State Violence Prevention Program
APPLICATION INSTRUCTIONS - ALL CATEGORIES

Updated January 2, 2026
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
☐	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](#)	
☐	IRS Form W-9	**Required.** [Available here.](#)	**January 16, 2026, by 2:00 PM Central Time**
☐	DOA-3027	**Optional.** [Available here.](#)	**January 16, 2026, by 2:00 PM Central Time**
☐	Proposed Subcontract Material	**Optional.**	**January 16, 2026, by 2:00 PM Central Time**
☐	Additional Application Materials – Two Page Limit	**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:

Best Practices When Using DocuSign:

- Use a convenience copy to draft responses in Word prior to completing the application in DocuSign.
- Cut and paste responses from Word into DocuSign to avoid data loss.
- When you are ready to submit, open and complete the DocuSign Application Form in one sitting to avoid data loss.
- The "Save and Finish Later" feature in DocuSign will only save application progress and data for a limited amount of time and it is not recommended to rely upon this feature to complete the application over multiple sessions.

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.

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.

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.

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

Your Email: *

Email Address

Please provide information for any other signers needed for this document.

Re-enter applicant name and email here to recieve a completed copy:

Name:

Full Name

Email:

Email Address

Recieve a completed copy of document (additional recipient 1):

Name:

Full Name

Email:

Email Address

Recieve a completed copy of document (additional recipient 2):

Name:

Full Name

Email:

Email Address

Begin Signing

Click "Begin Signing" when you are done entering.

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. Please see the best practices noted above for completing the application in DocuSign to avoid experiencing data loss through the use of the "Save and Finish Later" feature.
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.

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, as applicable,** is available to search at the following link: https://apps.dfi.wi.gov/apps/CorpSearch/Search.aspx. *Applicable 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.**

  o Please reach out to the Department of Financial institutions with any questions regarding your organization's status.

  o Please note that DFI registration is only applicable to certain applicant entity types, including but not limited to non-profits, cooperatives, business corporations, and certain other private and non-public agencies. The list of required entity types is available to search at the following link: https://dfi.wi.gov/Pages/BusinessServices/BusinessEntities/FAQ.aspx.

- **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=202 2.

- **Please note the following regarding Qualified Census Tract Response Requirements:** An eligible applicant does not need to be located in a qualified census tract in order to apply for funding. The Department of the Treasury has used Qualified Census Tracts as a mechanism to identify communities that have been disproportionately impacted by the pandemic but has acknowledged that there are other ways to identify disproportionately impacted communities.

   An eligible applicant is not required to meet certain population-based criteria, such as those associated with income or poverty. Applicants should address how service areas in the application narrative serve communities disproportionately impacted by the COVID-19 pandemic. For example, other measures may include homelessness, rent burdened or historically low-income communities.

   There may also be other scenarios, e.g., a tourism-dependent community, where COVID-19 had economic impacts disproportionate to the rest of the state or country. Applicants using measures other than Qualified Census Tracts should provide justification using quantitative metrics for the relevant neighborhood or community.

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

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

- 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

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.
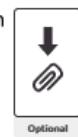

SECTION 5. APPLICATION ATTACHMENTS

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

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

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

- Attachment C: Proposed Subcontract Material (Optional)

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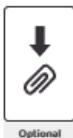
Submit any proposed subcontract materials via DocuSign by selecting the paperclip icon and uploading your documents. Click "done" to complete.

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."

Attachment D: Additional Application Materials – Two Page Limit (Optional)

An additional attachment option has been added if needed for you to provide visuals to support the reviewer's understanding of your experience or capacity to complete eligible activities in the performance period. However, any submission beyond the first two (2) pages will not be reviewed. Please also note that other supporting documents such as letters of support are not required and will not influence scoring.

Submit any additional application materials via DocuSign by selecting the paperclip icon and uploading your documents. Click "done" to complete.

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