



**2014-2015
South Dakota Tobacco Control Program
Community/School Partnership Grant
Grant Guidance
September 15, 2014**

<http://doh.sd.gov/prevention/tobacco/partnershipgrants.aspx>

605-773-3737

APPLICATION DEADLINE: October 10, 2014 @ 5 pm Central Time

Submit completed application to DOH.info@state.sd.us

2014-2015
SD TCP COMMUNITY/SCHOOL PARTNERSHIP GRANT TIMELINE

September 15, 2014	Grant Application Release
September 26, 2014	<u>Submission Deadline for Questions</u> Questions for Technical Assistance conference call must be received by 5:00 p.m. Central Time
October 1, 2014 October 2, 2014	<u>Technical Assistance Conference Call</u> 10/1 @ 9:30 am Central Time and 10/2 @ 1:30 pm Central Time
October 10, 2014	<u>Submission Deadline for Application</u> Grant applications must be received by 5:00 p.m. Central Time
November 7, 2014	<u>Tentative Award Notification</u> – Applicants will be notified of funding decisions by email
November 7, 2014 – October 30, 2015	Grant cycle
October 30, 2015	<u>Final monthly report due</u> and all grant funds must be expended

BACKGROUND

The South Dakota Department of Health (DOH) is the lead agency for the statewide management of tobacco use prevention and cessation. The South Dakota Tobacco Control Program's (SD-TCP) efforts are based on those practices shown to be successful and recommended in *Best Practices for Comprehensive Tobacco Control Programs* compiled by the Centers for Disease Control and Prevention (CDC) and at the local level.

Serving as a voice for tobacco use prevention and cessation for the state, the SD-TCP promotes a coordinated effort to prevent tobacco use and reduce the death and disease caused by tobacco use.

The SD-TCP is committed to helping develop community-based and school-based programs designed to encourage, promote and support tobacco-free lifestyles. The purpose of the Community/School Partnership Grant is to support local community and school-based efforts, promote implementation of *South Dakota Tobacco Control Program Strategic Plan*, and foster collaboration among organizations across the state to ultimately reduce the toll of tobacco use in South Dakota.

The SD-TCP will provide support for the Community/School Partnership Grant recipients with assistance from Regional Tobacco Prevention Coordinators. The Tobacco Prevention Coordinator (TPC) in your region is available to attend partnership meetings and will be available to provide support and technical assistance throughout the grant period. To find your regional TPC, visit <http://doh.sd.gov/prevention/tobacco/local-coordinators.aspx>.

Grant Overview

Who Can Apply?

The purpose of the Community/School Partnership grant program is to link school and community tobacco prevention and control efforts in order to achieve maximum impact. Partnership efforts must be led by both community and school representatives and must implement activities that impact both local school districts and the community-at-large.

Community/School Partnership grants are awarded to local governmental and non-profit community-based organizations, coalitions and groups that support the mission of the SD-TCP. Examples include, but are not limited to, youth groups, schools, post-secondary institutions, civic associations, service clubs, healthcare organizations, faith based organizations, parent groups, neighborhood associations, and local community coalitions.

Funding Guidelines

The Community/School Partnership grant program is designed to invest in projects that address the following goals, as outlined in the *South Dakota Tobacco Control Program State Plan* (<http://doh.sd.gov/prevention/assets/TobaccoControlStatePlan.pdf>).

- Goal I: Prevent initiation among youth and young adults.
- Goal II: Promote quitting among adults and youth.
- Goal III: Eliminate exposure to secondhand smoke.
- Goal IV: Identify and eliminate tobacco-related disparities among population groups.

Partnerships should focus their efforts on supporting and implementing policy-based interventions that address one or more of the SD-TCP's goal areas and that reach large cross-sections of the community. Partnerships are strongly encouraged to use grant funds to implement school-based tobacco-free buildings and grounds policies in their communities. The quality of a school's tobacco policies as well as a school's need to improve its tobacco policies will be considered in the scoring of partnership applications. Please see the Appendix to view the South Dakota Board of Education's model tobacco-free buildings and grounds policy.

Examples of activities that could be approved include (but are not limited to):

Goal Area 1: Prevent initiation of tobacco use among youth and young adults.

- *Implement school and community based youth prevention activities.*
- *Implement evidence-based tobacco prevention curriculum.*
- *Support an increase in the number of post-secondary institutions, including tribal institutions, with 24/7 tobacco –free buildings and grounds policies.*
- *Support an increase in the number of K-12 institutions, including tribal schools, with 24/7 tobacco-free buildings and grounds policies.*

Goal Area 2: Promote quitting among adults and youth.

- *Encourage delivery of evidence-based cessation advice by health care providers.*
- *Implement strategies to increase awareness of the dangers of tobacco use, promote quitting and change social norms related to tobacco use.*

Goal Area 3: Eliminate exposure to secondhand smoke.

- *Promote the implementation of Multi Unit housing policies*
- *Support an increase in the number of commercial tobacco-free tribal government properties.*
- *Advocate for tobacco- free environments.*
- *Support the implementation of tobacco-free parks and outdoor areas ordinances.*

Goal Area 4: Identify and eliminate tobacco-related disparities among population groups.

(Priority populations include youth and young adults, American Indians, pregnant women, Medicaid clients, and spit tobacco users. Select at least one activity that is specific to a disparate group.)

- *Implement strategies to increase awareness of the dangers of tobacco use, promote quitting, and change social norms related to tobacco use.*
- *Encourage delivery of evidence-based cessation advice by health care providers.*
- *Advocate for tobacco-free environments.*

In order to be considered complete, all applicants must include the required components of the grant: (1) Application Worksheet, (2) Application Narrative, (3) Policy Information, (4) Budget Worksheet, (5) Letters of Support, and (6) Signed Acknowledgement. The South Dakota Tobacco Control Program will approve or deny applications, and all decisions will be final.

1. The maximum grant award is **\$25,000** per applicant. SD-TCP reserves the right to grant less than the total amount requested.
2. Funding will be based on points allocated (as described in section “Application Guidelines” below). Incomplete applications will not be considered.
3. Funds may be applied to support existing or new projects. However, applicants must demonstrate the requested funds do not supplant/replace existing funding.
4. Grants are approved for one funding cycle (11/7/2014-10/30/2015). Continued support for subsequent years requires resubmission, review of grant progress, budget management, and availability of grant funds.
5. Prior performance of organizations who have previously received SD-TCP funds will be considered when reviewing applications.
6. Late applications will not be reviewed.

APPLICATION GUIDELINES

The following components are required elements of a completed application packet, and must be included for consideration of funding:

- I. **Application Worksheet** - A completed Application Worksheet must be submitted as the cover sheet to the application packet.
- II. **Application Narrative.** All applicants must include the following:
 - a. **Need.** Describe the need in your community for proposed activities. Include supporting data as appropriate. **(15 points)**
 - b. **Capacity.** Describe your organization's ability to carry out activities. Include a list of your local group's active membership and/or current community partners. Applicants must demonstrate ability to bring together stakeholders to support proposed activities. **(10 points)**
 - c. **Objectives and Activities (40 points)**
 - i. Using the checklist provided in the application form, please select the strategies you plan on addressing during the grant year. **Note: some strategies are required.** Model and sample policies are provided for your convenience in the Appendix.
 - ii. Grantees who are interested in conducting a *South Dakota Good & Healthy Community Health Needs Assessment* should check the appropriate box in the application. Additional grant funds may be available to support these efforts. Please do not include costs associated with completing the assessment in your Budget Worksheet. To view the toolkit visit: <http://goodandhealthysd.org/communitytoolkit/>
 - iii. For each strategy selected, describe in detail the activities that you propose to implement. You must clearly describe how activities will support the achievement of the strategy.
 - iv. Finally, mark which quarter during the grant period each activity will occur. Clearly outline who will be responsible for achieving which activities by a specified time frame.
 - Quarter 1: November 7, 2014- January 31, 2015
 - Quarter 2: February 1, 2015- April 30, 2015
 - Quarter 3: May 1, 2015-July 31, 2015
 - Quarter 4: August 1, 2015-October 30, 2015
- III. **Policy Information.** Please include a copy of the current tobacco use policy of all schools/school districts that will be members of the school/community partnership. In addition, please submit the tobacco use policy for the partnership's designated fiscal agent. **(15 points)**

- IV. **Budget Worksheet.** Using the excel template provided, formulate your budget request. Applicants must provide sufficient budget narrative to justify costs to achieve strategies selected. Partnerships may request to use up to 10% of their grant award to cover ancillary costs such as meeting expenses and educational incentive items. Finally, partnerships are allowed to request up to 25% of the total grant award for a facilitator(s) stipend and administrative costs. A partnership may request more than 25% for this line item. However, a justification must be provided. Travel expenses related to TCP sponsored trainings such as the Spring Tobacco Prevention Institute, TATU, and N-O-T will be reimbursed directly by the Tobacco Control Program and do not need to be included in your budget request **(10 points)**.
- V. **Letters of Support.** Applicants should include letters of support from school districts served by this application, a minimum of two community partners, and the Partnership's fiscal agent. A letter of support is not required from the fiscal agent if the applicant is acting as its own fiscal agent. Letters should be written by individuals who are authorized to speak on behalf of the organization. Examples could include a school superintendent, non-profit agency director, or the chairperson of the city or county health committee.

If the partnership is acting as its own fiscal agent you will need a minimum of three letters of support:

1. One letter from *each* school district served by this application
2. Two letters from community partners

If the partnership is not acting as its own fiscal agent you will need a minimum of four letters of support:

1. One letter from *each* school district served by this application
2. Two letters from community partners
3. One letter from the partnership's fiscal agent **(10 points)**

- VI. **Signed Acknowledgment:** The grant application must be signed by the Partnership's fiscal agent and the grant facilitator.

Applicants are encouraged to use as much detail as necessary to fully respond to the criteria, yet be as succinct as possible. Additional material and attachments will not be considered.

To be successful, applicants must demonstrate within the application narrative the following:

- a. Demonstrated ability to bring together key stakeholders (local agencies, partners, individuals) to collectively support proposed activities.
- b. Capacity, competence and experience to accomplish project objectives and activities.
- c. Services are provided in South Dakota.
- d. Demonstrated use of research-based tools such as the *South Dakota K-12 Tobacco Prevention Toolkit*, *Post-Secondary Tobacco Policy Toolkit*, *The South Dakota Community Tobacco Prevention Toolkit*, *The South Dakota Tribal Tobacco Policy*

- Toolkits, and CDC's Coalitions Best Practices User Guide.* Links to these resources are provided on the [resource sheet](#).
- e. Demonstrated willingness to collaborate with the South Dakota Tobacco Control Program.
 - f. Assure that funding requested will not supplant funds currently received by the applicant.
 - g. Appropriate activities are proposed and based on best practices to achieve proposed objectives.
 - h. Responsible use of funds in previous grant awards (if appropriate). Note: organizations that have received funding in the past and have not adhered to the reporting requirements will not be considered.
 - i. Demonstrated commitment to statewide goals, a clearly developed action plan with expected outcomes and activities with time frames.
 - j. Measurable results and responsibilities of partners are outlined in the plan.
 - k. A detailed budget appropriate for the level of activities planned.

Applications must be submitted to the SD-TCP no later than 5:00 p.m. Central Time on October 10, 2014 in one of the following ways:

- **Electronically:** Applications may be submitted to DOH.info@state.sd.us. Please place the name of your partnership in the subject line when submitting your application.
- **Mail:** Applications may be sent via US Postal Service to: South Dakota Tobacco Control Program; 615 East Fourth Street; Pierre, SD 57501. Note, however, that applications must be received by the deadline date; postmarked verification will not suffice.

Late applications will not be considered. Once submitted, applications will be considered final and will be approved or declined for funding. SD-TCP reserves their right to grant less than the total amount requested.

The SD-TCP reserves the right to reject, in whole or in part, any or all applications, to advertise for new applications, to abandon the need for such services, and to cancel this grant opportunity if it is in the best interest of SD-TCP. Applicants will be rejected for the following reasons:

1. Failure to submit application by 5:00 p.m. Central Time on October 10, 2014.
2. Failure to include all required information or sufficient information to determine whether all grant requirements have been satisfied.
3. Failure to utilize research-based tools detailed in this document
4. Failure to follow the application instructions.
5. Providing misleading or inaccurate information.
6. Failure to respond to a request for information or documents.
7. Failure to comply with policy on no funding from tobacco companies.
8. Limited availability of funds.

EVALUATION & PROGRESS REPORTING

Grantees will be required to report on activities outlined in their workplan to monitor compliance with grant objectives, inform program improvement, and determine the impact of the grantees' activities. The minimum reporting requirements are listed below:

1. Completion of a pre-and post-policy assessment
2. Monthly reports that detail progress toward planned objectives
3. Quarterly fiscal reports to track utilization of grant funds
4. Annual report
5. Participation in any other evaluation activities requested by the SD-TCP

Applicants will be required to submit monthly progress reports and quarterly fiscal reports throughout the grant cycle in accordance with the [Progress Reporting Schedule](#). Grantees must submit all final reports including progress, fiscal, and annual reports no later than October 30, 2015.

AWARD PROCEDURES

Applicants will be notified in early November by email of funding decisions. Successful applicants will then be required to meet with their regional TPC to finalize work plans and budgets. The grant funding cycle will be November 7, 2014 – October 30, 2015. The SD-TCP reserves the right to grant less than the total amount requested. All funding decisions by the SD-TCP are final.

Successful applicants will receive a portion of their grant award at the beginning of the grant cycle, pending receipt of the signed Grant Agreement. Upon receipt of the quarterly fiscal report and monthly progress reports, if it is determined by SD-TCP that successful progress has been made, funding will be released for the next quarter to grant recipients.

Funded grantees must agree to the following requirements.

General Requirements:

- Grant funds may not be used to purchase billboards or pay for booth rental at public events such as health fairs or trade shows. Exception: Grant funds may be used for booth rentals only when booths are designed to counter pro-tobacco influences (i.e. past tobacco company sponsorship/presence at the event) at the event. If requesting funds for booth rental please explain the pro-tobacco influences at the event in your application.

Funds may also be used for booth rentals to promote policy interventions to a specific audience (i.e. providing policy information to business owners at a chamber of commerce meeting, human resource managers meeting, or promoting

the “2 A’s & R” intervention at a physician’s meeting). If requesting funds for this purpose, please explain the audience targeted and the policy intervention to be promoted.

- Funds may not be used for direct services including but not limited to medical and/or dental care, pharmacotherapy, screening, treatment, cessation services for adults, or medical and/or dental testing.
- Submit 12 monthly progress reports, four quarterly fiscal reports and an annual report to the appropriate regional TPC.
(<http://doh.sd.gov/prevention/assets/FY15ReportingSchedule.pdf>)
- Complete all activities funded by the SD-TCP and outlined in the work plan as part of the grant agreement.
- Sign a grant agreement (with grant deliverables) in order to receive grant funds.
- Acknowledge SD-TCP as the funding source for any SD-TCP funded material. The use of the South Dakota QuitLine and Tobacco ReThinkIt logos are protected and cannot be utilized without the written permission of the SD-TCP.
- Agree to circulate SD-TCP action alerts and promote SD-TCP events through its members and partners.
- Strongly encourage participating school districts to take part in the Youth Risk Behavior Survey, Youth Tobacco Survey, or School Health Profiles Survey and submit the necessary forms by the deadline provided.
- Not use grant funding to purchase materials or curriculum developed or promoted using tobacco industry funding.
- Hold monthly partnership meetings (at a minimum) and submit meeting minutes and sign-in sheets to your regional TPC within two weeks after meeting takes place.
- If your partnership workgroup or coalition addresses issues other than tobacco control, a subcommittee must be appointed or the coalition must devote time during each monthly meeting to discuss tobacco issues.
- Ensure grant deliverables (outlined in grant application and grant agreement) are met.
- Establish and maintain communication with your regional TPC (at a minimum once per month).

- Invite your regional TPC to ALL monthly partnership meetings. Provide your regional TPC with the date and time of each monthly meeting at least two weeks in advance, so the TPC can make plans to attend.
- Meet regularly with designated regional TPC to monitor project progress.
- Assure compliance with reporting requirements.
- At a minimum, the grant facilitator must participate in four quarterly webinars convened by the TCP throughout the grant year. If the grant facilitator is unable to participate, a substitute must be appointed to participate in their place.
- At least one school and one community representative must attend the Spring Tobacco Prevention Institute that will be held in Pierre on March 24, 2015. If the grant facilitator is not one of the community or school representatives, they must attend as well. Travel expenses (mileage, lodging, and per diem) related to the institute will be reimbursed by the SD-TCP. Substitute teacher reimbursement will be available for school representatives.

Administrative Requirements

- Funds may not be used for the purchase of permanent equipment (laptops, printers, TV's, furniture, etc.).
- SD-TCP will not fund political parties, candidates, partisan political organizations, individuals, or "for profit" businesses.
- Applicants must not accept funds from any tobacco company; Tobacco Company affiliated companies or groups.
- Funds may not be used for grants to individuals, or to organizations with a conflict of interest, including but not limited to those directly or indirectly affiliated with promotion and/or distribution of tobacco products and materials as described in this Grant Application.
- Funds may not be used for lobbying activities, research, or construction or renovation.
- Funds may not be used to supplant funds from other sources for existing operating expenses, indirect costs, or other expenses of activities currently being conducted. Applicants must maintain current levels of effort supported by other or pre-existing fund sources. Grant funds are to be used for efforts which are new and or a clear expansion of tobacco prevention efforts by successful applicants/grantees.

- Funds cannot be used for sponsorship or activities that solely promote the partnership. (Example: Paid messaging that does not include prevention or cessation messaging).
- Ensure grant funds will be used for tobacco prevention only and will not be used to lobby for laws or ordinances.
- Obtain prior written approval for changes to the budget and work plan submitted, if changes are requested during the grant year.
- Obtain written approval from the SD-TCP prior to changing grant facilitators or fiscal agents.
- The fiscal agent for the partnership must carry commercial general liability insurance coverage which cannot be paid for with partnership award funds.
- Maintain phone and email capability. Notify SD-TCP of any changes in contact information.

TECHNICAL ASSISTANCE

The SD-TCP is committed to providing quality technical assistance whenever requested. However to ensure no preferential treatment, applicants are expected to complete application forms and develop proposals without assistance from the DOH or entities with whom the DOH currently contracts. In order to provide uniform technical assistance to applicants the TCP will hold two Technical Assistance Conference Calls on October 1 at 9:30 am Central Time and October 2 at 1:30 pm Central Time. Call-in information will be posted on the [Community/School Partnership Grants website](#). Questions for the calls **must be submitted via email to DOH.info@state.sd.us by 5:00 pm Central September 26, 2014**. Please use “Partnership Grants Question” in the subject line of your email.

Background information and resources to assist applicants in developing their proposals can be found on the [Community/School Partnership Grants website](#). This list is not meant to be a complete list of all available resources.