



MAINE MUNICIPAL ASSOCIATION

Risk Management Services

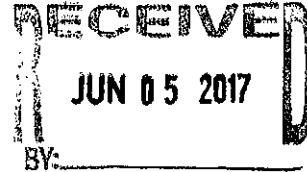
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May 31, 2017

Donna Madore
Augusta School Department
40 Pierce Dr, Suite 3
Augusta, ME 04330



RE: Safety Enhancement Grant Application for May 2017

Dear Ms. Madore:

The selection committee has reviewed your application and is pleased to approve your request. This grant is to be used exclusively for purchasing of six Ergonomic Sit-Stand Workstations, as stated in your application.

The grant is intended to cover two-thirds of your cost up to, but not exceeding \$1,500. When your project is complete, please send us proof of payment (cancelled check, treasurer's warrant, "paid" stamped invoice, etc.) so that reimbursement can be made. The grant must be used within one year from the date of this letter or it will be withdrawn.

We have enclosed a press release that may be used to announce your Safety Enhancement Grant to your community. If you have any questions, please call Jennette Holt at 624-0140 or contact me directly at 624-0165. Congratulations on your grant! We appreciate your interest in workplace safety.

Sincerely,

Donald Vickery
Loss Control Manager

Enclosed: Draft Press Release

cc: James Anastasio