

Grant Opportunity for Maryland Community Colleges: Purchase and Stock Vending Machines for Over-the-Counter Contraception

Request for Grant Applications

Introduction

The [Foundation for the Maryland Commission on Women](#) (FMCW) and the [American Society for Emergency Contraception](#) (ASEC) are collaborating on a grant program during academic year 2025-26 to support Maryland community colleges in meeting the requirements of [Education Article, Section 16-111 \(2024\)](#).

The purpose of this grant program is to provide funds to Maryland community colleges to purchase and install vending machines containing over-the-counter contraception (“required products”). Required products include levonorgestrel emergency contraception, Opill, and condoms. Vending machines should be placed in a location that is accessible to all students and staff when classes are in session, and offers some privacy.

Each community college may submit a request for up to \$10,000 with a completed application. Grants will be awarded on a first come/first served basis until the grant pool funds are exhausted.

Eligibility

Maryland community colleges are eligible to apply for these grant funds. Institutions with more than one campus may apply for one grant which must be used to ensure the institution’s campuses are compliant with [Education Article, Section 16-111 \(2024\)](#). If there are unexpended funds by January 15, 2026, additional applications from previously funded institutions may be considered.

Funds Available

Grant funds are available through June 30, 2026.

Total available grant pool: \$110,000

Anticipated number of awards: 11

Maximum award amount: \$10,000

Purchase, receipt, and installation of the vending machine equipment and required products must occur by June 30, 2026. Unused funds must be returned to the FMCW no later than July 30, 2026.

Allowable Use of Funds

Public institutions may only use the funds to comply with [Education Article, Section 16-111 \(2024\)](#), including purchasing and installing vending machine equipment, procurement of required products, and

Allowable costs include:

- 1) Equipment, stock, and any operating system needs.
- 2) Installation.
- 3) Staff training by vendor.
- 4) Any equipment licensing fees.
- 5) Shipping fees and sales taxes.
- 6) Consumable costs directly related to equipment usage.
- 7) Technician costs to receive, setup, operationalize, and train staff on equipment usage.
- 8) Purchase of required products (levonorgestrel emergency contraception, Opill, and condoms)
- 9) Up to \$2,000 for expenses related to required consultation with students and student organizations, which may include stipends for student positions, costs for surveying or focus groups, or other methods approved of by the grantors.

Unallowable costs include, but are not limited to:

- 1) Staff salaries and benefits.
- 2) Indirect costs (a.k.a., F&A - facilities and administrative).

Grant Requirements

Claudia Trevor-Wright (ASEC) is available to assist applicants in completing the Grant Application and meeting other Grant Requirements. claudia@americansocietyforec.org

The community colleges receiving the grant will be required to provide the following:

1. **A Grant Application** - Submit a plan, timeline and budget for equipment purchase and installation and product procurement. (See below for full description)
2. **A Completed Contract** - The Community College must sign a contract with the Foundation for the Maryland Commission for Women. The contract must be signed by someone with the authority to enter into a contract on behalf of the Community College.
3. **A Final Report** - A brief report to be submitted via an online form, to include:
 - a. How students were consulted, as required by [Education Article, Section 16-111 \(2024\)](#),
 - b. The process of installing the vending machine and procuring required products to be sold or dispensed,
 - c. A final accounting of equipment purchased and costs, including receipts for all equipment and services purchased from grant funds.

Grant Process & Timeline

Task	Date(s)
Grant Guidance and Application Posted	August 15, 2025

Complete Grant Application Only complete applications will be considered. Colleges that submit incomplete applications will be notified so they can resubmit.	Opens September 1, 2025 Closes December 31, 2025 or when grant funds are exhausted, whichever is earlier
Grant Applications Reviewed & Approved on Rolling Basis Grants will be awarded on a first-come first-serve basis, until grant funds are exhausted.	Closes December 31, 2025 or when grant funds are exhausted, whichever is earlier
Grantee Community College Completes Contract with FMCW	2 weeks from notification of grant award
Community College Submits Invoice Amount must reflect costs as listed in the approved budget	2 weeks from contract completion
FMCW Issues Payments of Funds to Community College	Within 2 weeks from receipt of invoice
Community College Implements Grant Activities	No later than June 30, 2026
Community College Submits Final Report & Returns Any Unused Funds	1 month from grant activity completion or July 30, 2026

Grant Application: [Please fill out the form here.](#)

Contact Information

1. Institution (name, address)
2. Project Point of Contact (name, title, division, address, email, phone)
3. Grant Award Contract Signatory (name, title, division, email)

Grant Requirements

1. **Plan:** Describe the key elements of your institution's plan to purchase and install a vending machine that offers required products. Include the vendor(s) to be used, if known. (Maximum 250 words)
2. **Student Consultation:** Describe how students and/or student organizations were consulted in formulating the institution's plan.
3. **Location:** Describe the location on campus where you will install the vending machine in order to fulfill the intent of the legislation (Maximum 100 words)
4. **Timeline:** What is your timeline for purchase and installation? Reminder: equipment and required products must be purchased, received, and installed by June 30, 2026.
5. **Budget:**

- a. Expected costs for the purchase, installation, and any other costs in relation to the vending machine in alignment with the Allowable Use of Funds section above.
 - b. Expected costs for purchase of required products
 - c. Total amount requested
6. **Funding Sustainability Plan:** How will future product procurement be paid for?
 Grantees are strongly encouraged to make items as affordable as possible for students while providing sufficient revenue to keep the machine operating sustainably for the long term. Grantees are and are not obligated to dispense any product at a loss.

Applicant and Grantee Support

Questions Related To	Contact
- Grant application process, grant requirements - Technical assistance with student consultation, vending machine or product procurement, or administrative issues	Claudia Trevor-Wright , Director, Higher Education & Special Projects, American Society for Emergency Contraception. claudia@americansocietyforec.org
Invoicing, payment, or financial documentation	Hannah Breslau , Foundation Coordinator, marylandwomenfoundation@gmail.com
Legal requirements or compliance	Emily Dow , Assistant Secretary, Academic Affairs Maryland Higher Education Commission, Emily.Dow@maryland.gov