

Grantees must maintain insurance coverage and provide their Certificate of Insurance to their Program Officer. Grantees will receive technical assistance to determine insurance requirements for their scope of work. Grassroots Fund grantees may use the Mini-Grant to cover the cost of their insurance premium.

BCYF shall only disburse funds to subcontractors and grantees that it has a written agreement with and who comply with these rules and regulations. Such agreement shall include the following:

1. provisions for insurance as required by the Agreement unless the City’s Office of Risk Management provides an exception; and
2. provisions for the indemnification of BCYF and the City.

These insurance requirements are applicable throughout the duration of the grant.

At any time throughout the duration of the grant, BCYF may request subcontractors and grantees provide proof of the required insurance set forth below.

Areas of Coverage	Requirements	Notes
Professional Liability	\$500,000 minimum per occurrence	-If your business involves professional services, you may need this additional coverage. ◆-These insurance coverages will be applicable to a limited number of grantees, and may require a case-by-case discussion with an insurance broker. Any reduction or waiver will be at the sole and absolute discretion of BCYF.
Errors and Omissions Insurance	\$300,000 minimum per occurrence	◆-These insurance coverages will be applicable to a limited number of grantees and may require a case-by-case discussion with an insurance broker. Any

		reduction or waiver will be at the sole and absolute discretion of BCYF.
Commercial General Liability Insurance	\$1M minimum per occurrence; Aggregate limits minimum of \$3M	Must include BCYF and City as additional insured.  BCYF 10 E. North Ave. Baltimore, MD 21202  Mayor and City Council of Baltimore Office of Risk Management - Central Bureau of Investigation 7 E. Redwood St., 6th Floor Baltimore, MD 21202
Workers Compensation Coverage	At levels required by State and any federal requirements	Signed affidavit on letterhead if there are no employees and WC is not required. **See below
Blanket Crime Insurance	At levels equal to the annual grant amount, up to \$1M	Includes employee theft and insures City and BCYF against all loss of funds (loss payee).  BCYF 10 E. North Ave. Baltimore, MD 21202  Mayor and City Council of Baltimore Office of Risk Management - Central Bureau of Investigation 7 E. Redwood St., 6th Floor Baltimore, MD 21202
Insurance Company Requirements	The insurance company must either: -Hold a BEST rating of at least A: VII -Minimum surplus equal to Best surplus size VII.	The insurer must be licensed/approved to do business in the State of Maryland.

Include all contractors as insured under its policies	Insurance coverages held by contractors and grantees must be subject to all requirements herein.	Or furnish a separate Certificate of Insurance from each contractor.
---	--	--

**BCYF Additional Requirements:**

<b>Abuse and Molestation Coverage</b>	\$100,000 minimum per occurrence	
---------------------------------------	----------------------------------	--

\*\*Maryland only allows worker's compensation for business with employees. For Grantees with only consultants: BCYF recommends requiring consultants to obtain their own worker's compensation insurance and provide proof of such, even if they are sole proprietors. It is fairly inexpensive and covers the grantee if the contractor is injured while working for them.