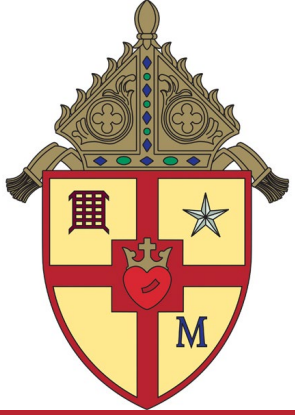
2026 SAFETY FIRST GRANT PROGRAM



## **2026 Safety First Grant Program Guidelines**

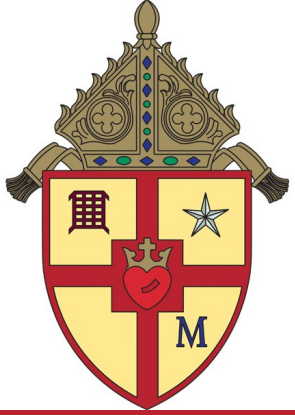
### **Purpose**

The Safety-First Grant Program provides financial assistance to parishes, missions, and schools that demonstrate a commitment to safety and loss prevention. The Safety-First grant program helps fund projects that protect people and property by reducing exposure to risk. The focus of the program is to assist locations to undertake projects that might otherwise not be affordable or considered, while keeping in mind that projects considered maintenance or general upkeep will not be funded by the program.



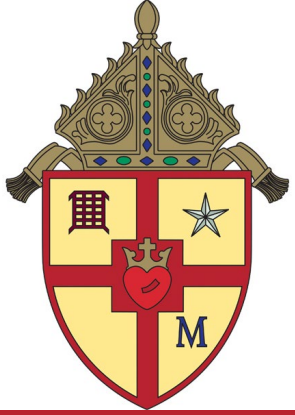
## Eligibility criteria

- Each parish, school, mission, or other location insured under the Diocese of Amarillo Insurance Program may apply for a Safety-First matching grant(s).
- The grant will match funds up to \$10,000.00 for each insured location for one to three approved safety and loss prevention projects. The grant will be funded on a reimbursement basis so location must be able to fund the total cost of the project.
- Accounts receivable with the Diocese must be current.
- Applications must include supporting documentation outlining the detailed scope of the project, the description and purpose of item(s) to be purchased and must include cost estimates from a vendor/contractor for any projects requiring services.



## Eligibility criteria cont.

- If you are requesting funds from another source, please provide detailed information on the application.
- Photographs should be submitted whenever applicable.
- Applications must include the Pastor's signature and if a school, that of the Principal. The signatures affirm the Pastor and Principal's support of the grant application and the grantee's ability to fund total cost of the project(s). Further financial information may be requested.

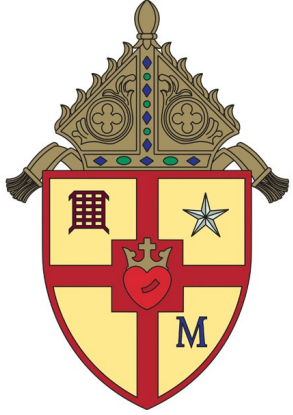


## Procedures

Application forms will be available for download from the Property and Risk Management page at [SAFETY-FIRST Grant Program](#). When completed, submit them with the estimate or proposals any time after **January 1 through January 31, 2026**.

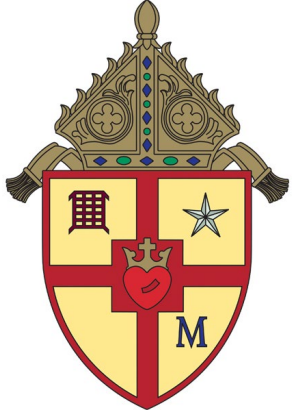
It is a best practice to submit your application before the last day of the submission period and to consult with the Risk Management Office ahead of time if you have questions about the eligibility of your project. Applications must be submitted to the Risk Management Office before **February 1, 2026**. **NO extensions will be offered.**

Applicants will be notified if the project has been approved or not by **May 1, 2026**. We will do our best to contact you as soon as possible if your project does not qualify so that you might possibly submit another project for consideration before the deadline date.



### Application tips....

1. The very last day to submit all the required information for the grant is February 1<sup>st</sup> end of day.
2. Pull the application directly from the Risk Management page [Safety First Grant Application Form](#).
3. Add the highest estimate of the cost or the highest bid. This is significant since the data provided to Risk Management in the project application serves as the foundation for our SFG budget. This does not obligate you to utilize the estimate that you provided. This does imply that we will not raise the amount for you if you submit the lowest-cost offer and later choose to utilize a higher-cost bid. The amount can be decreased but never increased.
4. You can submit up to three projects total. You may use one form if you like or multiple. It's up to you.



## Application tips continue

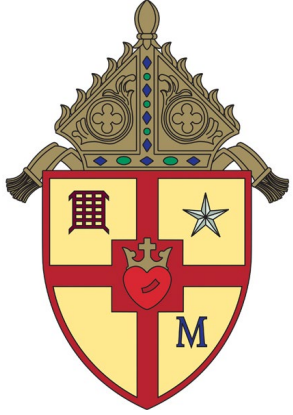
5. Risk Management should be able to communicate with just one person at the parish/school. You will note on the application there is a line to fill in that asks for the point of contact. In the past, three to four people have contacted me at different times about the same project at the same parish. If 60 locations or 20 locations do this, my workload will increase significantly.

• Organization Name	_____	church	school	entity
		<small>circle one</small>		
• Address	_____			
• Project Contact Name	_____			
• Phone Number	_____	_____		
	<small>Primary</small>	<small>Cell</small>		
• Email Address	_____			

6. Direct purchases. This means you have purchased something you can install without assistance. For example, non-slip mats, & Fire extinguishers. These are direct purchases and do not require a contractor to install.

7. You will know the project has been approved because I will send an approval letter via email to the contact person. If the contact person for the parish/ school does not prefer email I can mail a paper copy as well. All the following steps are outlined in the letter. Read it.





## **When submitting any information / documentation to Risk Management**

PLEASE DO NOT SUBMIT INCOMPLETE DOCUMENTS. Feel free to wait until you have everything you need. I cannot partially approve any projects, contracts, insurance, or payments until I have everything completed. Send everything in one email. There are 60 locations each of them have the ability to participate and a lot of locations do participate, which means I have a large number of documents to review.

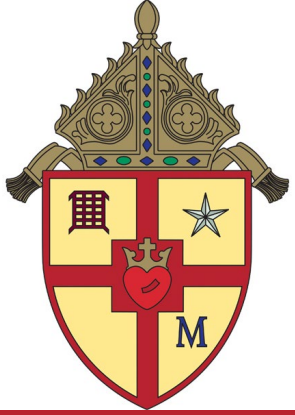
When I receive an email with documents I automatically start reviewing as soon as possible. If it is incomplete, I will email the sender and let them know to resend all documents entirely which starts my process all over again.

Email Submissions - Please use the subject line in the following format, Name and location of parish, SFG, Document name.

For example, Pastoral Center-Amarillo SFG Application

If every submission says Safety First Grant Application, I can not search for a specific location using standard search tools.

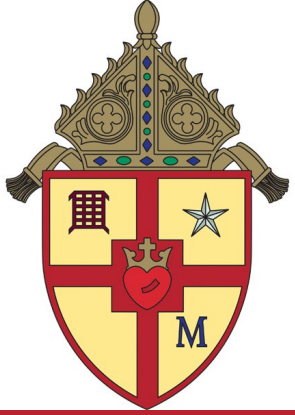




## **After the project has been approved**

**IMPORTANT:** For **ALL approved projects for contracted services \$20,000 and over**, locations must submit completed contract and insurance documents for review and approval by the Bishop before the start of the project. For projects with contracted services under this threshold, contract and insurance documents are required; however, they do not need to be submitted. Locations must maintain these documents, and the Risk Management office may request them for review at any time.

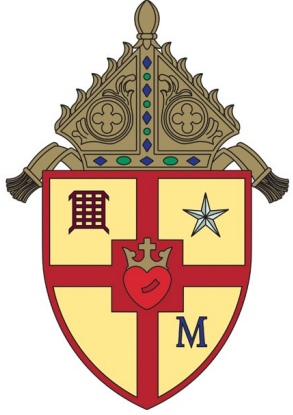
**REMINDER:** Any projects with contracts \$20,000 or higher completed without Bishop approval will be in violation. Any locations found not to have contracts or insurance in place will not be eligible for the next Safety-First Grant cycle.



## Payment for Direct Purchases

Upon purchase of the item(s) approved for funds, submit a SAFETY-FIRST Grant Payment Request Form and documentation of all payment(s) to the Risk Management Office, [itaylor@dioama.org](mailto:itaylor@dioama.org) . Documentation should include any/all paid invoices and a copy of payment check(s) or receipt(s). Matching grant funds cannot be disbursed without this payment documentation.

Within fourteen (14) days of receipt of the payment documentation, grant funds will be mailed to you.



## Completing The Contract – Never Change or Alter the Contract

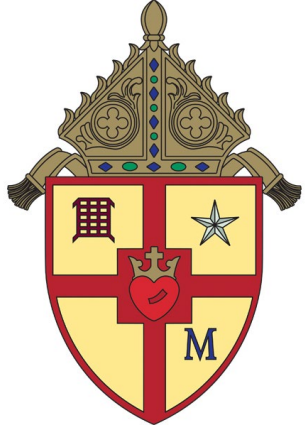
1. Use the parish/school's legal name. You can find the info or double-check the information on the Texas Comptroller entity website.

<https://comptroller.texas.gov/taxes/exempt/search.php> I will not approve the contract if the DBA is used.

2. Purpose of stating the terms section top of page 1. This is a brief description of the project and the location of the project. (See below) Example, for the purpose of stating the terms and conditions for the ADA doors to be located at your parish/school's name.

### **SAFETY FIRST GRANT CONTRACT**

This agreement (the "Contract") is made this [ ] day of [ ], by and between [ ] (the "Contractor") and [ ] (Name of Parish Corporation, ABN or high school corporation) (the "Owner"), for the purpose of stating the terms and conditions for the [ ] to be located at [ ].



## Completing The Contract Continued

Section 3. Schedule – the schedule needs to list a start and finish date. In date format for example March 1<sup>st</sup>, 2025. Please be specific “fall” to “Summer” will not be accepted.

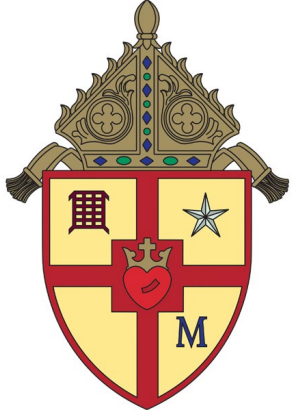
### 3. Schedule.

Time is of the essence with respect to all time periods set forth in this contract. The Work shall commence on \_\_\_\_\_. The Work shall be completed by \_\_\_\_\_, unless that completion date is extended pursuant to Section 12 herein, or by the agreement of the parties (the "Contract Period").

Section 5. – Contract price you will see two fillable sections this is to avoid error and should be completed as follows; the first fillable box is used to spell out the price for example one hundred dollars the second box is for numerals 100.

### 5. Contract Price.

Contractor shall perform the Work and shall comply with all obligations and requirements set forth in this contract, for a total maximum price not to exceed \_\_\_\_\_ dollar(s) (\$\_\_\_\_\_) (the "Contract Price"), including all labor, materials and expenses. "Expenses" specifically includes travel expenses, cost of freight and shipping, cost of insurance and cost of any of the Work performed by subcontractors.



## Completing The Contract Continued

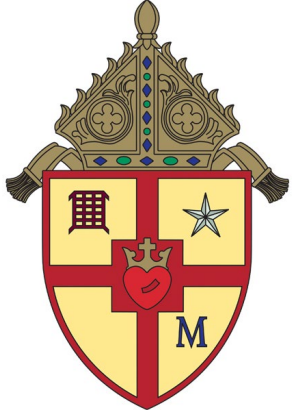
Section 6. Payment Schedule – 6.1 should read ZERO /0 unless you have agreed to put a down payment on the work.

### 6. Payment Schedule.

6.1 Upon execution of this contract, Owner shall pay in cash to Contractor,  dollar(s) (\$).

6.2 The final payment of  dollar(s) (\$) shall be due upon final completion of the Work and approval by Owner according to Section 6.4 of this Contract. All payments shall be due within thirty (30) days of billing. Interest shall be charged on overdue payments at the rate of 11% per month.

Section 6.2 the first fillable box is again asking for the amount to be spelled out before the numerical section. For example, the final payment of six thousand dollars \$6,000 shall be due upon final completion of the Work.



## Completing The Contract Continued

10. Notices – contractor on top name and title for example

Clifton Smith - Owner  
A Waterproofing & Drainage Co.

The lower section is parish information and should look like this.

Fr David Contreras  
Immaculate Conception Catholic Church  
Dimmitt TX 79027

### 10. Notices

All notices which may be given to either of the parties here and shall be effective when delivered or when dep by certified mail to the address specified below.

All notices to **Contractor** shall be sent to

Name and title \_\_\_\_\_

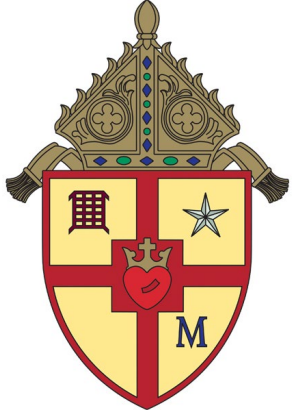
Organization \_\_\_\_\_

Address \_\_\_\_\_

All notices to **Owner** shall be sent to

Priest/Principal \_\_\_\_\_

Address \_\_\_\_\_



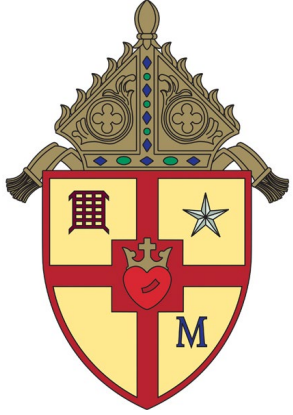
## Completing The Contract Continued

13. Workmanship and Material Guarantee – you will find two fillable boxes. The first box you will spell out the number for example two following 2. It is not required to say 2 this is just an example. Commonly one (1) is used.

### 13. Workmanship and Material Guarantee.

The Work shall be completed in a good and workmanlike manner. Owner shall inspect the Work at the Contractor's place of business or at any other place at reasonable notice at reasonable times. Contractor warrants materials provided under this contract against defects in materials for a period of  () year(s) from the date of final approval by Owner. Contractor shall promptly repair or replace materials or workmanship and shall repair or replace other work which is damaged by such defects or the repairing of the same, all at Contractor's expense.





## Completing The Contract Continued

Signature page - on the left, contractor, first box is the business name following the signature of the signer with the printed name below that and lastly the date.

On the right is the parish side the first box is the legal name of the parish then the signature of bishop, printed name and lastly date.

### **SIGNATURES:**

CONTRACTOR \_\_\_\_\_

By \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

OWNER \_\_\_\_\_

(Name of Parish, School, Entity)

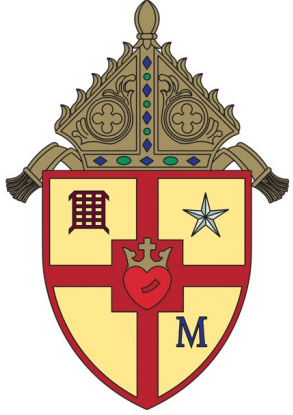
By \_\_\_\_\_

Bishop

Printed Name \_\_\_\_\_

Bishop

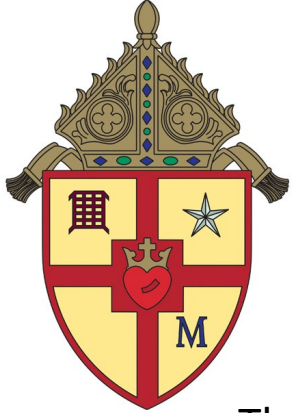
Date \_\_\_\_\_



## Insurance Tips

- You can find a sample certificate on our department webpage that highlight some key factors for approval. I will list common mistakes below. Also, we know many of you are not insurance experts we do not expect you to know and understand all the lingo, but we do expect you to get help if you are unsure. Risk Management is here to guide you and help you when needed.
- 1. Legal name of parish and Diocese must be named additional insured on certificate and endorsement.

CERTIFICATE HOLDER	
<p>CATHOLIC DIOCESE OF AMARILLO</p> <p>[REDACTED] (church, school, entity)</p> <p>[REDACTED] (physical address)</p> <p>[REDACTED] TX [REDACTED]</p>	<p>C</p> <p>SHI</p> <p>THE</p> <p>ACI</p> <p>AU</p>
SAMPLE	



## Insurance Tips Continued

The policy number should be listed and current. They must have Workers Comp coverage. It's possibly on another certificate if they use another provider for that coverage. (totally okay) For WC coverage we request that they have 1 million however I will and have accepted 500k. This only applies to SFG and workers comp. coverage.

The additional insured endorsement must have "primary" language, the policy number and list both the parish / school as additional insured

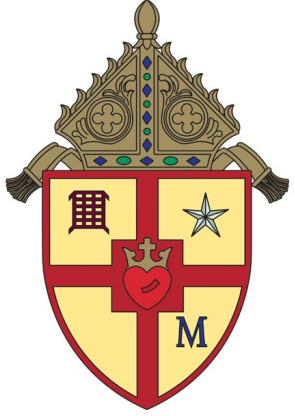
COVERAGES						
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.						
C.O. LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR OWNER'S & CONTRACTOR'S PROT [WHEN REQUIRED]	123456789	MM/DD/YY	MM/DD/YY	GENERAL AGGREGATE	\$1,000,000
	PRODUCTS - COMPROP AGG				\$1,000,000	
	PERSONAL & ADV INJURY				\$1,000,000	
	EACH OCCURRENCE				\$1,000,000	
	FIRE DAMAGE (Any one fire)				\$ 50,000	
	MED EXP (Any one person)				\$ 5,000	
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS [WHEN REQUIRED]				COMBINED SINGLE LIMIT	\$
					BODILY INJURY (Per person)	\$
					BODILY INJURY (Per accident)	\$
					PROPERTY DAMAGE	\$
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO [WHEN REQUIRED]				AUTO ONLY - EA ACCIDENT	\$
					OTHER THAN AUTO ONLY:	\$
					EACH ACCIDENT	\$
					AGGREGATE	\$
	<b>EXCESS LIABILITY</b> <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE	\$
					AGGREGATE	\$
						\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> THE PROPRIETOR/ PARTNERS/EXECUTIVE OFFICERS ARE <input checked="" type="checkbox"/> INCL <input type="checkbox"/> EXCL	WC 123456890	MM/DD/YY	MM/DD/YY	<input checked="" type="checkbox"/> WC STATUTORY LIMITS	OTH-ER
	EL EACH ACCIDENT				\$1,000,000	
	EL DISEASE - POLICY LIMIT				\$1,000,000	
	EL DISEASE - EA EMPLOYEE				\$1,000,000	
A	<b>OTHER</b> <input checked="" type="checkbox"/> SEXUAL ABUSE/MOLESTATION [WHEN REQUIRED]	123456789	MM/DD/YY	MM/DD/YY	EACH OCCURRENCE	\$1,000,000

RE: Operations  
Certificate holds  
Additional insur

CERTIFICATE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

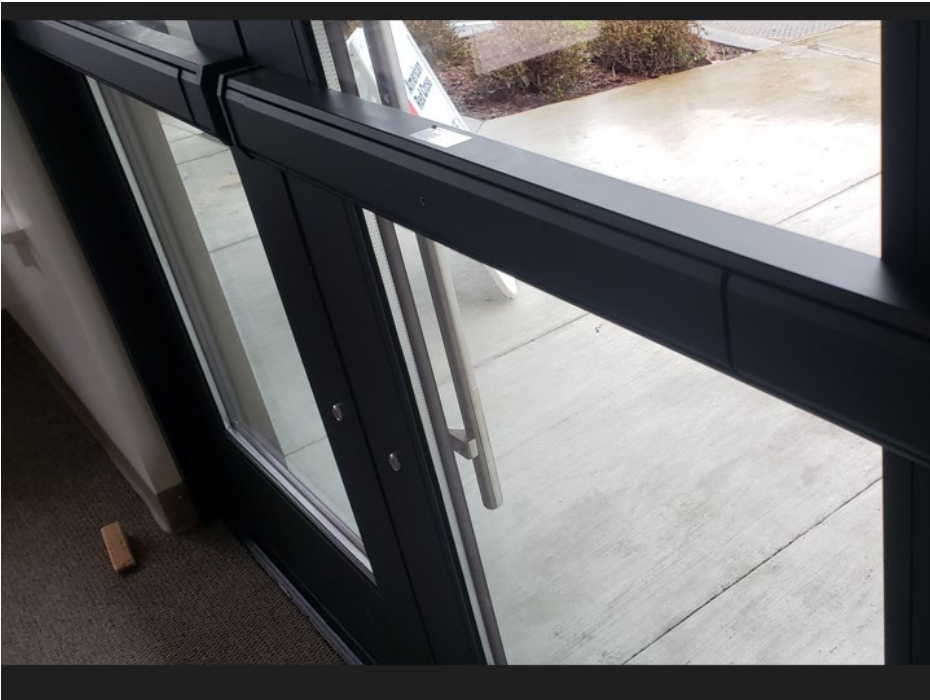
Catholic Diocese of Amarillo and [REDACTED] (church, school, entity) including their officers employees and volunteers

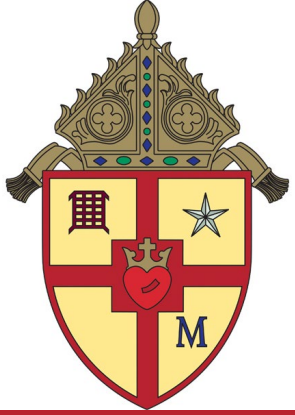


Once your contract and insurance is approved you will receive an approval letter from me. At that point you can start the project.

Once your project is finished, submit the payment request form along with invoices, and proof of payment to the Risk Management email, [itaylor@dioama.org](mailto:itaylor@dioama.org)

Please include a photo. We love to see the completed work.



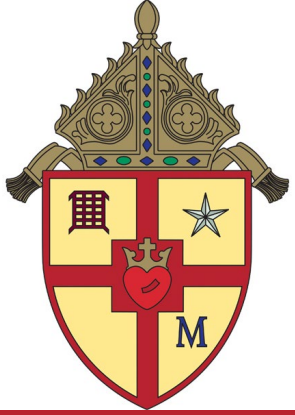


# 2026 Safety First Grant Program Guidelines

## Common Projects/Examples

- Security cameras
- Parking lot repaving
- Security lighting
- ADA accommodations
- Sidewalk repair
- Shatter resistant glass
- AEDs
- Slip resistant mats/rugs
- Security system installation (but not monthly fees)
- Fire system upgrades
- Electric upgrades to meet code
- Fencing/gate projects
- Personalized items (slip mats with logs, etc.)

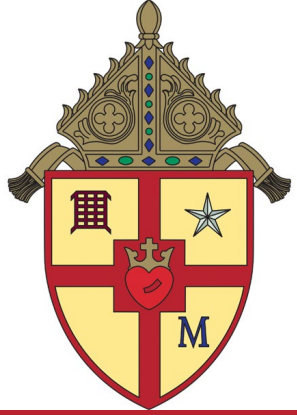




## 2026 Safety First Grant Program Guidelines

### Ineligible Projects

- Projects that are already started
- Playground equipment
- New furniture, kitchen equipment, etc.
- Lawn/landscaping projects
- Tree removal
- Maintenance projects
- New construction projects
- Asbestos removal (if not part of a larger project)
- Primarily cosmetic projects



# Let's have a quick timeline review...

Grant announcement

December 5, 2025

Applications must be submitted by

January 31, 2026

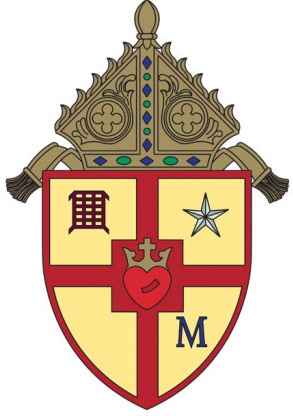
Applicants will be notified if project was approved or not by

May 1, 2026

Friendly Reminder:

All approved projects must be completed, and payment documentation submitted to the Risk Management Office, by **November 1, 2026**, No exceptions will be granted. One check will be issued per location.



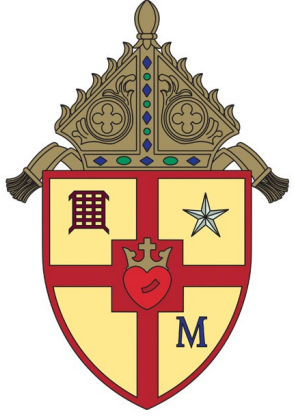


## Rolling Over...

If your project is not completed by the November 1, 2026, deadline you can roll over into the next year. Please communicate this with Risk Management. It's good to keep us in the loop.

If you roll over into the next cycle, you will not be eligible to apply for a new grant in 2027. You may resume in the 2028 Safety-First Grant cycle.

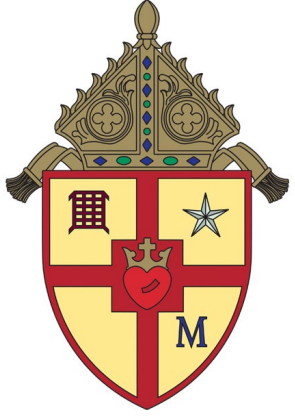
If you have rolled over into the next cycle but have not communicated with or updated Risk Management, the progress of the project we might cancel it prior to the following year. We will reach out for an update prior to cancellation.



Tips to know that you have followed the guidelines .....

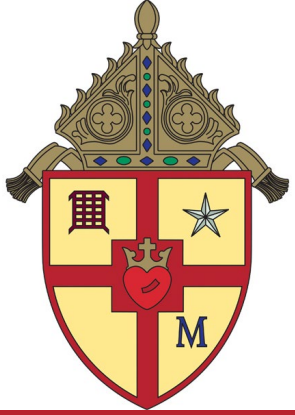
1. You have a Project Approval Letter from Risk Management.
2. You have a Contract Approval Letter from Risk Management. (If your project is under 10K you do not need approval unless you prefer to have it.) We will not send one unless both contract and insurance is approved.
3. You did not start the projects without the approval letters.
4. You have signed documents (by Risk Management) for example a copy of your application was sent back to you signed by Risk Management.

Create a SFG folder for each year either paper or digital whichever you prefer and save all the correspondence, documents, and receipts in the folder for easy retrieval.



### Very Important Information

If the parish / school does not follow the SFG guidelines. You will not participate the following year. We historically have held funds or partial funds depending on the nature of the situation. I do not like math, nor do I want to withhold expected funds from a parish or school. I will, however, give you a timeout. 😊 Please follow the guidelines they are simple, and the information is available and posted year around.



Send  
your  
questions  
to  
[itaylor@dioama.org](mailto:itaylor@dioama.org)

