

Tobacco Youth & Community Engagement Grant

Funding Q&A

2023-2024

Updated: February 22, 2023

1. Can the grant pay for the time to implement curriculums?
 - a. Yes, you can write that you are applying to implement an approved curriculum and funds would be used for time. You can also put if you already have the curriculum or if you plan to utilize a training that the SD-TCP supports for free curriculum.
2. Do we budget for travel to the Tobacco Control Institute?
 - a. Travel expenses (i.e. mileage and hotel) related to the Tobacco Control Institute and approved curriculum trainings will be directly reimbursed by the SD-TCP and should not be included in your budget request.
3. If we are wanting to look at other signage options besides metal, what are some things to think about?
 - a. Please note a few things to consider when determining signage:
 - i. All wording on signage must be permanent, meaning it cannot be changed or removed.
 - ii. Signage like sandwich boards are approved on a case by case basis due to differences in size, costs, material.
 - iii. Ideally, all signage should be permanent. However, we understand this isn't always the best use of signage or building structures change and signage needs to be moved.
 - iv. Signage material such as magnets, neon, fabric, foam cord, self-adhering vinyl are not fundable. Acrylic is a case-by-case basis. Plastic, wood, cardboard, and poster boards all have pros and cons. If you need information to determine the best material that isn't metal, contact the SD-TCP.
4. Is digital messaging approved in grant applications?
 - a. Yes, 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. If you would like to use DOH ads for this, you would have to budget for the conversion of ad into a digital message and get DOH approval prior. If you are looking to create your own messaging, DOH will still need to approve prior to displaying.
5. Would rodeo flags be approved for purchase for rodeo activities?
 - a. Rodeo flags will not be approved as they are not an evidence-based practice.
6. Can we use popcorn or pharmacy bags to promote our messaging?
 - a. Popcorn or pharmacy bags are not fundable with this grant.

7. Are there any new evidence-based programs out there that we should be aware of and implementing?
 - a. The complete list of approved curriculums can be found on in the grant guidance under Appendix C (page 15).
8. Can the BeFree newspaper and radio ads/PSAs now be used?
 - a. Items within the media library on BeFree can be used. Exceptions to this would be if you are looking to use one of these items for digital marketing, as our items are not formatted for that type of advertising. If you are looking to use and/or alter these items, SD-TCP needs to give final approval.
9. So, working with businesses and organizations about youth access and targeting... does that still fit under this grant?
 - a. Yes. Anything within the community that involves youth/young adults.
10. When will the state (DOH) offer new and updated brochures and rack cards so we are not using the same ones over and over?
 - a. DOH is currently working to create new materials. They will come out as production is complete.
11. Do you consider advertisements in the Fair books, newsletters, newspapers, sports programs, etc. as media?
 - a. Yes. Anything using the SD-TCP or DOH logos are considered media and must have prior approval before being published. If this would put you over the 20% total budget limit, provide an explanation on who you will reach with this media, etc.
12. How do we include our time in the application for webinars so we are reimbursed for those events?
 - a. For those who are granted funds, we require one member of a granted organization/coalition attend 4 of 7 Best Practice webinars offered. Additional attendance of webinars is optional. You may include within your administration budget line item funds for one person to attend 4 one-hour webinars as this is the requirement provided in contract.
13. Is there any reimbursements for the liability insurance you require for this grant? Rent, utilities, etc.?
 - a. No funds cannot be used for these items.
14. We know of another entity within our community who is looking to apply for the Tobacco Youth & Engagement Grant as well. Are we both able to apply?
 - a. Both entities are encouraged to apply. We are not limited on how many applicants we can have in a community as we look at the application as a whole.
15. Can you provide more information regarding when you can create your own signage? We have a school that is interested in new signage for their policy but would like it in their school colors.
 - a. DOH has free metal signage if a tobacco or smoke free policy is collected. However, we do know some entities prefer their own design. The SD-TCP always encourages using the free metal signage but is willing to consider special designed signage for learning facilities such as schools if they can provide justification as to why they would like their own design. We recommend

spending around \$20-40/metal sign in this case. If a proposal is more than \$50/sign, provide justification.

- b. Side Note: If a school or another entity is trying to create their own signage that includes “alcohol, tobacco, and other drugs”, the applicant must indicate they have other funding to help purchase this design. The SD-TCP will only cover part of the funding due to the signage referring other substances.
16. Administrative time—is there a cap for the number of hours that can be budgeted in this category?
 - a. Administrative time is based off justification for what is needed to complete the grant workplan. There is not a cap, but justification must clearly explain usage of time. Administrative time can also include time for requirements of the grant such as one coalition representative attending 4 of the 7 required webinars, monthly check-in with grant coordinator, reporting, etc. Reminder funds cannot be used for permanent equipment, staff benefits, insurance fees, rent, utilities, or other operating costs.
 17. In the past we wanted to use the text of the Be Free PSAs and have students read them and were told that it was a copyright issue. Can we do that now?
 - a. All media ads are copyright protected. You cannot take the text and rerecord. With preapproval from the SD-TCP you can place a tagline at the end of a SD-TCP radio ad. An example of taglines that have been used include announcing which coalition is supporting this message.
 18. Can the budget for the 10% ancillary include the administrative line item?
 - a. Yes, the 10% ancillary line can include administrative items.
 19. I have more than 4 activities for a goal area. How do I add in the additional activities?
 - a. You can combine activities if needed within your descriptions. Just make sure to identify that they are different activities. For example, if in Goal 1 you have 6 activities. Label activities 5 & 6 as the number, then put the activity description in. If you have activities that follow the same timeframe, you could put them together to help identify timeline.
 20. Is there a toolkit somewhere that I can look at the show what activities are approved to be done?
 - a. The SD-TCP toolkit is currently being updated and is not active online. In the meantime, The SD-TCP has created a PDF document that has activity details and a list of activity ideas that can be found on the [DOH website](#). This document is titled “Toolkit Fundable Activities”.
 21. For the "Catch my Breath" curriculum are there workbooks or sheets already printed off that I can order to implement this in our classrooms? If not, I assume we can bill for our time to research to find and pay for ink/paper to print off to take to class and then for the time to plan and time to implement each lesson. Which goal section does "Catch my Breath" go under?
 - a. CATCH My Breath materials can all be found online. The curriculum operates on a portal so all information is kept up to date and you can be sure to have the

most up to date copies of PowerPoints, handouts, etc. To use materials, you can either electronically send all students the handouts or print off.

- b. Prep time is counted towards facilitator time which can be paid for with grant funds. Prep time consists of gathering necessary materials, reviewing materials for training, and any follow-up that may occur. Materials such as ink/paper would fall under administration fees as these are not time.
 - c. CATCH My Breath would best fit under Goal 1.
22. I generally hand out Educational Kits that could fit into all four goal areas. Where goal should I put my “kit time” and description into? Under each goal area or where?
- a. When putting details in for kits, you can list kits for which goal and activity number relevant. Within activity descriptions you can identify the use of kits. If one activity is the “main” activity for that kit, I would suggest identifying that and put the information there. Then in other activity descriptions that it may have cross over, refer to the kits from the original activity.
23. What do I put the booth rent under for rentals at big events such as fairs and rodeos?
- a. Per our funding limitations found in Appendix C of the grant guidance, we do not allow for purchase of 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. If requesting funding for booth rental, please explain the pro-tobacco influences at the event in your application.
24. Can t-shirts be used as advertising?
- a. T-shirts are not evidence-based practice and are not considered media. They may be written into ancillary costs. See page 18 of the grant guidance regarding media intervention allowances.
25. Does CATCH My Breath offer their lessons in workbook format?
- a. CATCH My Breath does not provide printed workbooks.
26. Does funding cover marijuana related efforts such as addressing youth vaping marijuana?
- a. SD-TCP funding opportunities only covers tobacco related products and prevention and cessation efforts.
27. What does the guidance mean by asking for an Organization/Fiscal Agent policy? Is this a letter?
- a. You must submit a policy to show that your fiscal agent/organization is tobacco free. If you are your own fiscal agent, then you must submit a document showing your coalition is tobacco free. If you do not have this, you will need to add it into your workplan.
28. The applicant information states that the Need/Capacity should be limited to 10 sentences. Is this 10 total or 10 for need and 10 for capacity?

- a. The 10 sentences are a suggestion that would include need and capacity together. The goal is to help keep your information brief and to the point. Please just highlight what you want the review committee to know.
29. Are bookmarks considered to be incentives?
- a. Bookmarks would be considered materials. If DOH does not have materials you are looking for, please share with us. If we are unable to meet the need, we do allow for grantees to purchase other company products with prior approval.