



# WISCONSIN DEPARTMENT OF Public Instruction

## Instructions

### Peer-to-Peer Suicide Prevention Grant Application

Collection of this information is a requirement of [s. 115.366](#).

The Peer-to-Peer Suicide Prevention Grant is a competitive grant program that has been established for Wisconsin high schools. Any school at which pupils attend high school grades are eligible for this grant. Recipients of a grant may use the funding to support an existing peer-to-peer suicide prevention program, or to implement a new program.

**Application must be submitted by 4 pm on Wednesday, October 2, 2024.**

**Grant Period: 2024-25 School Year**

**Maximum Award: \$1,000**

**Grant Number: DPI - 246**

## I. Instructions

For an application to be accepted, all fields must be completed in full (unless marked as optional).

For detailed grant information, reference the Peer-to-Peer Suicide Prevention Grant Overview posted to the DPI's website: <https://dpi.wi.gov/sspw/mental-health/youth-suicide-prevention/student-programs/peer-to-peer-suicide-prevention-grants>.

To complete the [application](#), you will need:

1. Contact information for your school administrator, project coordinator for this grant, and your business office.

- 2. A project narrative.
- 3. An action plan that includes: timeline, evidence of completion, and personnel responsible.
- 4. A project budget. (Please work with your business office prior to starting this form to determine the correct Wisconsin Uniform Financial Accounting Requirements (WUFAR) codes for the budget summary.)

Prior to entering content into the [application](#), it is recommended that a draft narrative is composed in Google Docs or Word, and then the content copied and pasted into the application. A copy of the complete application will be emailed to you upon submission.

If you have questions, please contact: [PeertoPeer@dpi.wi.gov](mailto:PeertoPeer@dpi.wi.gov)

**Helpful Hint**

Use the Chrome browser for best results.

**General Information**

**II. GENERAL INFORMATION**

**School District/Applicant Agency Information**

School District/  
Applicant Agency

School Name

Mailing Address  
*Street, City, State, ZIP*

**CESA**

1

2

- 3
- 4
- 5
- 6
- 7
- 8
- 9
- 10
- 11
- 12

**School Type**

Per state statute 115.366 **only** grades 9, 10, 11, and 12 are eligible for the **Peer-to-Peer Suicide Prevention Grant**. Please indicate which of the following school grades are included in your school. *Check all that apply.*

9  10  11  12

**Administrator/Executive Director Information**

First and Last Name

Telephone Area/No.

Email Address

**Project Contact Information**

First and Last Name

Position/Title

Telephone Area/No.

Email Address

**Business Services Manager Information**

First and Last Name

Telephone Area/No.

Email Address

**Grant Period****Beginning Date: July 1, 2024****Ending Date: June 30, 2025**

Select the appropriate option to indicate the type of application. If you are unsure which options applies, please email [PeertoPeer@dpi.wi.gov](mailto:PeertoPeer@dpi.wi.gov) prior to proceeding.

- New application
- First renewal
- Second renewal
- Third renewal

## General Assurances

### III. GENERAL ASSURANCES

The applicant understands and agrees that the following assurances are pre-award requirements generally imposed by state law or regulation, and do not include all state regulations that may apply to the applicant or its project.

**Each applicant is ultimately responsible for compliance with the certifications and assurances selected on its behalf that apply to its project or award.**

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#### Assurance is hereby provided that:

- 1. Applicant agrees** to comply with all terms and conditions set forth in the grant program's Application Guidelines document provided with this application. Services provided under this grant will be used to address the needs set forth in the guidelines document. Applicant agrees to implement the activities within the prescribed timeline as outlined in their work plan section of their proposal. Applicant will provide fiscal information within the fiscal year timeline established for new and reapplying programs. [Wis. Stat. § 35.93](#); Wis. Admin. Code § [PI 38.008](#) (Grant reporting).
- 2. Legal and Regulatory Compliance:** Administration of the program, activities, and services covered by this application will be in accordance with all applicable state and federal statutes, regulations, and the approved application.
- 3. Allowable Costs:** Costs incurred shall be allowable and meet grant goals and objectives.
- 4. Confidentiality:** The applicant shall comply with provisions applicable to public schools regarding confidentiality of student information for any pupil record created, obtained, or maintained under this grant, regardless of whether those provisions would not otherwise apply to the applicant but for the applicant's participation in this grant. [Wis. Stat. § 118.125](#) (Pupil records).
- 5. Conflict of Interest:** No board or staff member of an LEA or CESA may use his or her position to obtain financial gain or anything of substantial value for the private benefit of himself or herself or his or her immediate family, or for an organization with which he or she is associated, such as a royalty, commission, contingent fee, brokerage fee, consultant fee, or other benefit. [Wis. Stat. § 19.59\(1\)\(a\)](#).

**6. Contracts and Procurement:** The applicant will use its own procurement procedures that reflect applicable state and local laws and regulations.

**7. Cooperation With Evaluation:** The applicant shall cooperate with the performance of any evaluation of the program by the WDPI or by their contractors. [Wis. Stat. § 35.93](#); Wis. Admin. Code § [PI 38.008](#) (Grant reporting).

**8. Copyright, Acknowledgement, and Publications:** The applicant/recipient will comply with all copyright and materials acknowledgement requirements as addressed in the projects' grant guidelines. The WDPI reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, for WDPI purposes: the copyright in any work developed under this grant; and any rights of copyright to which the applicant or a contractor purchases ownership with grant support.

The content of any grant-funded publication or product may be reprinted in whole or in part, with credit to the WDPI acknowledged. However, reproduction of this product in whole or in part for resale must be explicitly authorized by the WDPI. When issuing statements, press releases, and other documents describing projects or programs funded in whole or in part with grant funds, the grant award recipient shall clearly acknowledge the receipt of grant funds in a statement.

**9. Fiscal Control:** The applicant will use fiscal control and fund accounting procedures and will ensure proper disbursement of, and accounting for, funds received and distributed under this program [Wis. Stat. § 16.41 (Agency and authority accounting; information; aid)].

**10. Programmatic Changes:** The applicant will obtain the prior approval of the WDPI whenever any of the following actions is anticipated:

- a. Any revision of the scope or objectives of the project
- b. Changes in key persons where specified in the application or grant award
- c. A disengagement from the project for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director
- d. Contracting out or otherwise obtaining services of a third party to perform activities central to the purpose of the award
- e. Changes in the amount of approved cost-sharing or matching provided by the grant recipient. [Wis. Stat. § 35.93](#); Wis. Admin. Code § [PI 38.008](#) (Grant reporting)

**11. Record Retention:** The applicant will ensure records created or obtained under this grant are maintained in accordance with the *Wisconsin Records Retention Schedule for School Districts*, regardless of whether this retention schedule would not otherwise apply to the applicant but for the applicant's participation in this grant. The retention schedule is available online: <https://publicrecordsboard.wi.gov/Documents/School%20GRS.pdf>.

**12. Reporting:** The applicant will ensure all required financial and program data and information is reported to the WDPI timely on a schedule established by the WDPI. [Wis. Stat. § 35.93](#); Wis. Admin. Code § [PI 38.008](#) (Grant reporting).

**13. Grant Evaluation:** The applicant shall ensure that all grant evaluation reporting will be timely on a schedule established by the WDPI. Grant evaluation information provided to the WDPI staff shall accurately assess the completeness of grant goals, activities, benchmarks and target dates. [Wis. Stat. § 35.93](#); Wis. Admin. Code § [PI 38.008](#) (Grant reporting).

### Assurances Acknowledgement

*Click on the statement below to acknowledge*

- I ACKNOWLEDGE I have read and agree to these assurances and have shared this information with applicable parties.

### New Applicants-Project Narrative

## IV. PROJECT NARRATIVE

*Limit response to each question to 1,000 characters*

Please note: This section is for New applicants only. If you are a current grantee requesting a renewal who is seeing this page, please start over and select the appropriate application type.

### 1. Demonstration of Needs

a. Using data, describe your high school population, suicide risk, student mental health and school climate (examples of acceptable data, Youth Risk Behavior Survey (YRBS), school climate survey, universal screener data trends, district survey or county-wide health services data, etc.).

b. Based on your data, identify needs related to student suicide education/awareness that would be addressed with this grant funding.

## 2. Current Program Status

Describe your current student suicide education/awareness programming (e.g., activities, programs, curriculum, protocols, practices, policies).

## 3. Proposed Program and Integration

a. Name the peer-to-peer suicide prevention program you are using or plan to implement with grant funding? Peer-to-peer suicide prevention example programs can be found here: [Wisconsin Safe & Healthy Schools - Suicide Prevention Resources](#) (e.g. Hope Squad, REDgen and Sources of Strength).

b. What specific concerns does the peer-to-peer suicide prevention grant funding address, and how does this project help prevent or reduce suicide-related ideation and behaviors?



c. Based on your data and identified needs, what grant funded activities will you implement through your selected peer-to-peer suicide prevention program? The Peer-to-Peer Principles should guide your activity planning. See the principles below.

### **Peer-to-Peer Principles**

Please ensure the Peer-to-Peer Principles are included in your application responses and planned activities:

- Training students to recognize the signs of suicide and how to respond when signs are shown by fellow students.
- Utilizing messages of hope, health, and strength to develop peer leaders, create resources, and promote student well-being in the school community.
- Training peer leaders to ensure they have the knowledge and tools needed to recognize warning signs of suicide and depression in themselves and peers, awareness of resources, and connections to trusted adults.
- Use of age appropriate strategies for large or small group discussions, activities, or practice of skills to assist students in responding to peers who disclose they are struggling.

### **4. Measure of Success**

Describe data that will be collected to measure the success/impact of program implementation (e.g., pre-post surveys to measure changes in perceptions, behaviors, attitudes, or knowledge; descriptive narratives; participation data; outcome data).

Please review the information you entered above before advancing to the next section, as you will be unable to edit after proceeding. Thank you.

## Renewal Applicants-Project Narrative

### IV. PROJECT NARRATIVE

*Limit response to each question to 1,000 characters*

**Disclaimer: Renewal applicants only. New applicants, please select the appropriate application type in the previous section. This section is exclusively for previous Peer-to-Peer Suicide Prevention Grant grantees.**

#### 1. Demonstration of Needs

Describe in detail the grant activities planned that lead to addressing suicidal related behaviors, such as severe depression, non-suicidal self-injury, talk/plan of suicide, or suicide attempt and how it connects to and expands previous grant activities.

Please ensure the Peer-to-Peer Principles are included in your application responses and planned activities:

- Training students to recognize the signs of suicide and how to respond when signs are shown by fellow students.
- Utilizing messages of hope, health, and strength to develop peer leaders, create resources, and promote student well-being in the school community.
- Training peer leaders to ensure they have the knowledge and tools needed to recognize warning signs of suicide and depression in themselves and peers, awareness of resources, and connections to trusted adults.
- Use of age appropriate strategies for large or small group discussions, activities, or practice of skills to assist students in responding to peers who disclose they are struggling.

## 2. Measure of Success

Describe data that will be collected to measure the success/impact of program implementation (e.g., pre-post surveys to measure changes in perceptions, behaviors, attitudes, or knowledge; descriptive narratives; participation data; or outcome data).

Please review the information you entered above before advancing to the next section, as you will be unable to edit after proceeding. Thank you.

## Budget Detail

### V. BUDGET DETAIL

#### Budget Detail Instructions:

- **To streamline application submission, please consult your business office to ensure proper coding is chosen prior to submitting the proposed budget.**
- Individual grant awards cannot exceed \$1,000.
- No capital objects or activities deemed entertainment allowed (e.g., computers, furniture, or video equipment).
- One-time speakers are limited to 70 percent of total funds.
- Staff stipends are limited to 20 percent of the total funds.
- Incentives limited to 20 percent of total funds.

WUFAR (Wisconsin Uniform Financial Accounting Requirements) functions and object codes are for the benefit of your business office. List and describe Item, Purpose, and Cost for each expenditure. All fields in the table below must be completed. **Please enter "0" in all spaces/fields in this section that are not applicable.**

In the cost column, please enter numbers only. Please do not include dollar signs or commas.

	Item	Purpose	Cost
Line 1	<input type="text"/>	<input type="text"/>	<input type="text"/>
Line 2	<input type="text"/>	<input type="text"/>	<input type="text"/>
Line 3	<input type="text"/>	<input type="text"/>	<input type="text"/>
Line 4	<input type="text"/>	<input type="text"/>	<input type="text"/>
Line 5	<input type="text"/>	<input type="text"/>	<input type="text"/>

**WUFAR Function**

To streamline application submission, please consult your business office to ensure proper coding is chosen prior to submitting the proposed budget.

**Support Services**—Pupil and Instructional Staff Services (in 210 000 and 220 000) Support Services are those which facilitate and enhance instructional or other components of the grant. This category includes staff development, supervision, and coordination of grant activities.

**WUFAR Object**

**Each space must have a number. Please enter "0" if needed and do not include commas or decimals.**

Salaries (100S)—(Staff Stipend capped at 20% of total budget, salaries not an allowable expense)	\$ <input type="text" value="0"/>
Purchased Services (300s)—e.g., transportation, etc.	\$ <input type="text" value="0"/>
Purchased Services (300s)—e.g., speaker/consultant; (One-time speakers capped at 70 percent of total funds. It is important to distinguish between the roles of a one-time speaker and a trainer. A one-time speaker focuses on delivering a singular speech, presentation or assembly to inform, inspire, or entertain the audience while a trainer is responsible for imparting knowledge and facilitating learning through structured programs.)	\$ <input type="text" value="0"/>
Non-Capital Objects (400s)—curriculum, materials/supplies	\$ <input type="text" value="0"/>
Non-Capital Objects (400s)—Incentives (capped at 20 percent of total budget, e.g., trinkets, food, t-shirts/clothing, water bottles, etc.)	\$ <input type="text" value="0"/>
Other (900s)—e.g., entrance fees	\$ <input type="text" value="0"/>
Total	\$ <input type="text" value="0"/>

## Certification

### VI. CERTIFICATION/SIGNATURES

**I, THE UNDERSIGNED, CERTIFY** that the information contained in this application is complete and accurate to the best of my knowledge; that the necessary assurances of compliance with applicable state and federal statutes, rules, and regulations will be met; and, that the indicated agency designated in this application is authorized to administer this grant.

**I FURTHER CERTIFY** that the assurances listed on under Section III General Assurances have been satisfied and that all facts, figures, and representation in this application are correct to the best of my knowledge.

#### Signature of District Administrator or Building Principal

Signature may be "written" using your mouse or touch screen.

**SIGN HERE**

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[clear](#)

Date Electronically Signed: 07/15/2024

Click the "Submit Application" button to complete your Peer-to-Peer Suicide Prevention Grant application.

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**Wisconsin Department of Public Instruction**  
**Jill K. Underly, PhD, State Superintendent**

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