

3. Applicant's Response

Abstract: Include a 1-page abstract that summarizes each section of your application. *You may use no more than 1 page for the abstract. These instructions may be deleted to maximize space.*

Application (70 points)

You may use no more than four pages for this section (not including appendices). These instructions and items below may be deleted to maximize space. The application must be typed, single-side on 8.5" x 11" paper with margins of 1". Line spacing should be single-spaced. The font should be easy to read and no smaller than an 11-point font.

1. Describe your organization/office and how it relates to the mission of sexual violence prevention work on campus. (5 points)
2. Provide a description of the population and geographic area that your school serves: include demographic and contextual information about the students who attend, the size of the student body, campus living trends (residence halls or off campus), campus life and social institutions/traditions, and any other factors that may impact your prevention activities (e.g., urban/rural, transportation, industry and economic conditions, recent events, etc.) (5 points)
3. Describe the need for sexual violence prevention on your campus: include data on victimization and perpetration of various forms of sexual violence, limitations of the data, social norms you are aware of that may promote or prevent sexual violence, and anything else that may indicate a need for RPE programming. (15 points)
4. Describe the strengths of your campus that may be helpful to you as you conduct these planning activities (e.g., other services, current misconduct policies, relationship with a local sexual violence prevention organization, strong collaborations, the presence of a women's center, strong and vocal advocate(s) for the prevention of sexual violence and other violence, things that are happening that indicate people may be ready to talk about this issue, etc.) (20 points)
5. Describe any current violence prevention efforts happening on campus. Specifically address the existence of current sexual violence prevention effort. (e.g. examples of current **prevention** programs being implemented, current or recent evidence of campus groups, student or personnel being a public spokesperson for sexual violence **prevention**, current evidence of leadership in influencing campus policies and/or practices for sexual violence **prevention**, successful collaboration on campus for sexual violence **prevention**, etc. (15 points)
6. Describe where on campus this effort will be located and how it will interact with other campus departments. Describe your partners. Describe any authority, or influence, the department personnel will have over campus policy and procedures. (5 points)
7. What is the proposed time line of activities required to carry out this project? (5 points)

4. Project Budget

Budget (20 Points)

*You **must** utilize the budget form and narrative format provided. These instructions and items below may be deleted to maximize space.*

A. Provide a proposed annual budget for the grant cycle using the sample budget provided.

- The budget must be prepared for no less than \$15,000 and no more than \$20,000
- Personnel
 - Salary and fringe for program staff should be calculated in the budget section of the application. Provide a justification, personnel/staff names (if known), position title, description of any positions that will be funded with grant funds and annual salary, prorated salary and FTE. Include specifics such as \$___ x months = ___.
- Operating Expenses
 - Travel: Identify titles of staff whose travel is supposed, briefly explain the purpose of the travel and how it relates to the action plan, and provide an estimate of mileage and per diem costs showing how those expenses were calculated. (note: travel must be computed at rates up to the current State regulations).

Mileage should be based on rates located on the North Carolina Office of State Budget and Management's (OSBM) web page under the "Memorandums" link. Mileage rates fluctuate with the price of fuel, thus the OSBM will release a memorandum entitled "IRS Mileage Rate Change" when there is a change in this rate. This memorandum can be found at http://data.osbm.state.nc.us/pls/pbis/dyn_osbmweb_libmemos.show?p_arg_names=context&p_arg_values=res. Effective July 1, 2011, the business standard mileage rate is 55.5 cents per mile.

For other travel related expenses, please refer to the OSBM's North Carolina Budget Manual, pages 130 – 140. This manual can be found at the following address: http://www.osbm.state.nc.us/files/pdf_files/2007BudgetManual.pdf. Current rates for travel and lodging may be found in the chart below. However, it is recommended that the applicant visit the North Carolina Budget Manual to verify rates prior to submission of the application.

- Current per diem rates are as follows:

Meals			In State	Out of State
	Breakfast		\$8.00	\$8.00
	Lunch		\$10.45	\$10.45
	Dinner		\$17.90	\$20.30
			\$36.35	\$38.75
Lodging			\$63.90	\$75.60
Total			\$100.25	\$114.35
Mileage	up to \$0.555 per mile			

Actual costs must not exceed the maximum allowed state rates.

- Supplies: You need provide only a reasonable dollar amount for general office supplies like pens, paper, etc. Provide justification for supply items other than general office supplies. Show calculation of cost.
- Equipment: List necessary equipment; note that requests >\$500 require state **PRE**-approval.
- Other: List all other operations costs associated with conducting program activities.
- Indirect Costs: Indirect costs are NOT allowed under this award.

See Sample Budget beginning on next page.

5. Letters of Commitment (10 Points)

Provide Letters of Support from other campus or community based partners that show a strong commitment for this application and/or sexual violence primary prevention planning activities (data collection or sharing, focus group facilitation, project marketing). NOTE: Letters of Support should be individualized and should speak to the unique relationship the author and/or his or her agency has with the applicant. Include these letters in Attachment A. (10 points)