

# Community/School Partnership Grant 2022-2023 Questions & Answers

Last updated: 3/23/2022

This document will be periodically updated, so please check back often.

**Question 1:** In the community and school partnership grant, there is a place that says, please include the tobacco use policy for your agency (or something along those lines). We currently don't have a tobacco use policy, like we aren't a smoke-free building. Is that a policy that needs to be added or changed for the grant?

**Answer:** If you do not have a policy currently, you can still apply. However, if you don't have a policy, you will need to have a strategy working on a policy within your application.

**Question 2:** For a policy, would that look like a smoke-free building, or what exactly are they looking for in terms of a policy?

**Answer:** Policy work can be around working towards creating, improving, or implementing a tobacco-free building or property. For example: a school could already have a policy but looking to include violation protocol. You can see what type of curriculums/programs we support to the add-in. You can find this information in the grant guidance. To see our model policies, you can go to <https://befreesd.com/advocacy-tools/model-policies/overview/>.

**Question 3:** Would working with a school regarding a suspension/referrals for vaping/tobacco violations be considered the agency policy?

**Answer:** If you are applying for your agency to either work with others and/or be the fiscal agent for the grant, and they do not currently have a tobacco policy, you will need to have one strategy working on a policy for your agency. If your application revolves around working with the school district, they will need a policy or have it in the workplan to create a policy. If they do have a policy, but it is weak, we encourage work to improve the policy. To see our model policies, you can go to <https://befreesd.com/advocacy-tools/model-policies/overview/>.

**Question 4:** Would QuitLine rodeo flags be approved to purchase for rodeo activities?

**Answer:** Rodeo flags will not be approved as they are not an evidence-based practice.



**Question 5:** If we have received funds from tobacco industry, can we still apply?

**Answer:** Grant funds cannot be provided to applicants who have accepted funds from any tobacco company or affiliated company/group. If you have a conflict of interest or have accepted funds from a tobacco company in previous years, contact the Grant Coordinator (Hilary.Larsen@state.sd.us) to learn if you have met our timeframe requirements to become re-eligible.

**Question 6:** How do I know if an activity within your toolkit is a fundable activity or not?

**Answer:** We are currently in the process of updating our toolkits. Due to some activities not being evidence-based, we are no longer able to fund them. To find out if an activity is fundable or not before writing it into your grant application, contact the Grant Coordinator (Hilary.Larsen@state.sd.us) or your Regional Tobacco Prevention Coordinator.

**Question 7:** I want to do the LifeSkills curriculum, but the curriculum is free, what do I write for in the grant for money request? Can I use funds for my time?

**Answer:** Yes, you can write that you are applying to implement the curriculum and using funds for your time. You can also put if you already have the curriculum or if you plan to utilize a training that the SD-TCP supports to get free curriculum. This would be the same if you are looking at implementing other SD-TCP supported curriculums such as CATCH My Breath.

**Question 8:** Can we use funds to purchase rugs with tobacco free wording?

**Answer:** No. Grant funds are no longer used to purchase building rugs.

**Question 9:** When looking at the letter of support requirement for community I am confused on what you are looking for. Can you please clarify?

**Answer:** This is a two-part answer based on what community partnership you are looking at.

1. Community letters are required from any partnership that is being impacted by the grant funds and supports the grantees efforts. For instance, if you are partnering with a local hospital, you would need a letter from that hospital with a signature from their board, a director or chairperson.
2. If you are applying solely as a community coalition, you will need to have a letter of support from your own Board of Directors to represent your work and their support behind your work.



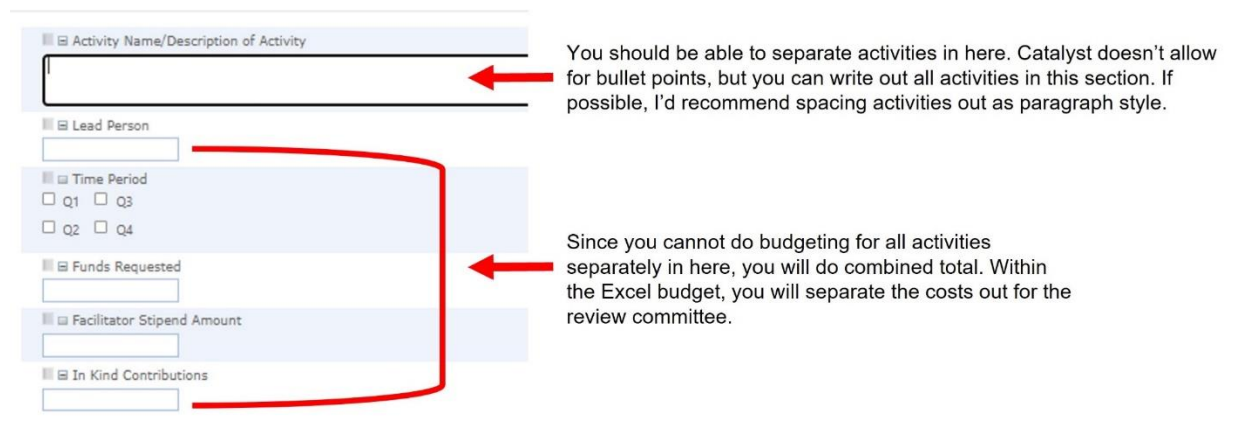
**Question 10:** Clarification of wording in the Tobacco Control State Plan:

**Answer:**

- Goal 2, Strategy A- What does “healthcare systems approaches” include?
  - Healthcare systems approach would be working with a health system to improve their current policy or evaluate and improve the way they implement tobacco-free policies for patients/visitors/employees. You could also look at their procedure of implementing referral systems (including staff education on how to make referrals) to the SD QuitLine, integrating e-referrals capabilities within their health system’s EHR. Model policies can be found on <https://befreesd.com/advocacy-tools/model-policies/healthcare-system/>
- Goal 2, Strategy C- What does “to leverage new technology” include?
  - This include promoting newer programs that the SD-TCP supports. It would also include any new technology, whether that is adopting a chat feature on the website, text-message based cessation services, or app-based cessation services.

**Question 11:** I have multiple activities for one strategy. How do I enter all these activities into one strategy?

**Answer:** Please see photo below.



The image shows a screenshot of a form with several input fields. A red arrow points to the 'Activity Name/Description of Activity' field, which is currently empty. Another red arrow points to the 'Funds Requested' field, which is also empty. A third red arrow points to the 'Facilitator Stipend Amount' field, which is also empty. A fourth red arrow points to the 'In Kind Contributions' field, which is also empty. The form also includes a 'Lead Person' field, a 'Time Period' section with radio buttons for Q1, Q2, Q3, and Q4, and an 'In Kind Contributions' section with a text input field.

You should be able to separate activities in here. Catalyst doesn't allow for bullet points, but you can write out all activities in this section. If possible, I'd recommend spacing activities out as paragraph style.

Since you cannot do budgeting for all activities separately in here, you will do combined total. Within the Excel budget, you will separate the costs out for the review committee.

**Question 12:** On page 17 of the grant guidance it lists Digital Board Messaging as an approved media intervention. What is the difference between this and a normal billboard?

**Answer:** This is a newer development in the media world. Digital board messaging is what you see on digital boards when you are attending events like a basketball game. However, if you want to do a digital board, there are some things to be aware of. The SD-TCP does not have these ads available at the moment. If this is something you'd like to do, you would have to budget for the conversion of ad into a digital message.

**Question 13:** Where can I find the Excel Budget sheet?

**Answer:** The Excel budget sheet can be found in one of two places. You can locate this document either within the Catalyst application under Attachments or under the grant information on <https://doh.sd.gov/prevention/tobacco/> .

**Question 14:** I am proposing more Quitkits than what is available in the application section. What should I do?

**Answer:** If you run out of available Quitkit sections, please include the details on a separate Word document and include with your supporting documents.

**Question 15:** My PDF is too large for the attachment section in Catalyst. What should I do?

**Answer:** If your document is too large, you can split it into two separate PDFs and upload both into the attachment section.

