

Community/School Partnership Grant

Date: October 2 & 3, 2012

Subject: Questions and Answers for Community/School Partnership Grant

Note: These questions are for informational purposes only; they do not alter the requirements specified within the Community/School Partnership Grant Guidance.

1. Question: Do we need an exact breakdown of how much each incentive will cost

Answer: No, an exact breakdown of each incentive and the cost is not needed. Up to 10% of the funds requested may be used on incentive items. Please see section 4 of the grant guidance for further details.

2. Question: Where can we purchase or order the US Public Health Service Clinical Practice Guideline booklets?

Answer: The Treating Tobacco Use and Dependence Clinical Practice Guideline booklet can be ordered from the U.S. Department of Health and Human Services website at <http://ahrq.gov/clinic/tobacco/order.htm>

3. Question: When will we find out if we received the grant?

Answer: The tentative award notification date is November 8, 2012

4. Question: If we have magnets printed with the Quitline information on them, for physicians to give to tobacco users does that need to come out of incentive dollars?

Answer: The SD Department of health maintains an ordering website for public health educational materials free of charge. QuitLine magnets are among these materials and can be found at <http://doh.sd.gov/catalog.aspx>

5. Question: Are Quit Kits incentives?

Answer: Quit kits are not typically considered incentives. However, if you question whether or not an item is an incentive, please contact your Regional Tobacco Prevention Coordinator before placing the order.

6. Question: If we purchase rugs are they incentive items even if they are signage to let the public know that it is a tobacco free facility?

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Answer: You do not need to purchase rugs. The Tobacco Control Program provides rugs free of charge to those who have passed tobacco free policy. Your regional Tobacco Prevention Coordinator will be available to assist you with order requests.

7. Question: Where can we get the art work for the approved QuitLine graphics?

Answer: The Tobacco Control Program will provide campaign materials resources to grantees.

8. Question: I did check out the webinar which included great information and examples. Are the required strategies listed in the sample worksheet the actual and complete requirements.

Answer: Yes the example included all of the required strategies. However, we encourage you to expand your work plan beyond the minimum, required strategies.

9. Question: Since I am so new at this, do you have examples of how other coalitions or organizations facilitate and staff the program.

Answer: Please refer to Section IV of the grant guidance regarding facilitator stipend. 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. In addition, we are providing a link that provides resources and tools regarding coalition building and sustainment. This website can be found at <http://coalitionswork.com/resources/>.

10. Question: May we use our current SADD (Students against Destructive Decisions) Chapters to implement school and community tobacco prevention activities or do we need to start a TATU group? And could those SADD students also be used as representation on the coalition for youth involvement?

Answer: Yes, you will need to have your SADD students trained in the (TATU) Teens Against Tobacco Use program. This will provide your students with the skills and knowledge that they will need to implement this program. The Tobacco Control Program provides this training free of charge.

11. Question: We currently have PRIDE data from 2010 and will again be administering that survey in our schools in the next couple of months. Is Pride an acceptable source of data or do we need to do the Youth Tobacco Survey, School Health Profiles Survey or the YRBS?

Answer: Pride is an acceptable form of data. The Tobacco Control Program strongly encourages participating school districts to take part in the YTS, YRBS and the School

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Health Profiles surveys if your school is chosen. These data sources are important to South Dakota.

Questions from October 2nd Conference Call

12. Question: Is the application narrative limited to one page.

Answer: If the application is longer than one page, it will still be accepted.

13. Question: If we want to develop magnets to include more specific coalition information and Quit line information, would these be considered incentive items?

Answer: Yes, developing a community specific version of a resource that is already available from the DOH online ordering website would be considered an incentive item.

14. Question: Do we only need to check one box or more under the required strategies?

Answer: You are only required to check one box under the Required Strategy. You may check more than one if you wish.

15. Question: What are the requirements of students trained in Teens Against Tobacco Use (TATU)?

Answer: The Tobacco Control Program recommends that students be trained in the Teens Against Tobacco Use (TATU) program. You may implement the program in a way that works best for your students and the school.

Questions from October 3rd conference call

16. Question: Is there a template for a letter of support?

Answer: No there is not a template.

17. Question: Can we submit our application to our regional tobacco prevention coordinator to look over?

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Answer: No, because these grants are competitive the Tobacco Prevention Coordinators will not be able to look over the applications. Submit your application to DOH.info@state.sd.us

18. Question: Do we need to send a hard copy if we send an electronic copy.

Answer: No, an electronic copy only is fine.

19. Question: What if activities fall under more than one activity area?

Answer: Put the activity under the best fit.

20. Question: What is a fiscal agent and what is a grant facilitator and can they be the same person?

Answer: A fiscal agent is an organization that agrees to accept and be responsible for grant monies on your behalf.

A grant facilitator is responsible for the business management aspects of a particular grant.

They can be the same.

21. Question: Can we do a specific Media Campaign with radio ads, newspaper ads and theater ads?

Answer: Yes, grant funds may be used for media campaigns. However, if you wish to use ads other than those provided in the local campaign materials booklet supplied by the TCP, you will need to work with your regional tobacco prevention coordinator to ensure campaign materials are consistent with statewide goals. You will need to begin working with your regional tobacco prevention coordinator **no less than two months prior** to the planned dates of the campaign to allow for adequate coordination.