

State Violence Prevention Program APPLICATION INSTRUCTIONS - ALL CATEGORIES

Program Webpage: <https://doa.wi.gov/Pages/ViolencePrevention.aspx>

The Department of Administration is using DocuSign to collect applications for the State Violence Prevention Grant Program.

What is DocuSign?

DocuSign is a web-hosted electronic document transmittal and secure signature service. Accessing DocuSign documents requires internet access and a web browser. The DocuSign website is mobile-device friendly. You do not need an account to access or complete the Grant Application in DocuSign. Use of DocuSign significantly reduces the amount of time needed by the Program to process and evaluate applications.

Please review the Program Grant Announcement and these instructions prior to beginning the application process.

APPLICATION CHECKLIST AND DOCUMENT LINKS

	Document	Note	Due Date
<input type="checkbox"/>	Application Form(s)	Required. Form needed varies by category applying for; see links below.	January 16, 2026, by 2:00 PM Central Time
	Category A – Suicide Prevention & Firearm Storage	Category A Application Form	
	Category B – Evidence-Based Violence Intervention & Outreach	Category B Application Form	
	Category C – Criminal Justice-Based Initiatives	Category C Application Form	
	Category D – Domestic Violence Prevention Initiatives	Category D Application Form	
	Category E – School-Based Initiatives	Category E Application Form	
<input type="checkbox"/>	IRS Form W-9	Required. Available here.	January 16, 2026, by 2:00 PM Central Time
<input type="checkbox"/>	DOA-3027	Optional. Available here.	January 16, 2026, by 2:00 PM Central Time
<input type="checkbox"/>	Proposed Subcontract Material	Optional.	January 16, 2026, by 2:00 PM Central Time

Please note: Both a Grant Application and IRS Form W-9 are required. Applications will not be considered complete without the submission of both completed documents.

Convenience Copies of Grant Applications

Convenience copies of the applications for each category are [available here](#). The Program has provided convenience copies of the applications for reference prior to submitting the application via DocuSign. The convenience copies are for internal organization review only and will not be accepted by the Program as an official application.

Please continue reading this document for instructions on how to submit your official application.

DocuSign Submission Instructions for all Documents:

To Begin Each Document:

Open the link for the document you would like to complete in the table above.

The first page you will be directed to is the “PowerForm Signer Information.” The person entering the information on the application should be an authorized representative of the organization.

1. Enter the first and last name of your organization’s authorized representative in the “Your Name” field, and the authorized representative’s email in the “Your Email” field. This will be the person signing and submitting the document on behalf of your organization.
2. To receive a completed copy of your document, re-enter the first and last name of your organization’s authorized representative in the “Name” field, and the authorized representative’s email in the “Email” field under the “Email a Copy” Field. **Receiving a copy serves as confirmation of receipt by the Program.**

There are two additional fields if you would like to add additional recipients for the confirmation.

3. Please review all information as entered above for errors. Click “Begin Signing” when you are done reviewing information.

A diagram of these instructions is shown on the next page.

Submission Instructions for all Documents (Continued):

The screenshot below shows steps 1-3 visually.

The screenshot shows the 'PowerForm Signer Information' page. At the top left is a logo, and at the top right is a yellow 'Begin Signing' button. The main form area contains the following sections:

- PowerForm Signer Information**
 - Fill in the name and email for each signing role listed below. Signers will receive an email inviting them to sign this document.
 - Please enter your name and email to begin the signing process.
- Authorized Representative (use First and Last name in name field)**
 - Your Name: *** (Full Name field)
 - Your Email: *** (Email Address field)
- Please provide information for any other signers needed for this document.
- Re-enter applicant name and email here to receive a completed copy:**
 - Name:** (Full Name field)
 - Email:** (Email Address field)
- Receive a completed copy of document (additional recipient 1):**
 - Name:** (Full Name field)
 - Email:** (Email Address field)
- Receive a completed copy of document (additional recipient 2):**
 - Name:** (Full Name field)
 - Email:** (Email Address field)
- Begin Signing** (yellow button at the bottom)

Three instructional callouts with arrows point to specific fields:

- Callout 1:** Enter the first and last name of your organization's authorized representative in the "Your Name" field, and the authorized representative's email in the "Your Email" field. This will be the person signing and submitting the document. (Points to the 'Your Name' and 'Your Email' fields.)
- Callout 2:** If you would like to receive confirmation of your submission, re-enter the first and last name of your organization's authorized representative in the "Name" field, and the authorized representative's email in the "Email" field under the "Email a Copy" Field. **Receiving a copy serves as confirmation of receipt by the program.** There are two additional fields if you would like to add additional recipients for the confirmation. (Points to the 'Name' and 'Email' fields under the 'Re-enter applicant name' section.)
- Callout 3:** Click "Begin Signing" when you are done entering. (Points to the 'Begin Signing' button.)

Submission Instructions for all Documents (Continued):

Filling Out Each Document:

The next page will be “Please review & act on these documents.”

1. Agree to DocuSign disclosures, if prompted.
2. **Strongly Recommended:** Click “Finish Later” button. Clicking “Finish Later” creates a link to your documents that can be re-visited at any time prior to clicking “Finish” on the document. An email with the link will be sent to the authorized representative’s email you provided in the previous step. Click “Review Documents” from that email link to continue the signing process. The Program also strongly recommends clicking “Finish Later” any time you close the application to ensure any newly entered information is saved.
3. Click through to “Continue” to fill out the application.
4. Please fill out all fields as applicable to your organization.

The screenshot below shows the “Review & complete” page.

The screenshot shows a web interface for the 'Review and complete' stage of an application. On the left, there is a vertical sidebar with a yellow 'Start' button. The main content area has a dark blue header with the text 'Review and complete'. Below the header, there is a large text block explaining the program's purpose and providing a link to the program website. Below this, there is a section titled 'SECTION 1. APPLICANT INFORMATION' with two input fields: 'Organization Legal Name:' and 'Doing Business As (Optional):'.

Review and complete

Start

The State Violence Prevention Grant Program is administered by the Wisconsin Department of Administration (DOA) and supported by up to \$10 million in American Rescue Plan Act of 2021 (ARPA) federal funding. The purpose of this Program is to provide funding to support, replicate, and expand effective, evidence-based or evidence-informed violence reduction initiatives, particularly in communities disproportionately impacted by violence.

Additional details, including the Grant Announcement, a link to this Application, and Application Instructions are available on the Program website: <https://doa.wi.gov/Pages/ViolencePrevention.aspx>. Applicants must submit one (1) electronic copy of all required materials no later than **January 16, 2026, at 2:00 PM** Central Time via the electronic application portal. Please reach out to ovp@wisconsin.gov with any questions regarding this form.

SECTION 1. APPLICANT INFORMATION

Organization Legal Name:

Doing Business As (Optional):

To Submit Each Document:

Click “Finish” when you have reviewed and completed all required fields on the application. This step will send the completed application to the Grant Administrator and to any additional emails you provided as an “Email Copy Recipient.” Your application will not be submitted to the Program until you click “Finish.”

The page will automatically re-direct to the Department of Administration Homepage when you click “Finish.” Please select another document link from the table on page 1 of these instructions to proceed with the application.

Individual Form Submission Instructions and Tips

Application Form (Required):

Section 1: Applicant Information

Fill out all the required fields (outlined in red in DocuSign) and any additional optional fields, as applicable. We have highlighted some required fields that may require additional attention here:

- Your Organization's Department of Financial Institutions (DFI) Entity ID is available to search at the following link: <https://apps.dfi.wi.gov/apps/CorpSearch/Search.aspx>. Applicants, *must be registered with the Wisconsin Department of Financial Institutions and have one of the following statuses as of the Grant Announcement closing date: "restored to good standing", "incorporated/qualified/registered", "organized", or "registered."* **This field is required.**
 - Please reach out to the [Department of Financial institutions](#) with any questions regarding your organization's status.
- **EIN** or ["Employee Identification Number."](#) This is the number under which you file your organization's taxes. Please have this number match your W-9. **This field is required.**
- **Remit information:** Please have your organization's remit address match your W-9. If it does not match a prepared W-9, you will have the opportunity to fill out a new W-9 via the W-9 submission process. This address must be able to receive a paper check, if necessary. **These fields are required.**
- **Please list the Wisconsin counties in which this organization operates:** List all the Wisconsin counties in your organization's operating area. **This field is required.**
- **Please select which Program category you are applying for funding under:** Applicants shall apply for funding in one category per application. Applicants may include activities for multiple subcategories within the application. An applicant may apply for funding in multiple categories through submission of separate specific category applications.

Section 2: Narrative

Be sure to answer the questions fully and adhere to all question character counts. To fully answer question 2.1.5 in the narrative, refer to the explanation and link below.

Question 2.1.5, Estimated number of Wisconsin Residents Served

- Please specify whether the project is in or serves a Qualified Census Tract or how the community was disproportionately impacted by the pandemic. The following link shows the Qualified Census Tracts in Wisconsin (additional information can also be

found in the Grant Announcement Section 1.3 Definitions under “Qualified Census Tracts”).

<https://www.huduser.gov/portal/qct/1statetable.html?statefp=55.0&DDAYEAR=2022>.

Section 3: Budget

Section 3.1 Budget Tables:

Please group similar expenses in the **Expense Description** field. This is meant to be a high-level review of your Program’s grant budget.

- If you receive an error in the section 3 **Budget Amount** field when trying to submit your application, please make sure that you have only entered numbers in the **Amount** field. Additional non-numerical characters or extra spaces before or after the number may result in an error.

Budget fields will appear based on your selections in Section 1, Category Funding selection. Please note, Applicants can apply for funding in one category per application; applicants may apply for multiple subcategories within one category. An applicant may apply for funding in multiple categories; however, a separate application must be submitted for each category funding request.

Section 3.2 Budget Summary:

- The fields in this section are auto populated based on your entries in Sections 3.1. If there are errors, please check your work in the budget above.

Section 4: Attestations and Required Signature

Applicants must certify compliance with all the statements in the attestation section, provided at the end of the application. Please consult your organization’s legal counsel if you have any questions regarding your responses to the attestation statements.

Additionally, due to the condensed grant period, applicants must also complete the financial capability questionnaire.

Applicant Authorized Representative:

If more than one authorized representative is required to sign the application, please contact the Program at ovp@wisconsin.gov to add an additional authorization page.

Attachment A: IRS Form W-9 (Required)

Follow the instructions outlined on the W-9 form. Additional instructions are available from the IRS and can be found [here](#).

Submit your W-9 form via DocuSign by selecting the paperclip icon and uploading your W-9. Click “done” to complete.

Please be sure that the EIN and Remit information on the W-9 matches the information you provided on the Section 1 of the Application Form.

SECTION 5. APPLICATION ATTACHMENTS

- Attachment A: IRS Form W-9 (**Required**)



Click here to upload a completed W-9 Form, then click “done.”

- Attachment B: Form DOA 3027: Designation of Confidential and Proprietary Information (Optional)



- Attachment C: Proposed Subcontract Material (Optional)



Attachment B: Form DOA 3027 – Designation of Confidential and Proprietary Information (Optional)

Review the information below, and, if applicable, complete and submit the DOA 3027 form in Section 5 of the DocuSign application.

DOA 3027 is optional. Do not submit this document if the following does not apply to information submitted in your application.

Applicants should submit this form if their application materials contain proprietary and confidential information which qualifies as a trade secret, as provided in s. 19.36(5) Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law.

Other information cannot be kept confidential unless it is a trade secret. Trade Secret is defined in s. 134.90(1)(c), Wis. Stats. as follows: “Trade secret” means information, including a formula, pattern, compilation, Program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

To complete DOA 3027:

- Follow the instructions on the form. Designate the section of the application, page(s) of the application documents, and topics that you are requesting not be released on the DOA-3027 form.
- Attach to your application by selecting the paperclip icon next to the Attachment B line in the Section 5, uploading your DOA 3027 Form, and clicking “done” to complete.

SECTION 5. APPLICATION ATTACHMENTS

- Attachment A: IRS Form W-9 (Required)



- Attachment B: Form DOA 3027: Designation of Confidential and Proprietary Information (Optional)



Optional

- Attachment C: Proposed Subcontract Material (Optional)



Optional

Click here to upload a completed DOA 3027 form, then click “done.”

Attachment C: Proposed Subcontract Material (Optional)

If the applicant proposes subcontracting grant activities under the Narrative Section 2.1.2 Organizational Experience, the applicant should include the proposed subcontract application materials in Section 5.

Submit any proposed subcontract materials via DocuSign by selecting the paperclip icon and uploading your documents. Click “done” to complete.

SECTION 5. APPLICATION ATTACHMENTS

- Attachment A: IRS Form W-9 (Required)



- Attachment B: Form DOA 3027: Designation of Confidential and Proprietary Information (Optional)



- Attachment C: Proposed Subcontract Material (Optional)



Click here to upload proposed subcontract materials, then click “done.”

Submitting Your Application

For all applicants, select “finish” to submit your application for Program review.

Your application form will be sent to the Program for review. You will receive a copy of the completed application if you re-entered your information as directed on page 2, Step 3. This copy serves as confirmation of application receipt by the Program.

Additional Helpful Links for DocuSign Troubleshooting:

If you have any technical issues, please be sure that your internet browser is up to date. DocuSign supports the most commonly used internet browsers, as follows:

<https://support.docusign.com/guides/signer-guide-signing-system-requirements>

Additional DocuSign help links are listed below:

- Common Signing Issues: https://support.docusign.com/s/articles/Basic-troubleshooting-steps-for-common-Docusign-issues?language=en_US
- Adopting a signature: <https://support.docusign.com/en/guides/signer-guide-signing-adopt-new>
- How do I sign a DocuSign Document: https://support.docusign.com/s/articles/How-do-I-sign-a-DocuSign-document-Basic-Signing?language=en_US
- DocuSign Support Center: https://support.docusign.com/s/?language=en_US