

# **Tobacco-Free College Program Grant Guidelines and Application Instructions July 2017**

## **Table of Contents**

1. Grant Guidelines	Page 2
2. 100% Smoke-Free or Tobacco-Free Policy Definition	Page 13
3. How to Apply	Page 14
4. Application Questions	Page 16
5. FAQs	Page 21

## GRANT PROGRAM GUIDELINES

**DEADLINE FOR APPLICATIONS: Wednesday, October 11, 2017 - 5:00pm Eastern Time**

Welcome. Thank you for your interest in the Truth Initiative® Tobacco-Free College Program. In this document, you will find detailed information on the grant requirements, grant application process and key dates.

Please note that this program uses the general term “college” to refer to an institution of higher education such as a university, college, community college, etc.

### OVERVIEW

Support for 100% smoke-free or tobacco-free policies on college campuses has skyrocketed in recent years. The number of college and universities with 100% smoke-free or tobacco-free policies tripled from 446 campuses in 2010 to 1827 campuses in 2016.<sup>1</sup> With 99 percent of smokers starting before age 27, college campuses are critical to preventing young adults from starting tobacco use, aiding current smokers in quitting and reducing exposure to secondhand smoke for all.

Since 2015, Truth Initiative has awarded funding to 135 historically black colleges and universities and community colleges to advocate for, adopt and implement a 100% smoke-free or tobacco-free policy.

**To keep the momentum going, Truth Initiative is launching the new Tobacco-Free College Program. The Tobacco-Free College Program will offer 17-month grants of up to \$20,000 to minority-serving institutions and community colleges to engage students to adopt a 100% tobacco-free college policy. The deadline for applications is **Wednesday, October 11, 2017**.**

Grantees will receive technical assistance through webinars, learning communities and one-on-one consultations throughout the grant period.

### ABOUT TRUTH INITIATIVE

[Truth Initiative](#) is America’s largest non-profit public health organization dedicated to making tobacco use a thing of the past. We speak, seek and spread the truth about tobacco through education, tobacco-control research and policy studies and community activism and engagement.

Truth Initiative recognizes and honors the fact that tobacco may have a sacred cultural place in American Indian life. Many Native American tribes use tobacco for spiritual, ceremonial, and

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<sup>1</sup> Americans for Nonsmokers’ Rights website. Accessed June 13, 2017. <http://www.no-smoke.org/goingsmokefree.php?id=447>.

traditional healing purposes. Truth Initiative, therefore, distinguishes traditional, ceremonial and spiritual use of tobacco from its commercial use. Truth Initiative promotes tobacco control efforts that do not target traditional tobacco.

### ABOUT truth®

[truth®](#) is Truth Initiative's national tobacco prevention counter-marketing campaign that speaks to youth and young adults on their terms, through the channels they understand and trust. **truth** delivers the facts about the health effects and social consequences of tobacco and the marketing tactics of the tobacco industry so that youth and young adults can make informed decisions and influence others to do the same.

### WHO MAY APPLY

Funding is available **only** to minority-serving institutions of higher education (MSIs) and public community colleges in the 50 US states, the District of Columbia, and five US territories which signed the 1998 Master Settlement Agreement (American Samoa, Guam, Commonwealth of the Northern Mariana Islands, Puerto Rico, and the United States Virgin Islands). Applicants must be either an MSI **or** a public community college as described below:

- Minority-serving institutions are defined by the [Department of Education](#) as institutions of higher education enrolling populations with significant percentages of undergraduate minority students, or that serve certain populations of minority students under various programs created by Congress.

Under part F of the Higher Education Act, 20 U.S. Code § 1067q – “Investment in historically Black colleges and universities and other minority-serving institutions,” the following institutions are eligible to receive funds under that section and therefore eligible to apply for a grant under Truth Initiative's Tobacco-Free College Program:

- (1) a [part B institution](#) (a historically Black college or university) (§322 of the HEA, 20 U.S.C. §1061);
- (2) a [Hispanic-serving institution](#) (§502 of the HEA, 20 U.S.C. §1101a);
- (3) a [Tribal College or University](#) (§316 of the HEA, 20 U.S.C. §1059c);
- (4) an [Alaska Native-serving institution](#) or a [Native Hawaiian-serving institution](#) (§317(b) of the HEA, 20 U.S.C. §1059d(b));
- (5) a [Predominantly Black Institution](#) (§§318(b) and 371(c)(9) of the HEA; 20 U.S.C. §§ 1059e(b) and 1067q(c)(9));
- (6) an [Asian American and Native American Pacific Islander-serving institution](#) (§§ 320(b) and 371(c)(2) of the HEA, 20 U.S.C. §§1059g(b) and 1067q(c)(2); or
- (7) a [Native American-serving nontribal institution](#) (§§319(b) and 371(c)(8) of the HEA; 20 U.S.C. §§ 1059f(b) and 1067q(c)(8)

- Community colleges are defined as institutions that primarily grant two-year associate degrees and are accredited by one of the six regional accrediting agencies.<sup>2</sup>

Eligible colleges must fall into at least one of the categories described above.

Eligible colleges include those that **do not currently have a 100% smoke-free or 100% tobacco-free policy (see page 13 for definition)**. For example:

- If your college currently does not have a smoke-free policy or your college has less than a 100% smoke-free policy (for example, smoking is prohibited in buildings but permitted in designated areas on campus), **you may apply** for funds to support the advocacy, adoption, and implementation of a 100% smoke-free policy or 100% tobacco-free policy.
- If your college currently has a 100% smoke-free policy and you want to strengthen it to adopt a 100% tobacco-free policy, **you are not eligible**.
- If your college currently has a 100% smoke-free policy and you want to strengthen it to include additional products such as e-cigarettes, **you are not eligible**.
- If your college currently has a smoke-free or tobacco-free policy and you want funding to support implementation efforts, **you are not eligible**.

Colleges that received or are receiving Truth Initiative funding through the HBCU or Community College Smoke-Free and Tobacco-Free College Grant Program are **not** eligible for this current grant program.

Any official entity – department, administrative unit, sanctioned group or club, etc. – within a college may apply with authorization of the college administration. For example, the college president's office, nursing department, college health center, facilities management department, or student government may apply. If approved, the grant will be awarded to the college and the official entity that applied (department, administrative unit, sanctioned group or club, etc.) will be responsible for carrying out the grant activities. College foundations may also apply on behalf of the college. Applicants will be required to provide one letter of support for the project from an authorized representative of the college administration.

All applicants must identify a project lead. The project lead must be a member of the college faculty or staff. Students cannot be the project lead but are required to be involved with coordination of project activities and advocacy campaigns.

To avoid any real, potential, or perceived conflict of interest between Truth Initiative's grant recipients and any tobacco-related entities, Truth Initiative will not award funding to any applicant that is in current receipt of any grant monies or in-kind contribution from any tobacco manufacturer, distributor, or other tobacco-related entity. In addition, Truth Initiative requires that

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<sup>2</sup> Middle States Commission on Higher Education; New England Association of Schools and Colleges, Commission on Institutions of Higher Education; North Central Association of Colleges and Schools, The Higher Learning Commission; Northwest Commission on Colleges and Universities; Southern Association of Colleges and Schools Commission on Colleges; Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges

an awardee will not accept any grant monies or in-kind contribution from any tobacco manufacturer, distributor, or other tobacco-related entity over the duration of the grant.

All materials that include the Truth Initiative or **truth** logo or tagline must be approved by Truth Initiative prior to dissemination. Failure to adhere to this requirement is a violation of the agreement and grant funds may be revoked.

## PROGRAM GOAL

Grants will support efforts to engage and mobilize the student population and create support among faculty, staff and administration with the goal of adopting and implementing a 100% smoke-free or 100% tobacco-free policy at MSIs or community colleges. The policy must be college-wide, affecting all campuses. The goal is to adopt a policy by June 2019. Grantees that adopt a policy early in the project year should focus efforts on policy implementation.

## PROJECT WORK PLAN - REQUIRED ELEMENTS

**This section includes important information regarding the required elements that you must include in your work plan. Please read the information carefully before you begin to develop your work plan and timeline. Your application must address all the elements described in this section.**

The online grant application system will prompt you to upload a work plan. There is no template or required format for the work plan. The plan should be clearly organized and sufficiently detailed to convince reviewers that you have a clear goal, obtainable objectives and reasonable, well-planned activities for the project period. Save your work plan on your computer (in a Word document, for example) and upload it to the online application system when prompted.

Your work plan must include:

- Project goal and objectives
  - Include one overall project goal and at least three objectives.
  - Goal and objectives must be clear, measurable and attainable.
  - An example of a project goal is: “Adopt a college-wide 100% tobacco-free policy by May 2019.”
  - Examples of a project objective are: “Establish a campus-wide tobacco-free task force with at least 10 members, including at least two student leaders,” or “Engage at least 2,000 students in student-led tobacco prevention, education and tobacco-free campus policy advocacy activities.”
- Description of activities
  - Describe the activities that will support each objective.
  - Provide detailed information on each of your project activities. For example: What is the activity? How will it be carried out? Why is it important and how does it support the objective? What will be the result of the activity?

- If you do not have detailed information about a particular activity because planning for that activity will occur during the grant period, explain the activity as much as possible and the steps involved in planning.
- Additional narrative (as needed)
  - You may include additional narrative to describe your plan, such as a project summary, overarching strategies, etc.
- Staffing plan
  - Indicate who will lead the project, including name, title and brief bio.
  - List other key staff who will support the project, including name, title, and role in the grant.
  - If you have not selected the student leaders who will participate in the program (see student engagement section below), describe the criteria you will use to select the leaders. If the grant is awarded, you will be asked to submit the names and bios of the student leaders to Truth Initiative once they are identified.

You will also be asked to upload a project timeline for the activities described in your work plan. Using the [template provided](#), list project activities, dates and responsible staff.

To ensure a strong foundation for policy adoption, proposals will be considered that address all five core project elements:

1. Form a college **taskforce** with broad representation of the campus including students, staff, faculty and administration. The purpose of the taskforce is to spearhead the tobacco-free or smoke-free campus project and carry out project activities including policy development.

You may want to consider including credible sources and spokespeople on the campus; those who can make policy decisions; and those who will oversee enforcement; and smokers themselves. Students must be represented on the taskforce. Other taskforce members may include student leadership; campus health center/wellness center staff; environmental health and safety; campus safety/security; human resources; facilities/maintenance/grounds; student services; president's office; faculty (nursing, health, etc.).

2. **Assess** tobacco-related issues including behavior, attitudes and support among students, faculty and staff. Understanding the nature of the problem is the first step in any policy process. Please note that Truth Initiative will provide a survey with core questions to be conducted at your college. Additional assessments such as focus groups, environmental scans or key informant interviews are encouraged. If your college recently conducted an assessment, please explain in the work plan.
3. **Educate and engage** students, faculty, and staff about the need for and benefits of a 100% tobacco-free or smoke-free campus. This must be done in two ways:

3a. The goal of the **student engagement component** is to inspire youth and young adults to use their creativity and social influence to spread the truth about tobacco, thereby driving policy change on campus. The work plan must address two strategies:

- A plan to identify two **student leaders** between the ages of 18 to 24. Student leaders must participate in online **truth**-led trainings at least once each quarter. Trainings will focus on tobacco prevention and **truth** messaging as well as student recruitment strategies. Applicants that are awarded are required to submit bios of each student leader for Truth Initiative approval.
- In consultation with adult project implementers, student leaders will **co-develop and lead engagement, educational and advocacy activities** to build a movement to become a tobacco-free college. Student leaders will recruit and train other students to become advocates for policy change on campus. Activities may include social media, social marketing campaigns, earned media, letters of support, petitions, personal stories, public education events, etc. Student leaders will also be required to implement national advocacy campaigns, sponsored by **truth**, to get students interested in tobacco prevention. All education geared towards youth and young adults must be done by the student leaders to ensure a peer-to-peer experience.

All applicants are required to incorporate student engagement into their grant proposal and allocate at least 15% of the total budget to student engagement events and activities.

Grantees will be required to document and report on student engagement activities. *Participation in national advocacy campaigns sponsored by **truth** is required and must be incorporated into your work plan as directed by Truth Initiative staff. All materials to support national advocacy campaigns will be provided to grantees.*

***Grantees may not receive funds from other tobacco-related youth serving campaigns (for example, This Free Life or Fresh Empire) during the grant period.***

3b. **Educate and engage adult staff, faculty, and decision-makers.**

Educational and engagement strategies could include presentations to staff and faculty groups, open forums, earned media, letters of support, petitions, public education events, etc.

4. Identify a plan to address **tobacco treatment** for those students, faculty, and staff who are interested in quitting. Sample activities include promotion of the

statewide quitline/web-based resources; referring to existing, local services; or providing cessation workshops on campus. Please note that Truth Initiative offers online cessation services such as [BecomeAnEx](#), [the EX Program](#) and [This is Quitting](#). We encourage all participants to discuss how these services may be incorporated in your plan.

5. Develop a [policy recommendation](#) for a 100% smoke-free or 100% tobacco-free policy to present to key decision makers. The policy must be college-wide, affecting all campuses. A strong policy should address implementation and compliance issues. For those grantees that adopt a policy within the project period, efforts for the remaining grant period should focus on policy implementation and compliance.

**Grant activities many not include efforts to engage in any political activities or lobbying, including, but not limited to, support of or opposition to candidates, ballot initiatives, legislation, referenda, or other similar activities.**

## BUDGET AND USE OF FUNDS

**This section includes important information regarding the development of your budget. Please read the information carefully before you begin to develop your request.**

Your budget must include a line item explanation and justification for all expenses. Refer to the [sample budget and instructions](#) when developing your budget. Please follow the sample budget format.

You will be prompted to upload your budget when you complete your online application.

Applicants may request up to \$20,000 for a 17-month project period. At least 15% of the total budget must be dedicated to student engagement activities as described in the guidelines (student-led activities for the primary benefit of students). These expenses must be explicitly noted in the budget.

Note that materials needed to execute national **truth** advocacy campaigns will be provided to grantees and do not need to be included in the budget.

Allowable costs for **student engagement** (must be at least 15% of total budget) include but are limited to:

- Printing/production of educational and marketing materials
- Expenses for a student engagement event or advocacy action including speaker fees, room rental, AV equipment, food, and supplies
- Printing/production of items to promote a tobacco-free environment such as pins, buttons, t-shirts, socks, fidget spinners, hacky sacks, etc. All youth and young



adult items utilizing the **truth** logo will be designed by Truth Initiative and provided to colleges for production.

- Incentives for student participation in surveys or research

Additional allowable project-related costs include:

- Personnel costs including staff time or stipends for student interns
- Development and printing of smoke-free/tobacco-free policy signage
- Meeting and event expenses including speaker fees, room rental, AV equipment, and food
- Photocopying and printing costs
- Postage
- Office supplies
- Indirect or overhead cost, not to exceed 8% of total request

Unallowable project-related costs include:

- Nicotine replacement therapy
- Capital expenditures
- Equipment expenses (such as computers, film equipment, etc.)

The budget must provide a line item explanation and justification for all expenses. Use the following categories to organize your budget:

- A. Personnel
- B. Educational and Promotional Items (tobacco-prevention fact sheets, stress balls, socks, hacky sacks, fidget spinners, etc.)
- C. Meeting Expenses (room rental, AV rental, food, etc.)
- D. Printing (posters, signs, etc.)
- E. Photocopying (flyers, materials, etc.)
- F. Supplies (poster board, markers, etc.)
- G. Other (quit kits, etc.)
- H. Indirect costs (up to 8% of direct costs)

Ensure that each expense clearly relates to and is referenced in your work plan. The budget must be cost-effective and appropriate to the scope and nature of the project. Provide detail regarding each expense. Items must be broken down by per unit cost. For example, if proposing funds for personnel, provide the name of position, base salary, amount of time devoted to the project, and total amount of funds requested in the grant.

## REPORTING REQUIREMENTS

Requirements include:

- Quarterly financial reports, an interim narrative report and a final narrative and financial report at the end of the grant. Narrative reports must report on the progress made towards the approved project goal and objectives.
- Reporting at the completion of each student engagement activity. Examples of required information could include photos and the number of students reached (see student engagement section on page 7 for more details).
- Scheduled semi-annual monitoring calls with Truth Initiative program officer. These calls are also an opportunity to receive technical assistance.
- Participation in overall project evaluation by Truth Initiative, such as activity progress reports, online surveys, and submission of documents for review.

## RESOURCES

[Americans for Nonsmokers' Rights](#) has several resources including model college policies.

## HOW TO APPLY

All applications **must** be submitted using Truth Initiative's [online application system](#). Applicants will be required to register and create a user name and password. After registration, you will be directed to the grant application to complete the application process.

More detailed information about how to apply is located on page 14.

**Please note that you will be able to preview, print, and save the entire application in the online system.**

## TECHNICAL ASSISTANCE

Interested applicants are invited to participate in one of two grant information webinars scheduled for Wednesday, August 16, 2017, and Thursday, September 14, 2017, at 3pm (Eastern Time). You can register for the webinars on Truth Initiative's [website](#). Participation is optional. The webinar will be recorded and archived on the Truth Initiative website.

If you have **questions about the online application system** (for example, how to create an online account or upload a file), please contact Robin Scott, Grants Manager, at [rscott@truthinitiative.org](mailto:rscott@truthinitiative.org) or 202-454-5555.

If you have **programmatic questions** about the initiative (for example, eligibility, required program elements, or allowable activities), please contact Kristen Tertzakian, Assistant Director of Community Engagement, at 202-454-5555 or send an email to [collegegrant@truthinitiative.org](mailto:collegegrant@truthinitiative.org).

Please refer to the resources below for further clarification on the grant guidelines or online application system:

- [Applicant Tutorials](#)

## DEADLINE

Grant applications are **due no later than October 11, 2017, at 5pm Eastern Time**. Applications submitted after this deadline will not be reviewed.

## FUNDING DECISIONS AND NOTIFICATION

All applications submitted will undergo a multi-stage review process that will include:

- Review by Truth Initiative staff along with tobacco control leaders or members of academia;
- Approval by Truth Initiative's Executive Management.

All applicants will be notified by email in mid-December 2017. Applications will be categorized as one of the following:

- Non-responsive to guidelines;
- Approved and funded; or
- Declined.

The grant award is contingent on the review and approval of all required documents by Truth Initiative. Grantees will be asked to sign a grant agreement outlining the terms and conditions of the award. Truth Initiative will provide 25% of the total award upon execution of the grant agreement. Grantees will receive subsequent payments after submitting quarterly reimbursement reports.

In the event Truth Initiative approves an award, the amount of funding will vary by circumstances, need and program model and may differ from the amount requested. The amount of grant funding is non-negotiable.

Submission of grant application, even one that meets all grant requirements, does not guarantee receipt of an award.

**KEY DATES**

<b>Request for Proposal (RFP) Announcement Released</b>	<b>Grant Information Webinar for Potential Applicants</b>	<b>Eligible Funding Amount</b>	<b>Applications Due</b>	<b>Award Notifications</b>	<b>Project Start Date</b>	<b>Project End Date</b>
July 2017	Wednesday, August 16, 2017 and Thursday, September 14, 2017 at 3pm (ET)	Up to \$20,000	Wednesday, October 11, 2017 at 5pm Eastern	Mid December 2017	On or around February 1, 2018	June 30, 2019

# 100% SMOKE-FREE OR TOBACCO-FREE POLICY DEFINITION

## **What is a 100% smoke-free or tobacco-free campus policy?**

A 100% *tobacco-free policy* prohibits the use of any tobacco product, including, but not limited to, cigarettes, cigars, cigarillos, small cigars, pipes, hookah, smokeless tobacco (otherwise known as dip, chew, snuff, spit, and snus) and other smokeless products. It can include nicotine delivery devices such as electronic cigarettes. The primary concern of a tobacco-free policy is overall health, sanitation, and the environment. Also, a comprehensive tobacco-free policy may also address tobacco sales, marketing, sponsorship and investments.

A 100% *smoke-free policy* is one that prohibits the use of smoke-producing tobacco, such as cigarettes, cigars, cigarillos, small cigars, pipes, and hookah. It can include nicotine delivery devices such as electronic cigarettes. The primary concern of a smoke-free policy is secondhand smoke.

With either policy, smoking and/or the use of smokeless tobacco products are strictly prohibited in all indoor and all outdoor campus property, including parking lots, facilities, and vehicles, whether owned, rented, or leased. Designated smoking areas on campus are prohibited. The policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit.

Truth Initiative recognizes and honors the fact that tobacco may have a sacred cultural place in American Indian life. Tobacco used for sacred, ceremonial, or traditional purposes may be exempt from policies.

For more information on model campus policies, please visit [Americans for Nonsmokers' Rights](#).

## HOW TO APPLY

Truth Initiative's Tobacco-Free College Program makes it easy for you to apply for a grant online. Please read the instructions below before beginning an application. All grant applications must be submitted using Truth Initiative's online application system.

### STEP 1: REVIEW GRANT GUIDELINES BEFORE APPLYING

- Carefully review the grant guidelines for information on eligibility, funding requirements, and key dates.

### STEP 2: CREATE AN ACCOUNT

- All applicants must register on Truth Initiative's [online application system](#) before beginning the grant application process.
- After providing contact information for your institution, yourself (grant submitter) and your institution's leader (president, chancellor, etc.), you will be prompted to create a user name and password. You will use this login information to access your grant application throughout the process. If awarded a grant, you will also use this login information to submit grantee reports and access your grant file.
- The email address you provide as the grant submitter will be the official email Truth Initiative will use to communicate with the applicant regarding all aspects of the application and, if an award is made, administration of the grant. Please ensure that the email address is accurate and belongs to someone who can serve in this capacity.
- Please note that you will be required to provide your institution's EIN / tax identification number during the registration process.

### STEP 3: COMPLETE THE ONLINE GRANT APPLICATION

- After registering, you will be directed to a page where you should select "Tobacco-Free College Program – Grant Application 2017."

- The online application process allows you to save drafts of the application until it is ready to submit. You may preview and print the application questions to assist with preparation.
- The application will require that you type some answers directly into the application. For other answers, you will be required to upload documents. Documents may be uploaded directly from your server.
- The application also requires the use of templates for the project timeline and budget. You will see links to these templates in the application. Please download these documents, complete and save them to your server before uploading them to the application.
- After you submit the application, you will receive an email confirmation that your application was successfully submitted.

#### STEP 4: APPLICATION REVIEW

- Your grant application will undergo a multi-stage review process that will include:
  - Review by Truth Initiative staff along with tobacco control leaders or members of academia;
  - Approval by Truth Initiative's executive management.
- During this process, our staff may contact you for more information.

#### STEP 5: GRANT DECISION NOTIFICATION

- You will be notified by email in mid-December regarding the decision about your application. Please do not contact Truth Initiative regarding funding decisions before that time.

#### HELPFUL HINTS

- [Applicant Tutorial](#)

If you have **questions about the online application system** (for example, how to create an online account or upload a file), please contact Robin Scott, Grants Manager, at [rscott@truthinitiative.org](mailto:rscott@truthinitiative.org) or 202-454-5555. If you have **programmatic questions** about the initiative (for example, eligibility, required program elements or allowable activities), please contact Kristen Tertzakian, Assistant Director of Community Engagement, at 202-454-5555 or send an email to [collegegrant@truthinitiative.org](mailto:collegegrant@truthinitiative.org).

## APPLICATION QUESTIONS

**Note:** This document includes all the application questions you will be required to answer when you log onto Truth Initiative's [online application system](#). This document is for reference only. You **must** use the online application system to apply for the grant.

### PROJECT INFORMATION

#### **Project Lead\***

Provide name, title and contact information (include address, email and phone) of project lead.

*Character Limit: 250*

#### **College Department or Group Responsible for Project\***

Provide name of college department or entity responsible for carrying out project activities. Any official entity – department, administrative unit, sanctioned group or club, etc. – within a college may apply with authorization of the college administration.

*Character Limit: 50*

#### **Amount of Funding Requested\***

The maximum amount is \$20,000.

*Character Limit: 20*

### COLLEGE DEMOGRAPHICS

The next several questions gather information about your student population. Please provide the total number of students enrolled for the most recent year available and the racial and ethnic makeup (percentage) of the entire student population.

#### **School Year\***

(e.g.2017-2018)

*Character Limit: 15*

#### **Total Student Enrollment\***

*Character Limit: 10*

#### **White (%)\***

*Character Limit: 5*

#### **Hispanic, Latino or Spanish Origin (%)\***

*Character Limit: 5*

#### **Black or African American (%)\***

*Character Limit: 5*

#### **Asian (%)\***

*Character Limit: 5*



**American Indian or Alaska Native (%)\***

*Character Limit: 5*

**Native Hawaiian or Pacific Islander (%)\***

*Character Limit: 5*

**Two or more races (%)\***

*Character Limit: 5*

**Faculty and Employees\***

Provide the number of faculty and staff employed at your institution. Please include full-time, part-time and adjunct faculty.

*Character Limit: 5*

**BACKGROUND AND RATIONALE**

The following questions focus on previous experience towards adoption of a smoke-free or tobacco-free college policy and your institution's approval process for such policy. There are no right or wrong answers. Please keep your answers concise.

Please note: There are character limitations for all questions. Keep in mind that six characters equal approximately one word and 3,400 characters equal approximately one page of text.

**Current Policy\***

Describe the current policy on tobacco use/smoking at your college. If you have multiple campuses, please indicate if the policy affects all campuses. If your college has a written policy, you may attach it as a PDF or Word document. Otherwise, describe the policy below.

*Character Limit: 1750 | File Size Limit: 2 MB*

**Previous and Current Efforts\***

Briefly describe your college's previous and current efforts to work towards a smoke-free or tobacco-free college campus. What are the results of those efforts? Are the administration, faculty, students and staff supportive or reluctant? Include lessons learned and challenges faced.

*Character Limit: 1750*

**Approval Process\***

Describe the approval process required at your college to adopt a smoke-free or tobacco-free policy.

*Character Limit: 1750*

**PROJECT DESCRIPTION – WORK PLAN AND TIMELINE**

The project description includes 1) the project work plan and 2) the project timeline. Rather than directly typing in your answers as in the previous sections, you will upload both your work plan and timeline as instructed below.

**IMPORTANT:** You **MUST** incorporate all required elements in your work plan and timeline as described on pages 5-8 in the [grant guidelines](#). Please read the grant guidelines carefully and include all required elements.

### **Project Work Plan\***

Following the instructions on pages 5-8 in the [grant guidelines](#), upload your project work plan. Work plans should be no more than 5 pages.

*File Size Limit: 2 MB*

### **Timeline\***

Using the [template timeline](#), add your activities, dates and other required information. You must first download the template, save it to your computer, complete it and then upload the completed document. Use February 1, 2018, as the start date and June 30, 2019, as the end date for the timeline.

*File Size Limit: 2 MB*

## **BUDGET**

### **Existing Budget\***

Does your college currently have an existing budget or dedicated funds for tobacco control activities?

- Yes
- No
- Unsure

If yes, please include the amount of funding and name of funder.

*Character Limit: 250*

### **Budget \***

Using Truth Initiative's [sample budget and instructions](#) as a guide, please provide your budget narrative.

Please read the [grant guidelines](#) and the [sample budget and instructions](#) carefully before developing your budget narrative. The budget narrative must provide a line item explanation and cost breakdown for all expenses listed in the budget request form. Ensure that each expense clearly relates to and is referenced in the program work plan.

Refer to the [grant guidelines](#) for information on allowable expenses.

*File Size Limit: 2 MB*

## **LETTER OF SUPPORT**

### **Letter of Support (Senior Official) \***

Please submit as Word/PDF document.

Truth Initiative requires one letter of support for the project from an authorized representative of the college administration. Acceptable positions include college president, board of trustees, vice president of student affairs or academic affairs and other similar senior level officials.

Please refer to the grant guidelines for detailed information.

*File Size Limit: 2 MB*

## COLLEGE STATUS

To be eligible for a grant under the Tobacco-Free College Program, a college must be EITHER a minority-serving institution OR an accredited community college as described on pages 3-4 of the grant guidelines.

### **Affirmation of Status as Minority-Serving Institution\***

I affirm that my college is a minority-serving institution as described on pages 3-4 of the grant guidelines.

- Yes
- No

### **Type of Minority-Serving. If not applicable, write N/A.\***

- Historically Black College or University
- Hispanic-Serving Institution
- Tribal College or University
- Alaska Native-Serving Institution
- Native Hawaiian-Serving Institution
- Predominantly Black Institution
- Asian American and Native American Pacific Islander-Serving Institution
- Native American-Serving Nontribal Institution
- N/A

### **Affirmation of Status as Accredited Community College\***

I affirm that my college is an accredited community college as described on pages 3-4 of the grant guidelines.

- Yes
- No

### **Name of Person Providing Affirmation\***

### **Title and College Name of Person Providing Affirmation\***

## REQUIRED DOCUMENTS

### **Tax Exempt Letter\***

Upload as a Word/PDF document.

- Please submit your college's letter from the IRS exempting the college from taxation as described in Section 501(c)(3) Section 170(c)(1) or Section 511 (a)(2)(B) of the Internal revenue code, or
- If your college is a state entity and does not have an IRS determination letter, please submit a letter from an authorized senior college official (for example, the college president or vice president of finance and administration) affirming that the college is government entity or political subdivision and is exempt from federal taxation. The letter MUST be written on college letterhead, dated and signed by a senior college official.

Please refer to the grant guidelines for additional information.

*File Size Limit: 2 MB*

**IRS Form 990**

Please submit your college's most recent IRS Form 990 and all schedules, including Schedule A, exhibits and attachments. If your college is not required to submit an IRS Form 990, please explain below.

*File Size Limit: 1 MB*

**Audited Financials\***

Upload as a Word/PDF document.

For institutions required by law to conduct OMB A-133 audit, also known as single audit, please provide a copy of your institution's most recent A-133 audit along with your audited financial statements.

For institutions NOT required by law to conduct an OMB A-133 audit, please provide a copy of your institution's most recent audited financial statements.

*File Size Limit: 3 MB*

**FINAL NOTE**

When you hit "Submit" below, your application will be transmitted to Truth Initiative. You should receive a confirmation email shortly after submitting the application. If you don't receive the confirmation email, please check your spam or junk folder. If you need further assistance, contact us by phone at 202-454-5555 or via email at [collegegrant@truthinitiative.org](mailto:collegegrant@truthinitiative.org).

## FREQUENTLY ASKED QUESTIONS

### ELIGIBILITY

1. **Who is eligible to apply for a grant?**

Funding is available **only** to minority-serving institutions and public community colleges.

Minority-serving institutions (MSIs) are defined by the [Department of Education](#) as institutions of higher education enrolling populations with significant percentages of undergraduate minority students, or that serve certain populations of minority students under various programs created by Congress.

Public community colleges are defined as institutions that primarily grant two-year, associate degrees and that are accredited by one of the six regional accrediting agencies.

Truth Initiative will not fund online-only colleges, international colleges or for-profit colleges.

Colleges that received Truth Initiative funding through the HBCU or Community College Smoke-free and Tobacco-free College Grant Program are **not** eligible for this current grant program.

Eligible colleges include only those that **do not** currently have a 100% smoke-free or 100% tobacco-free campus policy. Any official entity – department, administrative unit, sanctioned group or club, etc. – within a public community college may apply with a letter of support for the project from an authorized college representative.

2. **How can I determine whether my college is a minority-serving institution?**

You can refer to the U.S. Department of Education's [website](#) for a list of minority-serving institutions.

3. **How can I determine whether my college is accredited by one of the six regional accrediting agencies?**

You can refer to your college handbook or visit the U.S. Department of Education database of [Accredited Postsecondary Institutions and Programs](#).

4. **Do you have any geographic restrictions?**

Funding is limited to institutions based in the 50 US states, the District of Columbia, and the following five territories: American Samoa, Guam, Commonwealth of the Northern Mariana Islands, Puerto Rico, and the United States Virgin Islands.

5. **Can more than one applicant submit from a college?**

Only one application per college will be accepted. During the registration process, multiple applicants from a college may receive a pop-up message notifying them of a duplicate EIN. In this case, please contact Truth Initiative at 202-454-5555 or via email at [collegegrant@truthinitiative.org](mailto:collegegrant@truthinitiative.org).

## PREPARING TO APPLY

6. **How do I apply for a grant?**

All applications must be submitted electronically through Truth Initiative's [online application system](#). Hard copy, emails and faxed proposals will not be accepted. It is important that you review the [grant guidelines](#) prior to completing the application.

7. **Do I have to complete the application all at once?**

No. At the bottom of the application is a "Save as Draft" button. We recommend you save your application before logging out. You can log in later to continue working on your application. We recommend that you cut and paste your application answers after each question into a Word document to save as backup.

8. **Does the application system have a time-out feature?**

Yes. A user will receive a warning message and will automatically be logged out of the system after 90 minutes of inactivity.

9. **Can I copy and paste information into my application from an MS Word document?**

Copying and pasting data into an application from a Word document is allowable but may lead to formatting errors. For best results, type the information directly into the application where requested. Note that some of sections will ask you to type directly into the application; other sections will ask you to upload documents in PDF or MS Word format.

10. **Are there page limitations for different sections of the proposals?**

Yes. The application specifies page limitations by section.

11. **Are there character limits to the application questions?**

There are limits on the amount of text you can submit. You will see a character counter displayed below the entry field. You are not required to reach the character limit!

Keep in mind that six characters equals approximately one word and 3,400 characters equals approximately one page of text.

## UPLOADING ATTACHMENTS

**12. Is there a size limit to file uploads?**

The maximum size for all attachments varies. We will not accept files that are larger than the allotted space.

## GRANT CONTENT

**13. What is the maximum grant amount?**

Truth Initiative grants up to \$20,000 for a 17-month grant period. Proposals with budgets exceeding \$20,000 will not be considered.

**14. Are other sources of funding required?**

No. Other funding sources to support smoke-free and tobacco-free college campus policy efforts are not required.

**15. Can you pay the student leaders as interns in the grant budget?**

Yes. If you wish to include student interns in the budget, list the expense under the personnel section.

**16. Is student engagement a requirement of the grant proposal?**

Yes. Only proposals that include a robust student engagement section will be considered for funding. At least 15% of the budget must be dedicated to student engagement. Please make sure student engagement activities are clearly noted in budget narrative.

## SUBMITTING THE APPLICATION

**17. When is the application deadline?**

The deadline for applications has been extended to **Wednesday, October 11, 2017, at 5pm Eastern Time**. Applications submitted after this time will not be accepted.

**18. How soon and what type of notification will I receive after submitting an electronic application?**

You should receive a confirmation email shortly after submitting the application. If you don't receive the confirmation email, please check your spam or junk folder.

## TROUBLESHOOTING

**19. I don't know/I forgot my password. How can I retrieve my password?**

Applicants can retrieve a forgotten password by:

1. At the Logon Page, click on Forgot your Password.
2. Enter your email address in the text box below the Log On button and click Send Reset Link.

3. An email from [passwordreminder@foundant.com](mailto:passwordreminder@foundant.com) will be sent to your email address.

20. **Who should I contact if I experience technical problems with the online application system or a question regarding the content of the proposal?**

Contact Truth Initiative at 202-454-5555 or [collegegrant@truthinitiative.org](mailto:collegegrant@truthinitiative.org) if you need further assistance. If contact is via phone, indicate that you are calling about the Tobacco Free College Program and specify the nature of your call.

21. **How do I print application for my records?**

If you would like a paper copy of your application for your own records, login to the application portal and choose the Application Packet link. This will create a PDF of your application. You can print or save this document. You will always have access to your application by logging back into the application portal, even after you submit it.