2021-2022
South Dakota Tobacco Control Program [SD TCP]
Community/School Partnership Grant

Grant Guidance
2021

**Applications Must Be Submitted via Submission Button by
April 23, 2021 @ 5 pm Central Time**

doh.sd.gov/prevention/tobacco/

2021-2022
SD-TCP COMMUNITY/SCHOOL PARTNERSHIP GRANT TIMELINE

March 5, 2021   Grant Application Release

March 12, 2021   Submission Deadline for Questions
                                       Questions for the Technical Assistance must be
                                       received by 5:00 p.m. Central Time.

March 16, 2021   Questions and Answers will be posted
                                       on the DOH website.

April 23, 2021   Submission Deadline for Application
                                       Grant applications must be
                                       submitted email address
                                       by 5:00 p.m. Central Time

May 21, 2021   Tentative Award Notification
                                       Applicants will be notified of funding decisions
                                       by email.

June 1, 2021– May 31, 2022   Grant funding cycle (12 months)

May 31, 2022   Final reports and success stories due
                                       All grant funds must also be expended

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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.

The SD-TCP promotes a coordinated effort to prevent tobacco use and reduce the death and disease caused by tobacco use.

The purpose of the Community/School Partnership Grant is to support local community/school-based efforts, promote implementation of the *South Dakota Tobacco Control State Plan,* and foster collaboration among organizations across the state to ultimately reduce the toll of tobacco use in South Dakota. Community/School Partnership grant program is to link community/school tobacco prevention and control efforts in order to achieve maximum impact. Partnership efforts must be led by both community/school representatives and must implement activities that impact both local school districts and the community-at-large.

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?

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 grants are designed to invest in projects that address the goals outlined in the *South Dakota Tobacco Control State Plan* (http://doh.sd.gov/prevention/assets/TobaccoStatePlanOnePager.pdf). 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 community/school-based tobacco-free policies that include e-cigarettes. If any of those policies are weak, applicants should place a priority on improving them withing the workplan. Please view the Resources section at the bottom of this document for model tobacco-free policies.

The following goals and strategies will be found within the workplan:
Goal Area 1: Prevent tobacco use among youth and young adults.
- Strategy 1.A: Educate partners, decision-makers, and the public about tobacco marketing and sales tactics that target youth.
- Strategy 1.B: Adopt comprehensive 24/7 tobacco-free buildings and grounds policies at all educational institutions.
- Strategy 1.C: Advance evidence-based policy, systems, and environmental changes that discourage tobacco use among youth and young adults.

Goal Area 2: Promote quitting of all tobacco products.
- Strategy 2.A: Implement healthcare systems approaches that promote cessation and tobacco-free facilities.
- Strategy 2.B: Promote interventions that support cessation in community settings like workplaces and schools.
- Strategy 2.C: Enhance existing cessation services to include cessation of emerging products and to leverage new technology.

Goal Area 3: Eliminate all types of exposure to tobacco use.
- Strategy 3.A: Advocate for smoke- and e-cigarette-free housing.
- Strategy 3.B: Advocate for tobacco-free parks, recreational areas, and rodeo grounds.
- Strategy 3.C: Advocate for tobacco-free workplaces.

Goal Area 4: Strive to achieve health equity in tobacco control.
- Strategy 4.A: Use the Tribal Tobacco Advocacy Toolkit to encourage tribal governments to adopt comprehensive smoke-free air policies.
- Strategy 4.B: Enhance reach of cessation services to priority populations by reducing financial barriers and offering accessible, targeted services.
- Strategy 4.C: Implement approaches that promote cessation at behavioral health facilities, including creating tobacco-free facilities and referring patients to cessation services.
- Strategy 4.D: Educate partners, organizations that serve priority populations, and the public about tobacco-related disparities.

APPLICATION GUIDELINES

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. The SD-TCP reserves the right to grant less than the total amount requested.
2. Funding will be based on points allocated below.
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 (6/1/2021-5/31/2022). Continued support for subsequent years requires resubmission, review of grant progress, budget management, and availability of grant funds.
5. Past performance of organizations who have previously received SD-TCP funds will be considered when reviewing applications.

6.   Late or incomplete applications will not be reviewed.
7.   Points will only be given for the required documents. Additional documents will not be considered.

The following components are required elements of a completed application, and must be included for consideration of funding (see Appendix A for checklist):

Application

I.   **Applicant's Information.** Please fill out the application in its entirety with the required information below.

a.   **Contact Information & Fiscal Agent**. Make sure to complete all contact information regarding your coalition and fiscal agent. Please also list partnering schools in the provided section.

b.   **Need. (10 points)** In the section provided within the application, describe the need in your community for proposed activities. Include supporting data by utilizing the data resources listed under "Resources" and any other tobacco-related data gathered in your community or school district.

c.   **Capacity. (10 points)** In the section provided within the application, 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. If you have participated or currently receiving capacity building funds with Department of Health, please make mention within this section.

II.   **Required Supporting Information.)**: This information must be uploaded to the "Attachment" section of the Catalyst Online Application.

a.   **Policy Information. (15 points)** Please include a copy of the current tobacco use policy of all schools/school districts that will be members of the community/school partnership. If a policy is missing from a school/school district, the work proposed for that school/school district will not be considered.

In addition, please submit the tobacco use policy for the partnership's designated fiscal agent.

b.   **Letters of Support. (5 points)** Letter of support requirements can be found below. Note: If a letter is missing from a school/school district, the work proposed for that school/school district will not be considered. 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 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 served by this application
2. Two letters from community partners
3. One letter from the partnership's fiscal agent

c. **Proof of Organization:** Provide a copy of your fiscal agent's W-9 and certificate of insurance.

Workplan/Budget

I. **Application Workplan. (30 points)** An application must be completed within Catalyst. The application contains four Goal Areas. **You must select at least one Strategy under each Goal Area** for your application. For example, under Goal 1 you need to select at least one of the three strategies. You will then complete the following sections describing the activity/activities, lead person, and time period. For a list of approved activities for each strategy, see Appendix B.

For each Strategy selected, please describe in detail how you plan to accomplish the activities in the Activity Name/Description of Activity section. Please be specific about how the proposed activity will impact one or all the priority population you have selected. Within each Strategy, clearly outline who will be responsible for achieving which activities for each specified time frame in the Lead Person section and mark which quarter during the grant period you intend each activity will occur in the Time Period section.

The purpose of working with SD-TCP priority populations is to promote long-term change aimed at reducing tobacco use. The SD-TCP priority populations are American Indians, pregnant and postpartum women, people of low socio-economic status, people with behavioral health conditions, and youth. Full descriptions of the newly updated priority populations can be found in the State Plan. https://doh.sd.gov/prevention/assets/TobaccoControlStatePlan.pdf

II. **Budget. (30 points):** This information must be uploaded to the "Attachment" section of the Catalyst Online Application. Applicants must provide enough budget to justify costs within the activity description 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. **Provide detailed justification for stipend requested throughout the workplan/budget**, including an hourly rate and approximate number of hours to be worked. Travel expenses related to SD-TCP sponsored trainings such as the Spring Tobacco Control Institute, TATU, and N-O-T will be reimbursed directly by the Tobacco Control Program and should not be included in your budget request.
See sample work plan and budget located under Appendix D

Quit Kits *(only required if doing Quit Kits***:** If including the cost of Quit Kits in your budget, please fill out the Quit Kits section in catalyst.

To be successful, applicants must demonstrate the following:

    a. 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. Use of research-based tools such as the *South Dakota K-12 Tobacco Prevention Toolkit, Post-Secondary Tobacco Policy Toolkit, The South Dakota Tribal Tobacco Policy Toolkits, South Dakota Tobacco Control Toolkit: A Community Guide to Action, and CDC's Coalitions Best Practices User Guide.* Links to these resources are provided in the "Resources" section of this document.
    e. Willingness to collaborate with the SD-TCP.
    f. Assure that funding requested will not supplant funds currently received by the applicant.
    g. Measurable results and responsibilities of partners are outlined in the plan.
    h. A detailed budget appropriate for the level of activities planned.

Applications must be submitted in Catalyst by 5:00 p.m. Central Time on April 23, 2021 Once submitted, applications will be considered final, reviewed, and then approved or denied for funding. The 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 the SD-TCP.

PROGRESS REPORTING

1. Complete Quarterly Progress and Fiscal Reports in Catalyst. The first report will be due August 31, 2021.
2. Submit one success story at the end of the grant cycle.

AWARD PROCEDURES

Successful applicants will be notified through e-mail. Successful applicants will then be required to meet with their Regional Tobacco Prevention Coordinator to finalize work plans and budgets. The grant funding cycle will be June 1, 2021 through May 31, 2022. 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, the remaining funding will be released quarterly.

Administrative Requirements:

- 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
- 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 the SD-TCP of any changes in contact information.

Requirements:

- Submit Quarterly Progress and Fiscal reports to the appropriate regional TPC.

- Complete all activities funded by the SD-TCP and outlined in the work plan as part of the grant agreement.

- Sign a grant agreement in order to receive grant funds.

- Acknowledge the SD-TCP as the funding source for any SD-TCP funded material. The use of the South Dakota QuitLine, Tobacco Rethink It, BeFreeSD and Find Your Power logos are protected and cannot be utilized without the written permission of the SD-TCP.

- Agree to circulate the SD-TCP's action alerts and promote events through its members and partners.

- Participating school districts are required 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.

- 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 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 2020 Spring Tobacco Control Institute. 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.

- 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.

This grant will not fund:
- The purchase of billboards
- 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.
- The purchase of permanent equipment (laptops, printers, TVs, furniture, etc.).
- Political parties, candidates, partisan political organizations, individuals, or "for profit" businesses.
- Materials from any tobacco company, affiliated companies or groups.
- 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.
- Lobbying activities, research, or construction or renovation.
- To supplant funds from other sources for existing operating expenses, indirect costs, or other expenses of activities currently being conducted.
- Sponsorship or activities that solely promote the partnership.
- Sponsorship of individuals.
- E-Cigarette Vapor Detectors.
- Free Curriculums or LifeSkills Curriculum.

Requests for New Media:
Special requests for additional media should be limited and must be discussed and approved with the Regional Tobacco Prevention Coordinator (TPC) prior to purchasing any advertising space.

- The TPC will send the request to the South Dakota Department of Health Communications Coordinator for additional clarification and approval.
- Special requests for additional media will only be considered when existing media cannot fulfill the request.

Please start the process for any special media requests at least two months prior to the deadline. Set-up, designing and printing require a significant amount of time.

- If placing a print advertisement in a magazine or newspaper or buying airtime for a radio flight from your local station, please notify the TPC, at least 6 weeks prior release date.
- Any design or layout work, logo tagging, printing or set-up to create approved special requests will be provided by the SD-TCP's contracted media agency. Grantees will be invoiced for these services per an agreed upon amount.
- **The use of the South Dakota QuitLine, Tobacco Rethink It, BeFreeSD, and Find Your Power logos are protected and cannot be utilized without the written permission of the SD-TCP.**

QUESTIONS

Questions **must be submitted via email to DOH.info@state.sd.us by 5:00 pm Central Time on March 12, 2021.** They will be posted on the Department of Health Website on March 16, 2021. Please use "Tobacco Grants Question" in the subject line of your email.

RESOURCES

Background information and resources to assist applicants in developing their proposals can be found below. This list is not meant to be a complete list of all available resources.

South Dakota Tobacco Control Program Websites
- BeFreeSD
- Tobacco Rethink It
- SD QuitLine | NEW 2-Week NRT Kickstart Kit
- Find Your Power
- Department of Health Website
- DOH Educational Materials Catalog

South Dakota Tobacco Control Program Resources
- South Dakota Tobacco Control State Plan
- South Dakota K-12 Tobacco Use Model Policy
- South Dakota Tobacco Control Program Media Library

- [South Dakota Tobacco-Free Rodeo Guide](#)
- [South Dakota QuitLine PROF Training Module](#)

Data
- [Behavioral Risk Factor Surveillance System](#)
- [Vital Statistics](#)
- [Pregnancy Risk Assessment Monitoring System](#)
- [County Health Rankings](#)
- [Youth Tobacco Survey](#)
- [Youth Risk Behavior Survey](#)

National Resources
- [CDC Best Practices for Comprehensive Tobacco Control Programs, 2014](#)
- [Health Equity in Tobacco Prevention and Control](#)
- [E-cigarette Use Among Youth and Young Adults: Report of the Surgeon General, 2016](#)
- [Know the Risks: E-cigarettes & Young People](#)
- [Health Consequences of Smoking – 50 Years of Progress: A Report of the Surgeon General, 2014](#)
- [Surgeon General Report on Smoking and Tobacco Use, 2012](#)
- [Clinical Practice Guidelines for Treating Tobacco Use and Dependence](#)
- [The Community Guide](#)
- [CDC Media Campaign Resource Center (MCRC)](#)
- [FDA Center for Tobacco Products](#)
- [Campaign for Tobacco-Free Kids](#)
- [U.S. Department of Housing and Urban Development Smoke-Free MUH Resources](#)
- [Truth Initiative: Quitting E-Cigarettes Cessation Programs](#)
- [American Lung Association E-Cigarette Cessation Resources](#)

Appendix A: Community/School Partnership Grant Application Checklist:

Contact information. That will include the Need (10 points) and Capacity (10 points).

Attach the following information as one PDF in the attachment section of Catalyst. For more details see the catalyst walkthrough.
- Tobacco Policies (15 points):
  - ☐ Policy for each school/school district served by in this application.
  - ☐ Fiscal agent's policy.
- Proof of Organization: W9 Certificate of Insurance.
- Letters of Support (5 points):
  - ☐ One letter of support for each school/school district served by this application.
  - ☐ Two letters of support from community partners.
  - ☐ One letter of support from fiscal agent.

Workplan/Budget (Workplan 30 points/Budget 30 points)
Quit Kits *(if applying for Quit Kits)*
- ☐ Complete details for each proposed Quit Kit.

Submit your application by 5pm CT on April 23, 2021 in Catalyst.

Appendix B: Approved Activities

The TCP requires evidence-based strategies. In the activity description of your application, please make sure to give details regarding your activities including how you intend to do the activity, who the target audience is, and how it is evidence based.

Activity Toolkits:
- South Dakota Tobacco Control Program Toolkits
- South Dakota Tobacco Control Program Tribal Toolkits

A chart of Evidence Based and Best Practices that are encouraged.

	Goal 1	Goal 2	Goal 3	Goal 4
Strategy A	• Point of Sale Retail Assessments • Educate retailers, community, and decision makers on results. • Evidence-based tobacco prevention education, such as CATCH My Breath. • Promote Youth Advocacy by encouraging students to participate in coalition meetings, attend school board meetings, and meet with administrators and principals.	• Healthcare Systems Policy Work (Hospitals, Clinics, Dentists) • Provide South Dakota QuitLine educational resources • Educate staff on the South Dakota QuitLine and how to refer patients. • Promoting the South Dakota Department of Health's Program Resource Online Facilitator (PROF) • Provide Quit Kits	• Multi-Unit Housing Policy Work and provide technical assistance • Share smoke-free multi-unit housing resources • Hold a smoke-free multi-unit housing event. • Work with local car dealerships or car seat safety check locations to educate people on smoke-free vehicles.	• Build partnerships with tribal governments, councils, and organizations • Assess tribes' readiness to change current policies • Support adoption and implementation of smoke-free air policies on tribal land • Provide policy signage/ads

Strategy B	• K-12 and Post-Secondary Policy Work (review policy, contact decision makers, revise policy, implement policy) • Provide policy signage/ads • Policy Education o Awareness Materials o Kickoff Event	• Provide South Dakota QuitLine educational resources • Educate staff on the South Dakota QuitLine. • Partner with organizations who serve pregnant and postpartum women to promote cessation • Incorporate alternatives to suspension into school tobacco policies, such as INDEPTH • Provide Quit Kits • Engage in activities that promote cessation • Great American Smokeout Event	• Parks, Recreational areas, and rodeo grounds Policy Work (Review policy, contact decision makers, revise policy, implement policy) • Provide policy signage/ads • Bag o' Butts Collection followed by educating community and decision makers	• Provide South Dakota QuitLine educational resources • Educate community-based organizations that serve priority populations about the South Dakota QuitLine and cessation services. • Promoting the South Dakota Department of Health's Program Resource Online Facilitator (PROF)
Strategy C	• Environmental Observational Scans • Photovoice • Educating Community/Stakeholders/decision makers • Hold a school forum or townhall meeting	• Promote the South Dakota QuitLine to e-cigarette users • Encourage the use of text-based and app-based cessation programs such as Truth Initiative's *This is Quitting* and *BecomeAnEx* and National Cancer Institute's *Smokefree TXT*	• Policy Work (Review policy, Contact decision makers, Revise policy, Implement policy) • Provide policy signage/ads • Provide education to communities, workplaces, childcare providers on the importance of tobacco-free workplace and work vehicle policies and the harms of exposure to tobacco	• Behavioral Health facilities Policy Work (Review policy, contact decision makers, Revise policy, Implement policy) • Provide policy signage/ads • Promote the South Dakota Department of Health's Program Resource Online Facilitator (PROF) • Provide tobacco prevention and cessation information • Provide Quit Kits

Strategy D				• Disseminate data on priority populations with partners

Appendix C: Curriculum Stipulations

Approved curriculums below are either free or can be provided through the SD TCP. Funds may be used to support trainers in implementing into schools. See the example and provided formula below to help you identify costs for this activity.

Calculation Tool:

Hours x Cost of trainer per hour x Number of trainings = Total

Free Science Based Curriculums	Hours Per Course Required	Cost of Trainer	Number of trainings provided	Total
INDEPTH	4	25	5	$ 500.00
Catch My Breath	4	25	10	$ 1,000.00
LifeSkills MS	10	25	10	$ 2,500.00
LifeSkills HS	10	25	10	$ 2,500.00

*NOTE: This is just an example, individual requests may vary.

Teens Against Tobacco Use (TATU) and Not On Tobacco (NOT) still hold their own separate mini-grants and therefore cannot be included in the Community/School Partnership Grant funds. To learn more about TATU or NOT funding contact Ashley Heyne at aheyne@bhssc.org

Lifeskills curricula materials can be provided for free. To learn more, contact Tynell Millner tmillner@bhssc.org