

**Application Template for the Governor’s 2023-2024**

**It’s On Us PA Grant Program**

This is **not** the official grant application. This is a template provided to help applicants collaborate with partners, organize submission information, and draft responses prior to completing the application in the PDE eGrants system.

It’s On Us PA grant applications must be submitted via the PDE eGrants system no later than 11:59 PM on Monday, November 13, 2023.

Note that gaining access to eGrants may take more than one week.

To apply:

1. Review the [It's On Us PA Request for Application 2023-2024](file:///C:/Users/lykuhn/AppData/Local/Microsoft/Windows/INetCache/Content.Outlook/AJ19TUPQ/DRAFT%20-%202023-24%20It's%20On%20Us%20RFA.docx). All applicants must meet the requirements outlined in this document.
2. If you do not have access to [eGrants](http://www.egrants.pa.gov/Home), please request access by filling out the [eGrants Request Form](https://forms.office.com/g/wu8ppJrXWP). Please allow at least one week after submission of this form to obtain access.
3. Review the application questions below and coordinate with partner(s) to answer the application questions.
4. Only one proposal will be accepted from each institution. Applicants may not apply as a consortium.
5. Applications that do not include all required information as stated on the application will not be considered for funding.
6. PDE reserves the right to contact applicants to request or recommend amendments to the proposal or budget for further consideration of the grant application.
7. Direct questions to [RA-EDITSONUSPA@PA.GOV](mailto:RA-EDITSONUSPA@PA.GOV).
8. Submit the completed application via the [eGrants](http://www.egrants.pa.gov/Home) system by 11:59pm on Monday, November 13, 2023.

# Section 1 – Attachments and Materials

# *Help Button Text: The system will not accept attachments over 3MB (megabytes). If you are scanning your attachments, please set the scanner resolution to low. Attachments can only be submitted in WORD, EXCEL, and/or PDF formats.*

# *To attach a document to the application:*

# *1. Click the 'Upload File' button. A computer dialog box will appear.*

# *2. Through the dialog box, navigate to the documents that you want to attach to the application.*

# *3. Click 'Open' at the bottom of the dialogue box to attach the selected document to the application.*

# *4. Repeat steps 1-3 for every attachment.*

1. The institution must provide links to or upload a copy of the institution’s current sexual violence policy.

* *Help Button Text: Purpose: To demonstrate compliance with Articles XX-G and XX-J of the Pennsylvania School Code of 1949 (Act 16 of 2019) which is used to determine grant eligibility. This applies to both institutions of higher education and private licensed schools.*

1. Institutions that award associate degrees and higher must provide links to or upload a copy of the institution’s anonymous reporting system.

* *Help Button Text: Purpose: To demonstrate compliance with Article XX-J of the Pennsylvania Public School Code of 1949 (Act 16 of 2019) which is used to determine grant eligibility. This only applies to institutions of higher education and private licensed schools who award associate degrees or higher. If you are a private licensed school who does not offer an AST/ASB, please enter “n/a” in this section.*

1. Institutions that award associate degrees and higher must provide links to or upload a copy of reporting.

* *Help Button Text: Purpose: To demonstrate compliance with reporting requirements in sections 2001-G of the Public School Code of 1949 “Sexual Violence Education at Institutions of Higher Education” which is used to determine grant eligibility.*

1. Institutions may upload signed letters of commitment and/or memorandum of understanding for each partner participating in this project.

NOTE: *Please remember to clearly label each attachment*

| **Upload Files** |
| --- |
| File Name |
| Uploaded By |
| Uploaded Date |
| Download |
| Delete |

# Section 2 - Applicant Information

1. Institution Name: Click or tap here to enter text.
2. Mailing Address: Click or tap here to enter text.
3. City: Click or tap here to enter text.
4. State: Click or tap here to enter text.
5. Zip Code: Click or tap here to enter text.
6. Project Director Name: Click or tap here to enter text.
7. Project Director Title: Click or tap here to enter text.
8. Project Director Email Address: Click or tap here to enter text.
9. Project Director Phone Number: Click or tap here to enter text.
10. Number of Enrolled Students: Click or tap here to enter text.

*- Help Button Text: The institution can use data submitted for their latest IPDES submission.*

1. Number of Students Living on Campus (if applicable): Click or tap here to enter text.
2. Total (cumulative) number of sexual assaults reported to campus or local law enforcement for each of the past three years (2020, 2021, and 2022): Click or tap here to enter text.
3. Has the institution previously **applied** for an It’s On Us PA grant?  YES  NO

* If yes, indicate the date(s) of previous applications. Click or tap here to enter text.

1. Has the institution previously **received** an It’s On Us PA grant?  YES  NO

* If yes, indicate the date(s) of and amount(s) received. Click or tap here to enter text.

1. Name of the institutional leader who has taken the [It’s On Us PA Pledge](https://www.governor.pa.gov/its-on-us/#TakethePledge) on behalf of the institution for this current grant year: Click or tap here to enter text.

* *Help Button Text: Examples of leaders who should take the pledge include a president, provost, dean, Title IX coordinator, grant coordinator, faculty leader, or representative of institutional leadership.*

# Section 3 – Project Overview

1. Project Title: Click or tap here to enter text.
2. Estimated Start Date (no sooner than January 1, 2024): Click or tap here to enter text.
3. Estimated Completion Date (no later than May 31, 2025): Click or tap here to enter text.
4. Estimated Total Project Cost: Click or tap here to enter text.
5. Grant Amount Requested: Click or tap here to enter text.

* *Help Button Text: Institutions with 10,000 students or less may request up to $40,000. Institutions with 10,001 learners or more may request up to $60,000. Private licensed schools who do not offer associate degrees may request up to $10,000, unless applying to accomplish numerous goals under the It’s On Us PA grant initiative.*

1. Additional Partners Participating in Project: Click or tap here to enter text.

* *Help Button Text: A signed letter of commitment or memorandum of understanding must be included for each partner participating in this project. This should be supplied under Section 1: Attachments and Materials.*

# Section 4 – Grant Objectives

Please indicate which of the following purposes of the Governor’s It’s On Us PA grant program you will be targeting. Check all that apply:

Increase mechanisms and capacity for reporting sexual violence.

Improve institutional awareness and training for the prevention of sexual violence,

dating violence, domestic violence, and stalking.

Improve institutional response to sexual violence, dating violence, domestic violence,

and stalking.

Implement a memorandum of understanding with a local rape crisis center and domestic violence program.

Once identified, briefly summarize each of the specific goals and objectives of the proposal, explaining how each aligns with the goals of the Governor’s It’s On Us PA campaign.

Click or tap here to enter text.

# Section 5 – Proposal Narrative

Please provide a narrative response which addresses the following criteria:

* Assess the institution’s risk factors and needs regarding sexual violence awareness, reporting, and response, and provide data to support the assessment.
* Include how the program will use the grant to address specific needs of the highest-risk members of the institution’s community. For example, the institution might consider risk from the perspective of academic progress and resources; societal issues such as sexism, racism, xenophobia, homophobia, transphobia, or ableism; socioeconomic factors such as access to physical and mental health wellness resources; as well as other populations the institution chooses to consider at risk.
* Assess the strengths and barriers within the institution’s existing prevention, reporting, and response systems. Consider results of past campus climate surveys or other data, including current data reported for Clery Act compliance, as well as indicators of progress such as awareness-raising campus groups and activities, number of It’s On Us PA pledges taken by members of the institution’s community, etc.
* In concrete terms, describe what the institution will do with the grant (i.e., grant activities). Explain how the activities address the needs, leverage, or complement the strengths, and reduce or eliminate the barriers identified above. If the institution has previously received an It’s On Us PA Grant, explain how the proposal sustains, expands, or extends the previously funded work or explain the rationale for a new approach. Previous grant recipients should support this explanation with qualitative or quantitative data from the previous grant activities. Please include an explanation about how the institution implemented the mandated Memorandum of Understanding implementation requirements for a partnership with a rape crisis center and a domestic violence program and how the institution will expand on this partnership.
* Briefly describe how the program will be adapted, or adaptable, to pandemic and post-pandemic learning environments such as remote learning, quarantines on campus or at home, different academic calendars, changes in residential life or commuting, etc.

Click or tap here to enter text.

# Section 6 – Budget - Instruction

Provide a budget which demonstrates fiscally sound allocation of funds to successfully provide activities related directly to the It’s On Us PA program initiatives. Grant funds may not be used for direct salaries, fringe benefits, or operational rates; however, funds can be used for honorariums and as stipends that make up less than 25 percent of the total grant award. When completing the budget, refer to the chart below for acceptable cost functions and object codes.

* *Help Button Text: All amounts must be entered in whole dollars.*

|  |  |  |  |
| --- | --- | --- | --- |
| Function | Object | Description of Services | Total Amount |
|  |  |  |  |
|  |  |  |  |

# Section 7 – Budget – Purchased Professional and Technical Services

Provide a budget which demonstrates fiscally sound allocation of funds to successfully provide activities related directly to the It’s On Us PA program initiatives. When completing the budget, refer to the chart below for acceptable cost functions and object codes.

* *Help Button Text: All amounts must be entered in whole dollars.*

|  |  |  |  |
| --- | --- | --- | --- |
| Function | Object | Description of Services | Total Amount |
|  |  |  |  |
|  |  |  |  |

# Section 8 – Budget – Contracted Services

Provide a budget which demonstrates fiscally sound allocation of funds to successfully provide activities related directly to the It’s On Us PA program initiatives. When completing the budget, refer to the chart below for acceptable cost functions and object codes.

* *Help Button Text: All amounts must be entered in whole dollars.*

|  |  |  |  |
| --- | --- | --- | --- |
| Function | Object | Description of Services | Total Amount |
|  |  |  |  |
|  |  |  |  |

# Section 9 – Budget – Supplies

Provide a budget which demonstrates fiscally sound allocation of funds to successfully provide activities related directly to the It’s On Us PA program initiatives. When completing the budget, refer to the chart below for acceptable cost functions and object codes.

* *Help Button Text: All amounts must be entered in whole dollars.*

|  |  |  |  |
| --- | --- | --- | --- |
| Function | Object | Description of Services | Total Amount |
|  |  |  |  |
|  |  |  |  |

# Section 10 – Budget – Equipment

Provide a budget which demonstrates fiscally sound allocation of funds to successfully provide activities related directly to the It’s On Us PA program initiatives. When completing the budget, refer to the chart below for acceptable cost functions and object codes.

* *Help Button Text: All amounts must be entered in whole dollars.*

|  |  |  |  |
| --- | --- | --- | --- |
| Function | Object | Description of Services | Total Amount |
|  |  |  |  |
|  |  |  |  |

*Displays a read-only table showing totals by function/object codes.*

|  | **300**  **Purchased Professional and Technical Services** | **500**  **Other Purchased Services** | **600 Supplies** | **700**  **Property** | **800**  **Other Objects** | **Totals** |
| --- | --- | --- | --- | --- | --- | --- |
| **1000 – Instruction** | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| **2000 – Support Services** | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| **3000 – Operation of Non-Instructional Services** | $0.00 | $0.00 | $0.00 | $0.00 | $0.00 | **$0.00** |
| **Totals** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** |

**Compliance Obligations**

All grantees will be required to sign a grant agreement with the Pennsylvania Department of Education. All grant funds must be spent, and services performed/products received on or before May 31, 2025. The Pennsylvania Department of Education shall seek repayment of funds if it determines that funds were not utilized for the original stated and approved purpose. Grantees will be required to submit reports in the eGrants system on forms supplied by the Pennsylvania Department of Education. Final Expenditure Reports must be submitted no later than June 30, 2025. Grantees are also expected to participate in Pennsylvania Department of Education evaluation research, including staff interviews and student surveys.

Are you able to meet these compliance obligations?

Yes – we are able to meet compliance obligations

No – we are not able to meet compliance obligations

**Budget Narrative**

Providean explanation of the proposed budget items and how they relate to the objectives of your proposal. Ensure that the budget narrative demonstrates how funds will be used equitably for supporting the highest-risk community members. Click or tap here to enter text.

* *Help Button Text: Round amounts to the nearest whole dollar. Grant funds may not be used for direct salaries, fringe benefits, or operational rates; however, can be used for honorariums and as stipends. All budgets will be reviewed to evaluate appropriateness and connection to proposed grant activities and goals.*

# Section 11 – Expected Outcome

Provide a narrative response tying each specific goal or objective stated in the goals and objectives section of this application to an expected outcome —what we hope to see happen to show that the objective was met. Click or tap here to enter text.

* *Help Button Text: The institution should state the expected outcomes in measurable terms including baseline information and expected improvement and explain how program impact will be assessed. Prior recipients are asked to address outcomes from prior It’s On Us PA grant years and how the institution plans to build on those outcomes.*

# Section 12 – Additional Funding Priorities

Indicate if the institution’s proposal meets a priority area for a Governor’s 2023-24 It’s On Us PA Grant by clicking the box next to the additional funding priority.

Partnering or collaborating with K-12 schools, or programs that benefit or target K-12

students. For example, a postsecondary institution might collaborate with a local high

school on sexual violence prevention programming.

Developing or promoting affirmative-consent standards as part of their institution’s code

of conduct.

Programs focusing on the intersectionality of learners with disabilities and sexual assault.

Programs/initiatives focusing on populations of learners who are more at risk for assault,

such as those in the LGBTQ+ community.

Demonstrating how the program sustains, builds upon, or enhances initiatives implemented by the institution in previous years.