

Contraception Vending Machine Grant Program Public Postsecondary Institutions Information Request for Grant Applications

Grant Introduction and Overview

The purpose of this grant program is to provide funds to public postsecondary institutions to purchase and install contraception vending machines during Fiscal Year 2024.

The Washington State Legislature set aside funds to ensure that students and staff at public postsecondary institutions will have access to the machines “stocked with emergency contraceptive medication and other forms of contraception, including condoms, at discreet and geographically accessible locations, such as gender-neutral restrooms and student union buildings, and locations that are accessible on weekends and after 5:00pm.”¹

The Fiscal Year 2024 allotment of state operating budget provided funding to the Washington Student Achievement Council (WSAC) for a grant pool dedicated to the purchase and installation of these vending machines by public postsecondary educational institutions. Up to \$10,000 per institution will be granted by WSAC to institutions with a completed application on a first come/first served basis until the grant pool funds are exhausted.

Grant Award Information

Eligible Applicants

Washington public postsecondary educational institutions located in the State of Washington are eligible to apply for these grant funds. This includes Washington’s 34 community and technical colleges and six baccalaureate institutions. Educational institutions with more than one campus may apply for one grant. If there are unexpended funds by January 15, 2024, WSAC will consider applications from additional campuses of previously funded institutions.

Funding Available

Grant funds are available through June 30, 2024 (Fiscal Year 2024).

Total available grant pool:	\$200,000
Anticipated number of awards:	20
Maximum award amount:	\$10,000

Purchase, receipt, and installation of contraception vending machine equipment must occur by June 30, 2024. Unused funds must be returned to WSAC no later than July 30, 2024.

¹ P. 602, [5187-S.SL.pdf \(wa.gov\)](#)

Allowable Use of Funds

Public institutions may only use the funds to purchase and install contraception vending machine equipment.

Allowable costs include:

- 1) Equipment, stock, and any operating system needs.
- 2) Installation.
- 3) Staff training by vendor.
- 4) Any equipment licensing fees.
- 5) Shipping fees and sales taxes.
- 6) Consumable costs directly related to equipment usage.
- 7) Technician costs to receive, setup, operationalize, and train staff on equipment usage.

Unallowable costs include, but are not limited to:

- 1) Staff salaries and benefits.
- 2) Indirect costs (a.k.a., F&A - facilities and administrative).

Grant Requirements

The public institutions receiving the grant will be required to provide the following:

- GRANT ONLINE APPLICATION – Submit a plan, timeline and budget for equipment purchase and installation.
- FINAL REPORT – Brief report on the installation and use of this grant funded equipment. Include a final accounting of equipment purchased and costs, including receipts for all equipment and services purchased from grant funds.

Participation Process

WSAC designed a process intended to streamline the application submission and grant award process:

- The institution will submit an online application based on the outline below. For assistance, please contact the WSAC Grant Administrator.
 - **Applications must be received by March 1, 2024 to ensure completion of required purchases and installation, but funds may be exhausted prior to that date. Institutions are encouraged to submit applications as soon as possible after the application opens on October 30, 2023.**
- WSAC will review applications and award grants to institutions with a complete application on a **rolling, first-come/first-served basis until all funds are exhausted.** Applications must be complete to be reviewed and awarded. WSAC Grant Administrator will reach out to institutions that have submitted incomplete applications, and institutions may resubmit their application if funds are still available.

- WSAC will incorporate the institution’s application into its Interagency Agreement contract.
- Upon the execution of the contract, the institution will submit to WSAC an invoice for the funded amount as listed in the approved budget. WSAC will issue payment of funds upon receipt of the invoice per the payment terms in the contract.
- The institution will return any unused grant award funding to WSAC no later than July 30, 2024.

Timeline

Activity Description	Date(s)
Grant guidance sent to institutions and posted at Student Supports WSAC (wa.gov)	Monday, 9/18/2023
Grant online application open	Monday, 10/30/2023, 12:00pm Complete applications will be approved and awarded on a rolling, first come/first served basis until all funds are exhausted. Applications must be received by March 1, 2024, but funds may be exhausted before that time.
Contracts prepared for institutional review and signatures	Within two weeks of application acceptance by WSAC
Invoices to WSAC for payment due	Upon full execution of contract
Equipment and services must be purchased, received, paid for, and installed	6/30/2024
Final Report & Detailed Expense Summary due	6/30/2024
Institutions refund to WSAC any remaining unused grant funds	No later than 7/30/2024

Contraception Vending Machine Equipment Application Requirements

Instructions

The online application link will open at 12:00 pm Pacific Daylight Time on Monday, October 30, 2023. Applications will be accepted until 5:00pm, March 1, 2024. Complete applications will be reviewed on a rolling, first come/first served basis. Grants will be awarded in order of submittal of complete and acceptable applications, based on the date/time stamp of submittal, until all funds are exhausted. WSAC encourages earliest possible submission for best chance of receiving available grant funds.

Institutions must complete the application online that will be posted at [Student Supports | WSAC \(wa.gov\)](#). See below the information that must be submitted in the online application.

1. Contact Information

- Institution (name, address)
- Project Point of Contact (name, title, division, address, email, phone)

- c) Grant Award Contract Signatory (name, title, division, email)

2. Grant Request

- a) **Plan:** Describe the key elements of your institution’s plan to purchase and install a contraception vending machine. Include the vendor(s) to be used, if known. (*Maximum 250 words*)
- b) **Location:** The legislation states that the machines should be located “at discreet and geographically accessible locations, such as gender-neutral restrooms and student union buildings, and locations that are accessible on weekends and after 5:00pm.” Describe the location on campus where you will install the vending machine in order to fulfill the intent of the legislation (*Maximum 100 words*)
- c) **Timeline:** What is your timeline for purchase and installation? Reminder: equipment must be purchased, received, and installed by June 30, 2024.
- d) **Budget:** What is the total amount requested? List the expected costs for the purchase, installation, and any other costs in relation to the vending machine in alignment with the ***Allowable Use of Funds*** section above. (Applicants are not required to include supporting documentation such as vendor cost estimate quotes with your proposal.)

WSAC Grant Administrator

The grant administrator welcomes your questions and any needs for guidance in this proposal process. Feel free to reach out!

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