Eligibility Guidelines for You/Your Organization

**Eligible applicants:**

1. An employer covered for workers’ compensation through the Washington State Department of Labor and Industries AND addressing the return to work needs of their OWN workers.
2. A representative organization such as a:
   1. trade association,
   2. business association,
   3. industry association,
   4. employees association,
   5. labor union, and/or
   6. joint labor management group.

The above organization will be addressing the return to work needs of the employees for the workers/businesses that work in that represented area AND that are primarily covered for workers’ compensation through the compensation through the Washington State Department of Labor and Industries.

1. An Educational institution who is working in partnership/collaboration with an organization who meets the criteria in #1 or #2
2. A third party organization (such as a consulting or training organization) who is partnering with an organization that meets the criteria in #1 or #2
3. A self-insured business that is working in partnership with an organization that meets the criteria in #1.

If your organization doesn’t fit into one of the above five categories; please contact the SHIP program to discuss eligibility.

**Note**: All products produced, whether by the grantee or a subcontractor to the grantee, as a result of a SHIP grant are in the public domain and cannot be copyrighted, patented, claimed as trade secrets, or otherwise restricted in anyway.

When determining the **type of organization** consider the following:

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| **Type of Organization** | **Description** |
| **Trade Association** | Organizations that represent businesses/employers in a specific industry |
| **Business Association** | Organizations that represent businesses/employers more broadly and may include businesses/employers across multiple industries |
| **Employer** | For the purpose of SHIP grants, Employers are those entities that are seeking funding for projects that would benefit their own workplace and employees |
| **Labor Union** | Organizations that represent employees – these tend to be industry specific |
| **Employee Organizations** | Less formalized organizations that represent a group of employees  \*employee organizations, associations, cooperatives, and similar groups whose primary purpose is to serve the welfare of employees or to provide services to employees\* |
| **Group of Employees** | One or more employees from the same employer |
| **Joint Business/ Labor Group** | A collaborative group that is both made up of business and labor groups and/or their representatives addressing needs in specific industries |
| **\*Other:** | Any entity or group that is not seeking to address the needs in their own workplace, industry, trade, etc; or those not seeking to address the needs of their own employees, business or of those they represent. |
| * **Third Party Organizations** | Organizations who provide the activities outlined in the proposal as a part of the work they conduct on an ongoing basis (not directed at their own employees):  - safety consultation firm  - vocational counseling firm |
| * **Educational Institution** | University, college, etc. |
| * **Self-insured Employers** | Employers who are not covered under the state funded workers compensation system |

**\*Other – If your organization fall under “other” then you will need a partner. Check with SHIP to see if you qualify.**

Generally all organizations that fall under the “**other**” category would need a partner to be eligible.

Others that may benefit from a partnership would be:

* Employee Organizations
* Groups of Employees (would likely need buy off from your employer)

Ideally, all products developed should be able to transfer or be usable by other entities doing similar types of work.

Eligibility Guidelines for Your Project/Product

1. **Is your project designed to develop and implement innovative and effective return to work programs or strategies in your and similar workplaces?**

**OR**

**Does your project seek to reduce long-term disability for injured workers through the development of tools or resources or programs?**

**AND**

1. **Does your project seek to address injured workers in one or more of the following groups?**

* **Short term compensable claim:** After a short stint of being off work, the worker is able to return to work, typically with the job of injury through the employer of injury.
* **Long-term compensable:** The worker is not able to return to the job of injury. While they may be eligible for retraining, they are at high risk for long-term disability.
* **Medical only claim:** Either less than three days or no time missed from work.

Projects that include programs or processes intended to assist returning an injured worker back to work at any point along a claim until pension will be considered. These programs include but may not be limited to:

* Promoting modified duty or graduated return to work
* Assisting in taking advantage of incentive programs like Stay at Work, Job Modification, or Preferred Worker
* Establishing an effective return to work program in the event of an injury
* Assisting in creating On the Job Training opportunities
* Creating programs to hire workers who have been retrained

**Does your project**

* Develop best practices, programs, or education and training?
* Address specific priorities identified in the Request for Proposal (RFP)
* Foster prevention through cooperation between employers and employees or their representatives

**Are there already substantially similar products available to what you are proposing?**

* **Are they available in the public domain?** 
  + **If there are already substantially similar products available, what is the benefit to engaging in this project?**

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**Project may not involve the following:**

* Funds cannot be used to come into compliance with applicable workers’ compensation laws or other legal requirements
* Funds cannot include activities that involve lobbying or political activities or the support or opposition or development of legislative or regulatory initiatives.
* Funds should not be utilized for the main purpose of purchasing equipment.
* Project may not seek to impact agency operations or how workers’ compensation is adjudicated at the Department
* Indirect costs associated with the project may not exceed 10%