



MEMORANDUM

To: Pastors, Pastoral Administrators, Business Managers, and Principals
From: Risk Management
Re: 2026.5 Safety-First Grant Program!
Date: 9/7/2026

Diocese of Amarillo Insurance Safety-First Grant Program ROUND TWO! Attached to this memo are the rules for the program and the application form.

This program offers a dollar for dollar match up to \$10,000 for projects that encourage safety and claims/loss prevention. We offer the program because of the diligence and attention to safety and claims management by you, our insured locations.

We are happy to answer any questions so please feel free to send your questions to itaylor@dioama.org.

IMPORTANT PROGRAM

To ensure our ability to effectively offer the program, guidelines have been established and are attached.

All projects approved by Risk Management and requiring contracted services must have contracts and applicable insurance in place prior to commencing; however, this year only contracts \$10,000 and over need to be submitted with insurance for Risk Management review and approval. If a project has been approved and the contract is under \$10,000, it will not need to be sent in to Risk Management for review. Locations must keep copies of all Safety-First contracts and insurance documents, regardless of the size of the project, as they may be requested by Risk Management at any time.



SAFETY FIRST GRANT PROGRAM GUIDELINES

I. Purpose

The Safety-First Grant Program provides financial assistance to parishes, missions, and schools that demonstrate commitment to safety and loss prevention. The 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.

II. Eligibility criteria

1. Each parish, school, mission, or other location insured under the Diocese of Amarillo Insurance Program may apply for a Safety-First grant(s).
2. The grant 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.
3. Accounts receivable with the Diocese of Amarillo must be current.
4. 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.
5. If you are requesting funds from another source, please provide detailed information on the application.
6. Photographs should be submitted whenever applicable.
7. Applications must include the Pastor's signature and if a school, 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.

III. Procedures

1. Application forms will be available for download from the Property and Risk Management page at amarillodiocese.org. When completed, submit them with the estimate or proposals any time **between October 15 and November 15, 2026**.
2. It is 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 November 16, 2026**. **No extensions will be offered.**



3. Applicants will be notified if the project has been approved or not by **December 15, 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.
4. **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 Manager may request them for review at any time.

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

5. Safe-First Contract will be uploaded once it is approved.

Contracts should only be signed by a person with legal signature authority for the corporation, such as the pastor or principal.

A [SAFETY-FIRST Grant Payment Request Form](#) (available on the Property and Risk, Management page at amarillodiocese.org/risk-management), copies of invoices, and proof of payment must be submitted to the Risk Management Office before the grant funds will be distributed to the parish or school.

REMINDER: All approved projects must be completed, and payment documentation submitted to the Risk Management Office, by October 15, 2027. No exceptions will be granted. One check will be issued per location.