



South Dakota Tobacco Control Program

# Disparities Grant

## Grant Guidance

2017-2018

**APPLICATION DEADLINE: March 1, 2017 at 5:00 p.m. CT**

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

<https://catalystserver.com>

## **2017-2018 SD TCP DISPARITIES GRANT TIMELINE**

February 1, 2017	Grant Application Release
February 8, 2017 February 10, 2017	Deadline for first submission of TA requests. First posting of TA responses.
February 15, 2017 February 17, 2017	Deadline for second submission of TA requests. Second posting of TA responses.
March 1, 2017	<b><u>Submission Deadline for Application</u></b> Grant applications must be <b>submitted</b> and <b>finalized</b> within Catalyst by 5:00 p.m. Central Time.
March 31, 2017	<b><u>Tentative Award Notification</u></b> Applicants will be notified of funding decisions by email.
April 28, 2017	Grant awards must be accepted by the grantee within Catalyst by 5:00 p.m. Central Time.
June 1, 2017 - May 1, 2018	<b><u>Grant Funding Cycle</u></b> All grant funds must be expended during this time.
May 31, 2018	<b><u>Final Reports Due</u></b>

### **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 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).

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 programs designed to encourage, promote and support tobacco-free lifestyles and reduce tobacco-related disparities. The purpose of the Disparities Grant Program is to support local community and organization 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.

The SD TCP will provide support for the Disparities Grant recipients with assistance from the Tobacco Disparities Coordinator. The Tobacco Disparities Coordinator will be available to provide support and technical assistance throughout the grant period.

The SD TCP also provides funding through the Community/School Partnership Grant program, which is offered on a similar grant cycle. Please view the TCP Grant Decision Tool document, found on <http://doh.sd.gov/prevention/tobacco/disparitiesgrants.aspx>, to determine which program best fits your chosen tobacco prevention and cessation activities.

## **GRANT OVERVIEW**

The purpose of the Disparities Grant Program is to promote long-term change aimed at reducing disparate tobacco use among the following SD TCP priority populations: youth and young adults, American Indians, pregnant women, Medicaid clients, spit tobacco users, and the mental health and substance abuse populations. Full descriptions of each priority population are located in the *Priority Population Guidelines*, which can be found at [befreesd.com/about](http://befreesd.com/about).

Disparities 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 Disparities Grant Program is designed to invest in projects that address the goals outlined in the [\*South Dakota Tobacco Control State Plan\*](#), with a specific focus on one or more of the six identified priority populations as outlined in the “Supporting Evidence” section on page 18 of the State Plan.

The following have been identified as populations with disparate tobacco use: youth and young adults, American Indians, pregnant women, Medicaid clients, spit tobacco users, and the mental health and substance abuse populations.

## APPLICATION GUIDELINES

The South Dakota Tobacco Control Program will approve or deny applications. All decisions will be final.

1. The maximum grant award is \$25,000 per applicant, the minimum is \$5,000. SD TCP reserves the right to grant less than the total amount requested.
2. Funding will be based on **points outlined within this guidance**.
3. Funds may be applied to support existing or new projects. However, applicants must demonstrate that the requested funds do not supplant/replace existing funding.
4. Grants are approved for one funding cycle (June 1, 2017-May 1, 2018). 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 or incomplete applications will not be reviewed.

The following components are required elements of a completed application, and must be included to be eligible for funding consideration.

### **I. Catalyst Online Application Form (50 points Total)**

An application must be completed within Catalyst (<http://www.catalystserver.com>), which is an online application process.

Please visit <http://doh.sd.gov/prevention/tobacco/disparitiesgrants.aspx> to view the Catalyst Walkthrough document.

**Please Note:** Applicants new to Catalyst will be required to obtain log-in information for Catalyst prior to accessing the online application. If you are an applicant new to Catalyst and do not have a username and password, email [DOH.info@state.sd.us](mailto:DOH.info@state.sd.us) with the subject line "Tobacco Grant Log-In" and include the following information in the body of your email:

- First and last name
- Position/Title
- Email Address
- Organization Name
- Organization Address
- Phone number

Please contact [DOH.info@state.sd.us](mailto:DOH.info@state.sd.us) if you do not receive your Catalyst login within one business day.

This application contains three Goal Areas: **Prevention, Cessation** and **Secondhand Smoke**. Within each Goal Area, there are three Categories under which you can plan activities: **Policy, Education** and **Interventions**. You must select at least one Category, within at least one goal area. For those Goal Areas and Categories you choose not to participate in, you may “Opt Out” to eliminate them from your application.

All activities must have a primary focus on one or more of the six identified priority populations: youth and young adults, American Indians, pregnant women, Medicaid clients, spit tobacco users, and the mental health and substance abuse populations.

Applicants should be able to describe or provide a comprehensive plan for how each activity will be implemented and how the activities will specifically target the selected priority population(s).

Evidence-based practices and techniques are highly encouraged. For more information on these practices, refer to *Best Practices for Comprehensive Tobacco Control Programs* and *Health Equity in Tobacco Prevention and Control* found in the resources section of this document.

Funds may not be used for Lifeskills, TATU or NOT programming. Funds also may not be used for continued or expanded Point-of-Sale work originally funded under the SD TCP Community/School Partnership Grants.

You may include more than one activity in a Category. Under each Category, the following information is required:

- i. **Priority Population:** Choose at least one of the six priority populations: youth and young adults, American Indians, pregnant women, Medicaid clients, spit tobacco users, mental health and substance abuse populations.
- ii. **Need (10 Points):** Describe the need for the selected population(s) in your community and/or organization for the proposed activities. Include supporting data if appropriate.
- iii. **Activity Narrative (20 Points):** Describe in detail the proposed activities, how you plan to accomplish the activities, as well as the Lead Personnel responsible for achieving each activity. Proposed activities should have a clear connection to the selected priority population(s).
- iv. **Community Partners (5 Points):** List all of the community partners that will be involved in the activities.
- v. **Timeline (5 Points):** Provide a detailed timeline of activities within the grant period. If overall goals are anticipated to take longer than the grant period, provide an additional long-term timeline with broad goals and objectives.
- vi. **Evaluation (10 Points):** Provide a workable evaluation plan that is able to describe the activities and how the priority population(s) is impacted by the activities. Include evaluation questions to measure impact. (Results from the evaluation plan will be reported back to the SD TCP in the final report.)

**Grant activities may include, but are not limited to:**

**Goal A.1: Prevention**

- Category A.1.1: Policy
  - Examples of Activities:
    - *K12 extra-curricular activity tobacco-free policy agreements (i.e. training rules).*
    - *Work with tribes to explore prevention opportunities in the retail environment (cannot include SD TCP retail assessments or follow-up)*
- Category A.1.2: Education
  - Examples of Activities:
    - *Work with youth activity organizations (i.e. High School Rodeo Association).*
    - *Education and data collection for tribal clean-air policy.*
    - *Industry focused tobacco education (i.e. construction).*
    - *Outreach and education on tobacco prevention and cessation to mental health and substance abuse facilities.*
    - *Education on the differences between commercial tobacco and the traditional tobacco of the Northern Plains American Indians.*
- Category A.1.3: Interventions
  - Examples of Activities:
    - *Create a youth/young adult driven tobacco coalition.*
    - *Spit Tobacco interventions in the rodeo environment.*

**Goal A.2: Cessation**

- Category A.2.1: Policy
  - Examples of Activities:
    - *Healthcare systems change to promote cessation and QuitLine referrals of pregnant women.*
    - *Mental health and substance abuse facility cessation policy.*
- Category A.2.2: Education
  - Examples of Activities:
    - *QuitLine referral education focused on student health organizations.*
    - *Focused spit tobacco education with high school participants in extra-curricular activities.*
    - *Combine education on tobacco with other healthy lifestyle and chronic condition management for a collaborative approach in mental health and substance abuse facilities.*
- Category A.2.3: Interventions
  - Examples of Activities:
    - *Promoting QuitLine referrals from teachers and coaches within K12 schools.*
    - *Establishing systems for healthcare provider QuitLine referrals of youth and young adults.*
    - *Promote QuitLine referrals from dentists, with a focus on spit tobacco users.*
    - *Cessation counseling alternatives for American Indians, pregnant women, or the mental health and substance abuse populations.*
    - *EHR referral implementation in IHS facilities.*
    - *Cessation incentive programs for pregnant women and/or Medicaid clients.*
    - *Cessation interventions at service-based locations focused on Medicaid clients.*

**Goal A.3: Secondhand Smoke**

- Category A.3.1: Policy
  - Examples of Activities:
    - *Buildings and grounds policies at post-secondary institutions, workplaces, and mental health and substance abuse facilities.*
    - *Establish tribal tobacco-free policies.*

- Category A.3.2: Education
  - Examples of Activities:
    - *Education and data collection for Clean Indoor Air Laws on reservations.*
    - *Population specific education on second and third-hand smoke.*
    - *Industry focused secondhand smoke education (i.e. construction).*
- Category A.3.3: Interventions
  - Examples of Activities:
    - *Pediatric cessation interventions, i.e. referring parents/guardians to the QuitLine in the pediatric health setting.*

Requests for New Media:

- Special requests for additional media should be limited and must be discussed and approved with the Tobacco Disparities Coordinator prior to purchasing any advertising space. The Disparities Coordinator will send the request to the Communication 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.
- Any design or layout work, logo tagging, printing or set-up to create approved special requests will be provided by the SD Tobacco Control Program’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.**
- Please direct questions and requests for additional information to [DOH.info@state.sd.us](mailto:DOH.info@state.sd.us).

**II. Budget (25 Points Total)**

Using the excel template provided in the “Attachment” section of the Catalyst Online Application, formulate your budget request. Applicants must provide sufficient budget narrative to justify costs to achieve selected activities. Funding requests should not include benefits or capital equipment. **The completed Budget Worksheet must be uploaded to the “Attachment” section of the Catalyst Online Application** (see Catalyst Walkthrough document).

- a. Funding Type: Please organize your budget line items by salary, supplies, travel or other. **Each category may be used multiple times.**
  - Include stipend under the Salary category. **Provide detailed justification for the amount of stipend requested.** If salary exceeds **50%** of the requested funds, please provide additional detailed justification.
  - All costs related to proposed activities, such as supplies, promotion, media, etc. should be requested using the Supplies category.

- Travel expenses related to the Spring Tobacco Control Institute will be reimbursed directly by the Tobacco Control Program and do not need to be included in your budget request.
- b. Category Number: This number should relate directly to the Activity Narrative, and detail the goal and category where expenses are taking place.
- c. Activity Name/Description of Cost: Applicants must provide sufficient budget narrative to justify costs to achieve proposed activities. **This is your funding justification so please provide detail.**
- d. Funds Requested may not exceed a total of \$25,000.
- e. In-kind Contributions are not required for this grant, but applicants may include them if they clarify budget requests.
- f. Ancillary Costs may not take up more than 10% of the proposed budget. Ancillary funds can include meeting expenses and educational incentive items.

**NOTE: Please create a separate budget line for each expense (i.e. Salary, Supplies) within each proposed activity.**

III. **Required Supporting Information (25 Points Total)**: This information must be uploaded to the “Attachment” section of the Catalyst Online Application (see Catalyst Walkthrough document).

- a. **Organization Information (5 points)**
  - i. This information will be used for follow-up communications and to develop grant contracts for successful applicants. This attachment must include:
    1. Full organization name
    2. Lead grant contact
    3. Preferred email
    4. Organization address, city, state, zip +4
    5. Phone number
    6. Organization DUNS/unique entity identifier number
    7. Organization’s fiscal year
    8. Grant fiscal agent
- b. **Capacity/Sustainability (10 Points)**
  - i. 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. **(Limit 2 pages)**
  - ii. If goals are anticipated to take longer than the grant period, demonstrate your organization’s ability to maintain services throughout the anticipated timeline for the activities. This should include, but is not limited to alternative funding sources and stable partnerships. **(Limit 1 page)**

- c. Letters of Support **(5 Points)**
  - i. Applicants should include letters of support from 2 partner organizations. Letters should be written by individuals who are authorized to speak on behalf of the organization.
- d. Proof of Organization **(5 Points)**
  - i. Please attach a W9 and proof of insurance.

Applicants are encouraged to use as much detail as necessary to fully respond to the criteria, yet be as succinct as possible. **Weight will only be given to required materials.** Additional materials may be attached for clarification, but will not be part of your grant's final score.

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 must be provided in South Dakota.
- d. Use of research-based tools such as the *Post-Secondary Tobacco Policy Toolkit*, *South Dakota Tribal Tobacco Policy Toolkits (K12, post-secondary, and community)*, and *CDC's Coalitions Best Practices User Guide*. Links to these tools can be found in the resources section of this document.
- e. Willingness to collaborate with the South Dakota Tobacco Control Program.
- f. Requested funding will not supplant funds currently received by the applicant.
- g. Measurable results and responsibilities of partners are outlined in the evaluation plan.
- h. A detailed budget appropriate for the level of activities planned.

Applications must be submitted and finalized online no later than **5:00 p.m. Central Time on March 1, 2017**. Please refer to the Catalyst Walkthrough document for detailed instructions on how to submit and finalize your application.

**Late applications will not be considered.** Once submitted and finalized, applications will be considered final and will be approved or declined for funding. SD TCP reserves the 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.

## **EVALUATION & PROGRESS REPORTING**

Grantees will be required to report on activities outlined in their workplan to monitor compliance with grant objectives. The minimum reporting requirements are listed below:

1. Complete Quarterly Progress and Fiscal Reports in Catalyst, as well as a Final Report with annual results from the evaluation plan.
  - a. Quarter 1 Report due **September 1, 2017**
  - b. Quarter 2 Report due **December 1, 2017**
  - c. Quarter 3 Report due **March 1, 2018**
  - d. Quarter 4 Report due **May 1, 2018**
  - e. Final Report due **May 31, 2018**
2. Submit one success story at the end of the grant cycle.
3. Arrange phone calls with the Tobacco Disparities Coordinator within 4 weeks of submitting quarterly reports to discuss progress and any technical assistance needed.
4. Work with the SD TCP to select a date for the Tobacco Disparities Coordinator to attend at least one site visit throughout the grant period.
5. Participate in any other evaluation activities requested by the SD TCP.

## **AWARD PROCEDURE**

Applicants will tentatively be notified of funding decisions by March 31, 2017 by email. Successful applicants will then be required to work with the Tobacco Disparities Coordinator to finalize work plans and budgets. The grant funding cycle begins June 1, 2017 and ends May 31, 2018. 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 half of their grant award at the beginning of the grant cycle, pending receipt of the signed Grant Agreement and the release of funds for the new state fiscal year. They will receive the second half of their grant award upon receipt of the Quarter 2 Progress and Fiscal Reports.

Alternative funding schedules can be discussed with the SD TCP after notification of a successful application and prior to the finalization of work plans and budgets.

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

#### **General Requirements:**

- Sign a grant agreement in order to receive grant funds.
- Submit four Quarterly Progress and Fiscal Reports and one Final Report through the Catalyst System.
- Arrange phone calls with the Tobacco Disparities Coordinator within 4 weeks of submitting quarterly reports to discuss progress and any technical assistance needed.

- Work with the SD TCP to select a date for the Tobacco Disparities Coordinator to attend at least one site visit throughout the grant period.
- If your organization 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 the grant deliverables outlined in grant application and grant agreement are met.
- Establish and maintain contact with the Tobacco Disparities Coordinator.
- Complete all activities funded by the SD TCP and outlined in the work plan as part of the grant agreement.
- Acknowledge 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 SD TCP action alerts and promote SD TCP events through its members and partners.
- At least one grant representative must attend the 2018 Spring Tobacco Control Institute (date and location will be determined at a later date). Travel expenses (mileage, lodging, and per diem) related to the institute will be directly reimbursed by the SD TCP.
- 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 must carry commercial general liability insurance coverage which cannot be paid for with grant award funds.
- Maintain phone and email capability. Notify SD TCP of any changes in contact information.

#### **Funding Limitations:**

- Funds may not be used for Lifeskills, TATU or NOT programming.
- Funds may not be used for continued or expanded Point-of-Sale work originally funded under the SD TCP Community/School Partnership Grants (contact [DOH.info@state.sd.us](mailto:DOH.info@state.sd.us) with any questions).
- 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/presences at the event) at the event. If requesting funding for booth rental please explain the pro-tobacco influences at the event in your application.
- Funds may not be used to purchase materials or curriculum developed or promoted using tobacco industry funding.
- Funds may not be used for trainings or speakers unless approved by the SD TCP.
- Funds may not be used for the purchase of permanent equipment (laptops, printers, TVs, 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, 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 research, 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 funding 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 grantee. (Example: paid messaging that does not include prevention or cessation messaging).
- Funds must be used for tobacco prevention and cessation activities only and cannot be used to lobby for State of South Dakota laws or ordinances.
- Please see the “Request for New Media” section on page 6 for guidance and limitations on new media development.

### **TECHINICAL 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 DOH or entities with whom the DOH currently contracts.

In order to provide uniform technical assistance to applicants, the TCP will post TA questions and answers on the [Disparities Grants](#) website two separate times during the application period. Questions for the TA Q&A **must be submitted via email to [DOH.info@state.sd.us](mailto:DOH.info@state.sd.us) by 5:00 pm Central Time on February 8<sup>th</sup> and February 15<sup>th</sup>**. Please use “Tobacco Grant Question” in the subject line of your email. Answers to these questions will then be posted to the [Disparities Grants](#) website in a document titled “Disparities Grant Technical Assistance Q&A” on **February 10<sup>th</sup> and February 17<sup>th</sup>** respectively. Please check the website after both of these dates for the most updated list of technical assistance requests from all applicants.

For assistance with Catalyst, please contact Spectrum Health Policy Research, Catalyst Support by accessing their Help Center (<https://catalystserver.com/UIPages/Public/HelpCenter.aspx>), by calling (770)935-0958 or emailing [support@catalystserver.com](mailto:support@catalystserver.com).

## RESOURCES

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

### South Dakota Tobacco Control Program Websites

- [BeFreeSD](#)
- [Tobacco Rethink It](#)
- [SD QuitLine](#)
- [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 Tobacco Control State Plan One-Pager](#)
- [South Dakota Tobacco Control Program Toolkits](#) (“Learn” section)
- [South Dakota Tobacco Control Program Tribal Toolkits](#)
- [South Dakota Tobacco Control Toolkit: A Community Guide to Action](#)
- [South Dakota Tobacco Control Program Download Library](#)
- [South Dakota Tobacco-Free Rodeo Guide](#)
- [South Dakota QuitLine PROF Training Module](#)

### Data

- [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](#)
- [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 Guide to Community Preventive Services](#)
- [CDC Media Campaign Resource Center \(MCRC\)](#)
- [FDA Center for Tobacco Products](#)
- [Campaign for Tobacco-Free Kids](#)

## SD TCP Tobacco Disparities Grant Checklist

Catalyst Online Application Form (information should be completed under each selected category):

- Selected priority populations
- Described the need in the community/organization **(10 points)**
- Detailed activity narrative **(20 points)**
- List of all community partners **(5 points)**
- Detailed timeline of activities **(5 points)**
- Evaluation plan for activities **(10 points)**

Attachments to the Catalyst Online Application:

- Budget Worksheet with funds requested not exceeding \$25,000 and detailed justification **(25 points)**
- Organization Information **(5 points)**
  - Full organization name
  - Lead grant contact
  - Preferred email
  - Organization address, city, state, zip+4
  - Phone number
  - Organization DUNS/unique identifier number
  - Organization's fiscal year
  - Grant fiscal agent
- Capacity and Sustainability statement not exceeding 2 pages **(10 points)**
- 2 Letters of support from partner organizations **(5 points)**
- Proof of Organization **(5 points)**
  - W9
  - Proof of Insurance