Program Overview

The division of Student Affairs at Willamette University seeks to foster a healthy, safe, and inclusive learning community. In alignment with this mission, the Violence Prevention Grant Program is designed to help fund student projects that incorporate the prevention of interpersonal and sexual violence. Projects that attempt to promote bystander intervention, or that help raise awareness of healthy relationships, boundaries, and consent are strongly encouraged to apply.

Program Eligibility

The Violence Prevention Grant Program is open to all current students of Willamette University, including CLA, Law, MBA, and ASP students.

2018 Applications Submission Instructions

Applications for the 2018 Violence Prevention Grant Program may be either emailed or submitted in hard copy. Applications must include the following (see attached for instructions):

- Cover sheet with contact information
- One-page, typed description of the project
- An itemized budget

Please be aware that applications that do not include all of the above requirements will be considered incomplete. Applications must be complete to be considered for the grants.

Selection Process

The Office of Student Affairs staff will review all applications on a committee which includes the Dean of Students, the Graduate Prevention Educator, and the Confidential Advocate. Projects will be selected for the grant on the basis of their design and in their incorporation of the program’s goals in preventing interpersonal and sexual violence.

The Award

The amount awarded to selected projects will vary depending on the nature of the project proposed and the number of meritorious applications received. Selected projects will be awarded up to $250 each. All funding must be expended before May 14, 2019.
Submission Deadlines

Applications are accepted on a rolling basis during the 2018-2019 school year. At least one project will be selected to receive a grant each month from October 2018 to May 2019. Below are the deadlines to be considered for each month’s grant:

<table>
<thead>
<tr>
<th>If you want an award in…</th>
<th>Deadline to Apply</th>
<th>Notification of Award by…</th>
</tr>
</thead>
<tbody>
<tr>
<td>October</td>
<td>September 28, 2018</td>
<td>October 3, 2018</td>
</tr>
<tr>
<td>November</td>
<td>October 26, 2018</td>
<td>November 1, 2018</td>
</tr>
<tr>
<td>December-May</td>
<td>TBA</td>
<td>TBA</td>
</tr>
</tbody>
</table>

If you are not awarded a grant for the month you apply for, you will be considered for the grant in subsequent months. The Office of Student Affairs seeks to award as many grants as possible to qualified clubs and organizations. It is likely that multiple grants will be awarded each month until funding for that month is expended.

Questions? Concerns?

For more information or assistance, contact the Office of Student Affairs, conduct@willamette.edu.
Application Instructions
Below are the instructions for each component of the application. Applications must include each of the following components to be considered for a grant. You may submit your complete application over email or in hard copy (see below).

Cover Sheet
Type your responses by editing the attached cover sheet in Microsoft Word or Google Docs.

Description of Project
Please attach to your application a description of the project your club/organization is proposing. Your description should include: the purpose and rationale of the project, the project design and timeframe, and how the project incorporates the goals of the Violence Prevention Grant Program. Specifically, how will your project help prevent interpersonal and sexual violence within Willamette’s diverse community?

Descriptions should be single-spaced, typed in a legible font, and no longer than one page in length.

Itemized Budget
Submit the attached budget form with your application. The budget form may also be edited in Microsoft Word or Google Docs to type in your responses.

Submitting Your Application
You may submit your complete application in two ways:
1. Email – Send an email to student-affairs-office@willamette.edu with the above application components as a single attachment. The attachment should be a Microsoft Word, Google Docs, or PDF document.
2. Hard copy - Print out each of the above application components and submit your typed application in the above order to the Office of Student Affairs front office (Putnam University Center 3rd floor). We are open Monday through Friday 8am-5pm.
COVER SHEET

Contact Person Name:

Contact Person Willamette Email:

Club/Organization Represented:

School Affiliation:
(CLAs, Law, MBA, or ASP)

Month Award is Sought:

Type of Program:
(One-time event, multiple events, continuous programming)

Anticipated Event Date (if applicable):

Target Audience:
(Club/Organization Members, CLA Students, WU Community, etc.)

Anticipated Number of Attendees:

Project Marketing:
(Posters, tabling, social media, Bearcat Bulletin, etc.)
**ITEMIZED BUDGET**

Please attach to your application the below itemized budget form. This should include details of the breakdown of all costs for your event, including quantity, individual costs, and total costs. See the italicized examples below for how to fill out the form appropriately.

<table>
<thead>
<tr>
<th>Budget Item</th>
<th>Explanation</th>
<th>Requested Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marketing:</td>
<td>$1.00 x 5 posters</td>
<td>$5.00</td>
</tr>
<tr>
<td>Ex: Posters</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Event Materials:</td>
<td>$0.50 x 10 balloons</td>
<td>$7.00</td>
</tr>
<tr>
<td>Balloons, forks</td>
<td>$2.00 x 1 box of forks</td>
<td></td>
</tr>
<tr>
<td>Food/Beverages:</td>
<td>$10.00 x 5 pizzas</td>
<td>$50.00</td>
</tr>
<tr>
<td>Pizza</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other:</td>
<td></td>
<td></td>
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</tbody>
</table>

Total Funds Requested:

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**FOR OFFICE USE ONLY**

Date Received: __________
Received by: _________________
Date Reviewed: __________
Date notified: ____________
Committee Decision: ____________
Amount of Funding Awarded: ____________