



**2013-2014  
South Dakota Tobacco Control Program  
Community/School Partnership Grant  
Grant Guidance  
September 17, 2013**

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

**605-773-3737**

**APPLICATION DEADLINE: October 15, 2013 @ 5 pm Central Time**

Submit completed application to [DOH.info@state.sd.us](mailto:DOH.info@state.sd.us)

**2013-2014**  
**SDTCP COMMUNITY/SCHOOL PARTNERSHIP GRANT TIMELINE**

September 17, 2013	Grant Application Release
September 26, 2013	<u>Submission Deadline for Questions</u> Questions for Technical Assistance conference call must be received by 5:00 p.m. Central Time
September 30, 2013 October 1, 2013	<u>Technical Assistance Conference Calls</u> 9/30 @ 9:30 am Central Time and 10/1@ 1:30 pm Central Time
October 15, 2013	<u>Submission Deadline for Application</u> Grant applications must be received by 5:00 p.m. Central Time
November 8, 2013	<u>Tentative Award Notification</u> Applicants will be notified of funding decisions by email
November 8, 2013 – Oct 31, 2014	Grant cycle
October 31, 2014	<u>Final monthly report due</u> 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-tobacco-prevention-coordinators.aspx>).

## **FUNDING PROCEDURES**

### **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 Strategic Plan*. (see <http://doh.sd.gov/prevention/assets/StrategicPlanUpdate2010.pdf>):

- Goal Area 1 – Prevent Initiation of Tobacco Use
- Goal Area 2 – Promote Quitting Among All Tobacco Users
- Goal Area 3 – Eliminate Exposure to Secondhand Smoke

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 district's tobacco policies as well as a school district'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: Implement evidence based strategies to prevent tobacco use.

- *Implement and promote tobacco-free school policies*
- *Implement school and community based youth prevention activities*
- *Implement evidence-based tobacco prevention curriculum*
- *Involve youth in planning and implementation of partnership activities*
- *Inform and educate about evidence-based strategies that reduce access to tobacco*

Goal Area 2: Implement evidence-based strategies to promote cessation.

- *Promote the use of the South Dakota QuitLine*
- *Partner with community groups to educate populations about the South Dakota QuitLine and the availability of local cessation programs*
- *Advocate for the adoption of the US Public Health Service Clinical Practice Guidelines for Treating Tobacco Use and Dependence with local providers and health systems*

Goal Area 3: Implement evidence based strategies to reduce exposure to second hand smoke.

- *Recruit and engage community support for tobacco-free policies*
- *Meet with decision makers to promote tobacco-free communities*
- *Educate decision makers on key elements of comprehensive policy*
- *Educate families about smoke-free homes and vehicles*

Goal Area 4: Build Community Public Health Infrastructure.

- *Conduct a South Dakota Good and Healthy Community Needs Assessment.*

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 approved.
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 (11/8/2013 – 10/31/2014). 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 are allowed to request funds to conduct a community health needs assessment during the grant period. Before funds are expended, grantees are required to submit their assessment tool for review and approval. Please refer to the *South Dakota Good & Healthy Community Health Needs Assessment and Improvement Planning Toolkit* that will be available soon on <http://goodandhealthysd.org/>.
    - 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 8, 2013 - January 31, 2014
      - Quarter 2: February 1, 2014 - April 30, 2014
      - Quarter 3: May 1, 2014 - July 31, 2014
      - Quarter 4: August 1, 2014 - October 31, 2014
  
- 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. **(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 and Post Secondary Tobacco Prevention Toolkits*, *The South Dakota Community Tobacco Prevention Toolkit*, *The South Dakota Tribal Tobacco Policy Toolkits*, *CDC's Youth Engagement Best Practices User Guide*, and *CDC's Coalitions Best Practices User Guide*. Links to these resources are provided on the partnership grant resource sheet (<http://doh.sd.gov/prevention/assets/resources.pdf>).
- 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 grant 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 15, 2013** in one of the following ways:

- **Electronically:** Applications may be submitted to [DOH.info@state.sd.us](mailto: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 15, 2013.
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.

## EVALUATION & PROGRESS REPORTING

The grantee will be required to report on specific evaluation measures as part of an effort to monitor compliance with grant objectives, inform program improvement, and determine the impact of the grantees' activities. Grantees are not required to conduct any additional evaluation that extends past the minimum reporting requirements. 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. Participation in any other evaluation activities requested by the SD-TCP

The following program indicators provide examples of how grantee activities will be evaluated. Impact will be defined as the grantee's ability to effect change on these indicators.

### **Prevention:**

- Proportion of entertainment and sporting venues with a voluntary policy that regulates tobacco company sponsorship including county fairs, rodeos, motor sports, other sporting events, parades, concerts, museums, dances, festivals, etc.
- The extent that parent organizations, health groups and others adopt voluntary policies that promote a socially responsible depiction of tobacco use, tobacco advertising, and secondhand smoke by the entertainment industry (e.g., movies, music, videos, TV, etc.).
- Proportion of schools that provide instruction on tobacco use prevention that meet CDC guidelines.
- Proportion of youth serving programs that provide intensive tobacco use prevention instruction using curricula that provides instruction on the negative physiologic and social consequences of tobacco use, social influences on tobacco use, peer norms regarding tobacco use, and refusal skills.
- Proportion of school districts that designate campuses as tobacco-free.
- Proportion of post-secondary institutions within the community that designate smoke-free and tobacco-free campuses.

### **Cessation:**

- Proportion of schools or school districts that support evidence-based cessation interventions for students and staff who use tobacco.
- Number of health care organizations (e.g., hospitals, clinics, community health centers) in the community that have implemented the US Public Health Service clinical practice guidelines *Treating Tobacco Use and Dependence*.
- The proportion of independent and chain pharmacy stores with a voluntary policy not to sell tobacco products.

**Secondhand smoke:**

- Proportion of businesses in the community that are exempt from the current South Dakota Clean Indoor Air Law that have implemented smoke-free or tobacco-free policies.
- Proportion of health care facilities, drug rehabilitation facilities, and residential care facilities for the elderly, developmentally disabled, or mentally disabled with a voluntary policy that prohibits smoking or tobacco use by employees, resident, and visitors on the premises.
- Proportion of outdoor recreational facilities, areas, and venues with a voluntary policy that regulates smoking and tobacco use in places such as amusement parks, beaches, fairgrounds parks, rodeo grounds, parades, playgrounds, sport stadiums, etc.
- Proportion of multi-unit housing owners and or operators with a voluntary policy that restricts smoking in individual units.

**Build Community Public Health Infrastructure:**

- Amount of community activism among youth to support tobacco control efforts.
- Amount of community activism among adults to support tobacco control efforts.
- Amount of community needs assessments conducted.

<b>AWARD PROCEDURES</b>
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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 8, 2013 – October 31, 2014. 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. Applicants will be required to submit monthly progress reports and quarterly fiscal reports throughout the grant cycle in accordance with the Progress Reporting Schedule

<http://doh.sd.gov/prevention/assets/1314reportingschedule.pdf>).

Upon receipt of the quarterly fiscal report and monthly program 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. All grantees must submit a final progress and fiscal report no later than October 31, 2013.

## **Funded grantees must agree to the following requirements.**

### **General Requirements:**

- Grant funds may not be used to pay for booth rental at public events such as health fairs or trade shows. 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 and four quarterly fiscal reports to the appropriate regional TPC. The reporting schedule will be provided after funding is awarded.
- 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 Rethink It 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.
- If conducting a community health needs assessment, agree to submit the assessment tool to your Regional Tobacco Prevention Coordinator before the tool is implemented. In addition, provide any data collected, as a result of the community assessment, to the TPC.
- 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 monthly).
- 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 25, 2013. 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 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 September 30 at 9:30 am Central Time and October 1<sup>st</sup> at 1:30 pm Central Time. Call-in information will be posted on the Community/School Grants Partnership website at <http://doh.sd.gov/prevention/tobacco/partnershipgrants.aspx>. Questions for the calls **must be submitted via email to [DOH.info@state.sd.us](mailto:DOH.info@state.sd.us) by 5:00 pm Central Wednesday, September 26, 2013**. 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 <http://doh.sd.gov/prevention/tobacco/partnershipgrants.aspx>. This list is not meant to be a complete list of all available resources.