

**Emergency Contraception and Opioid Overdose Prevention Supplies  
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 vending machines that provide student access to emergency contraception, opioid overdose prevention supplies, and other supplies.

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, and naloxone opioid overdose reversal medication administered by nasal inhalation and fentanyl test strips** 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.”<sup>1</sup>

The Fiscal Year 2025 allotment of state operating budget provided funding to the Washington Student Achievement Council (WSAC) for a grant pool dedicated to the purchase, installation and stocking 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 of \$230,000 are exhausted. WSAC will give priority to applicants that did not receive funding in FY 2024 for emergency contraceptive vending machine(s). An additional \$10,000 may be provided to institutions with more than 20,000 full-time equivalent students.

## **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 September 30, 2024, WSAC will consider applications from additional campuses of previously funded institutions in Fiscal Year 2025.

If there are unexpended funds by October 7, 2024, WSAC will consider additional applications from institutions previously funded in Fiscal Year 2024 for emergency contraceptive vending machine grant.

---

<sup>1</sup> P. 831-832, [coH-3501.2.pdf \(wa.gov\)](#)

## Funding Available

Grant funds are available through June 30, 2025 (Fiscal Year 2025).

Total available grant pool:	\$230,000
Anticipated number of awards:	20
<b>Maximum award amount:</b>	<b>\$10,000</b>

**For institutions with more than 20,000 full-time equivalent students, up to \$20,000 may be requested.**

Purchase, receipt, installation and stocking of contraception and overdose prevention supplies vending machine equipment must occur by June 30, 2025. Unused funds must be returned to WSAC no later than July 30, 2025.

## Allowable Use of Funds

Public institutions may only use the funds to purchase, install and stock vending machines.

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.
- 8) One-year warranty for equipment purchased.

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.
  - **All applications must be received by March 1, 2025, 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 at 1:00 pm on September 9, 2024.**
- **For institutions that did not receive this grant in Fiscal Year 2024**, WSAC will review applications and award grants with a complete application on a **rolling, first-come/first-served basis**. 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.
  - **For institutions that did not receive this grant in Fiscal Year 2024 that have more than one campus**, applications for additional campuses will be reviewed starting September 30, 2024, if there are unexpended funds.
  - **For institutions that received this grant in Fiscal Year 2024**, they may apply for additional funds for additional vending machines or supplies aligned with the requirements of the Fiscal Year 2025 guidance. Their applications will be reviewed on or after October 7, 2024, if there are unexpended funds.
- 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, 2025.

## Timeline

Activity Description	Dates
Grant guidance sent to institutions and posted at <a href="#">Student Supports   WSAC (wa.gov)</a>	Monday, 7/29/2024
Grant online application open	<b>Monday, 9/9/2024, 1:00pm:</b> Complete applications from institutions that have not previously received this grant will be reviewed and awarded on a rolling, first come/first served basis.

Activity Description	Dates
Additional application review	<p><b>Monday, 9/30/2024:</b> If there are unexpended funds, applications from additional campuses of FY2025 awarded campuses will be considered.</p> <p><b>Monday, 10/7/2024</b> If there are still unexpended funds, applications from institutions funded in FY 2024 may be considered for additional amounts.</p> <p><b>March 1, 2025:</b> All applications must be received, although funds may be exhausted before this date.</p>
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	6/30/2025
Final Report & Detailed Expense Summary due	6/30/2025
Institutions refund to WSAC any remaining unused grant funds	No later than 7/30/2025

## Contraception and Overdose Supply Vending Machine Equipment Application Requirements

### Instructions

**The online application link will open at 1:00 pm Pacific Daylight Time on Monday, September 9, 2024.** Applications will be accepted until 5:00pm, March 1, 2025. Complete applications will be reviewed on a rolling basis, in order of submittal of complete and acceptable applications, based on the date/time stamp of submittal and with priority review described below. **WSAC encourages earliest possible submission for best chance of receiving available grant funds.**

Priority will be given to applications from institutions not awarded in Fiscal Year 2024, with the online application opening beginning at **1:00pm on Monday, September 9, 2024.**

- **On September 30, 2024,** pending funds available, WSAC will review applications for additional campuses of an institution awarded in Fiscal Year 2025.

- **On October 7**, pending available funds, WSAC will review applications from institutions that were awarded the grant in Fiscal Year 2024.

**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

- a) Institution (name, address)
- b) Project Point of Contact (name, title, division, address, email, phone)
- c) Grant Administrator/Contract Manager (name, title, email, phone)
- d) Grant Award Contract Signatory (name, title, division, email) **IMPORTANT NOTE** – This is the person with legal authority to sign contracts on behalf of institution.

## 2. Grant Request

- a) **Plan** (*Maximum 250 words*): Describe the key elements of your institution’s plan to acquire and install a vending machine that is stocked with emergency contraceptive medication and other forms of contraception, and naloxone opioid overdose reversal medication administered by nasal inhalation and fentanyl test strips.
  - a. Include the vendor(s) to be used, if known.
  - b. Include your plan to address the requirement for a shopkeeper license for any new vending machines (see resource information below).
- b) **Location** (*Maximum 100 words*): 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.
- c) **Timeline**: What is your timeline for purchase and installation? Reminder: equipment must be purchased/leased, received, and installed by June 30, 2025.
- d) **Budget**: 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.)
  - a. Total amount for each grant is \$10,000.
  - b. For institutions with more than 20,000 full-time equivalent students, up to \$20,000 may be requested. If requesting more than \$10,000, provide full-time equivalent student count for your institution.

## Resources

- **Vending Machine licensing information:**
  - [Vending machine policy guidance from WA Department of Health](#)
  - [Shopkeeper | Washington Department of Revenue](#)
  - Labeling requirements: [eCFR :: 21 CFR Part 201 Subpart C -- Labeling Requirements for Over-the-Counter Drugs](#)

- **Emergency Contraception information:**
  - [American Society for Emergency Contraception](#) This is a non-profit organization that provided technical assistance to some Fiscal year 2024 grant awardees.
  - <https://www.planbdonations.com/Home/EntryForm> This is a site recommended by a Fiscal Year 2024 grant awardee regarding supply donations to colleges.
  
- **Overdose Prevention:** The Washington State Department of Health (DOH) offers the following resources and training materials on their website that colleges may use:
  - [Drug User Health Resource Hub | Washington State Department of Health](#)
  - [Naloxone Instructions | Washington State Department of Health](#)
  - [Opioid Overdose - Administering Naloxone on Vimeo](#)
  - [How to Use Fentanyl Test Strips | Washington State Department of Health](#)
  - **Resources for procuring naloxone**
    - [Application for Public Higher Education Institutions to Request Naloxone & Fentanyl Test Strips](#)
    - [How to Use Statewide Contracts | Department of Enterprise Services \(DES\) \(wa.gov\)](#)
    - [RiVive Naloxone Nasal Spray - Harm Reduction Therapeutics](#)
    - [NARCANDirect](#)

## WSAC Grant Administrator

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

**Ami Magisos**, Associate Director of Strategy and Partnerships (she/her)  
Washington Student Achievement Council  
PO Box 43430, Olympia, Washington 98504  
[amim@wsac.wa.gov](mailto:amim@wsac.wa.gov)