

# 2016-2017 Smoke-Free and Tobacco-Free Community College Grant Initiative

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# 2016-2017 Smoke-Free and Tobacco-Free Community College Grant Initiative

## GRANT PROGRAM GUIDELINES

### DEADLINE FOR APPLICATIONS

To be eligible for a \$10,000 grant, applicants must submit a proposal by **April 29, 2016**. Colleges unable to make this deadline can apply for a \$7,500 grant due by **July 15, 2016**.

Eligible Funding Amount	Applications Due	Project Start Date	Project End Date
Up to \$10,000	April 29, 2016	June 15, 2016	December 31, 2017
Up to \$7,500	July 15, 2016	September 1, 2016	December 31, 2017

Welcome. Thank you for your interest in Truth Initiative's Smoke-Free and Tobacco-Free Community College Grant Initiative. Below you will find detailed information on the grant requirements, key dates, and grant application process.

### OVERVIEW

In 2011, the American College Health Association recommended all colleges and universities adopt a 100% tobacco-free campus policy.<sup>1</sup> In 2012, the United States Department of Health and Human Services (HHS) created the Tobacco-Free College Campus Initiative to promote and support the adoption and implementation of tobacco-free policies at universities, colleges, and other institutions of higher learning across the United States. Additional national and state public health entities have provided guidance and support to colleges.

**Truth Initiative joined this movement with the *Smoke-Free and Tobacco-Free Community College Grant Initiative* aimed at helping community colleges advocate for, adopt, and implement a 100% smoke-free or 100% tobacco-free policy (See page 12 for definition). We are currently partnering with 54 community colleges across the nation and now accepting applications for third and fourth cohort. To be eligible for a \$10,000 grant, applicants must submit a proposal by April 29, 2016. Colleges unable to make this deadline can apply for a \$7,500 grant due by July 15, 2016.**

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<sup>1</sup> American College Health Association. (2011). Position Statement on Tobacco on College and University Campuses. Hanover, MD.

Awardees will receive technical assistance through webinars, learning communities, and limited one-on-one consultations.

## 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 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.

## WHO MAY APPLY

Funding is available **only** to public community colleges defined as institutions that primarily grant two-year, associate degrees and that are accredited by one of the six regional accrediting agencies.<sup>2</sup> This includes tribal community colleges.

Eligible community colleges must be based in the 50 states, the District of Columbia, or one of the five territories (American Samoa, Guam, Commonwealth of the Northern Mariana Islands, Puerto Rico, and the United States Virgin Islands).

Eligible community colleges include those that **do not currently have a 100% smoke-free or 100% tobacco-free policy (See page 12 for definition)**. For example:

- If your community 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 community 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 community 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**.

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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

- If your community college currently has a smoke-free or tobacco-free policy and you want funding to support implementation efforts, **you are not eligible**.

Any official entity – department, administrative unit, sanctioned group or club, etc. – within a public community college may apply with authorization of the college administration. For example, the President’s Office, Nursing Department, college health center, facilities management department, or student government may apply. Applicants will be required to provide one letter of support for the project from an authorized representative of the community college administration.

All applicants must identify a project lead. The project lead must be a member of the college faculty or staff. Students may not be the project lead but are encouraged to be heavily involved with coordination of project activities.

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 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.

## PROJECT GOAL AND OBJECTIVES

Grants will support efforts to advocate for, adopt, and implement a 100% smoke-free or 100% tobacco-free policy at community colleges throughout the United States. The policy must be college-wide, affecting all campuses and should be adopted by December 31, 2017. Grantees that adopt a policy earlier in the project year should focus efforts on policy implementation.

## PROJECT ELEMENTS

In order 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 smoke-free or tobacco-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 be in charge of enforcement; and smokers themselves. This may include student leadership; campus health center/wellness center staff; environmental health & 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. This assessment is not mandatory but highly encouraged. 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 environmental scans or key informant interviews are encouraged.
3. **Educate and engage** students, staff, faculty, and decision-makers on the need for and benefits of a 100% smoke-free or tobacco-free policy and secure *their support*. Educational and engagement strategies could include presentations to students groups, open forums, social media, social marketing campaigns, 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.
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 year, efforts will focus on policy implementation and compliance.

## BUDGET AND USE OF FUNDS

To be eligible for up to \$10,000 grant, applicants must submit a proposal by April 29, 2016. Colleges unable to make this deadline can apply for up to \$7,500 grant due by July 15, 2016.

Allowable project-related costs include:

- Personnel costs including staff time or stipends for student interns
- Costs associated with the development and printing of educational and marketing materials or smoke-free/tobacco-free policy signage
- Meeting expenses including speaker fees, room rental, AV equipment, and food
- Incentives for survey/research participation
- Nicotine-replacement therapy
- Supplies such as pencils, buttons, t-shirts, and squeeze balls to promote a tobacco-free environment or the new policy
- Photocopying and printing costs
- Postage

- Office supplies

Unallowable project-related costs include:

- Indirect or overhead costs
- Capital expenditures
- Equipment expenses

Grant funds may not support any 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.

### TECHNICAL ASSISTANCE

Interested applicants are invited to participate in one of two grant information webinars scheduled for [March 15](#) or [April 14](#) at 3pm (ET). Participation is optional. To register, please click on the date you plan to participate. Webinars will be recorded and archived on the Truth Initiative website.

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

- [Applicant Tutorials](#)

If you require one-on-one assistance with your proposal, please contact Alex Parks or Kristen Tertzakian at Truth Initiative by phone at 202-454-5555 or email [communitycollege@truthinitiative.org](mailto:communitycollege@truthinitiative.org).

### KEY DATES

RFP announcement released	Grant information webinars for potential applicants	Eligible Funding Amount	Applications Due	Award notifications	Project Start Date	Project End Date
March 1, 2016	March 15 or April 14 at 3pm (ET)	Up to \$10,000	April 29, 2016	Early June 2016	On or around June 15, 2016	December 31, 2017
		Up to \$7,500	July 15, 2016	Mid-August 2016	On or around September 1, 2016	December 31, 2017

## 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.

Applicants that apply by April 29, 2016 will be notified electronically in early June 2016. Those that apply by July 15, 2016 will be notified by mid-August 2016. 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 these documents by Truth Initiative. Awardees will be asked to sign a grant agreement outlining the terms and conditions of the award. A payment of 75 percent of the approved budget will be issued at the start of the grant. Grantees that make progress towards objectives at 12 months will receive the remaining 25 percent of approved budget.

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.

## REPORTING REQUIREMENTS

Requirements include:

- A final narrative and financial report at the end of the grant.
- 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

The U.S. Department of Health and Human Services (HHS) Tobacco-Free College Campus Initiative has links to data, toolkits, model campus policies, and more on their [website](#).

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

### 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.

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

### DEADLINE

Grant applications are **due by April 29 or July 15, 2016 at 5PM ET**. Applications submitted after this deadline will not be reviewed.



# 2016-2017 Smoke-Free and Tobacco-Free Community College Grant Initiative

## HOW TO APPLY

Truth Initiative's 2016-2017 *Smoke-Free and Tobacco-Free Community College Grant Initiative* 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 “**2016-2017 Smoke-Free and Tobacco-Free Community College Grant Initiative.**”
- The online application process allows you to save drafts of the application until it is ready to submit. You may also preview and print the application questions to assist with preparation.
- The application will require that you type some answers directly into the application or upload documents. Documents may be uploaded directly from your server.
- The application also requires the use of templates for the project work plan 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

If you submit an application by April 29, you will be notified by email if your application has been approved or denied in early June. If you submit an application by July 15, you will be notified by email if your application has been approved or denied in mid-August. Please do not contact Truth Initiative regarding funding decisions before that time.

### HELPFUL HINTS

- [Applicant Tutorials](#)

- Please direct questions about the application system, technical difficulties, or programmatic questions to Kristen Tertzakian or Alex Parks at Truth Initiative by phone at 202-454-5555 or email [communitycollege@truthinitiative.org](mailto:communitycollege@truthinitiative.org).

# 2016-2017 Smoke-Free and Tobacco-Free Community College Grant Initiative

## 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. Therefore, tobacco used for sacred, ceremonial, or traditional purposes may be exempt from policies.

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

# 2016-2017 Smoke-Free And Tobacco-Free Community College Grant Initiative

## APPLICATION WORKSHEET

### 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.

*Character Limit: 50*

**Amount of Funding Requested\***

The maximum amount is \$10,000 for those that submit applications by April 30, 2016 and \$7,500 for those that submit applications by July 15, 2016.

*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. 2014-2015)

*Character Limit: 15*

**Total Student Enrollment\***

*Character Limit: 10*

**Part-Time 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 ask about general policy change, any 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 equals one word or 3400 characters equals one page of text.

**General Policy Efforts\***

Which of the following policy development, implementation, and enforcement efforts did your community college conduct in the last year? Examples of general policy efforts could include sexual assault, alcohol and other drug use, campus security, etc. Please choose all that apply.

- Studied the issue or problem that a policy change would affect
- Identified resources and assets to be used for policy development
- Identified potential allies and opponents of policy development efforts
- Identified targets and agents of policy change efforts
- Chose the strategy and action plan to be used
- Conducted policy research and investigation
- Engaged in relationship building and education of decision makers
- Mobilized support from students, faculty, and staff
- Created an action plan to carry out your policy efforts
- Created a task force with representatives from key stakeholders
- Enforced other policy changes
- None

**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/Current Efforts\***

Briefly describe your college's previous and/or 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**

The project description contains three sections: 1) Executive Summary, 2) Project Work Plan, and 3) Staffing Plan. The goal, objectives and activities must represent an approach to adopt a 100% smoke-free or 100% tobacco-free college campus policy. Refer to the Grant Guidelines for additional information.

### **Executive Summary\***

Please type directly into the text area

Provide a brief overview of the essential elements of the project. Include the rationale behind the project, goal and major project activities.

*Character Limit: 3500*

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

Using the Truth Initiative Work Plan Template, fill out information on your project activities including:

- Overall project goal
- Up to four objectives
- Bulleted activities and /or deliverables that clearly support the project goal, objectives and how you will address the five project elements below:
  1. Form a college taskforce
  2. Assess tobacco-related issues on your college campus
  3. Educate and engage students, staff, faculty and decision-makers
  4. Identify a plan to address cessation
  5. Develop policy recommendations

Also include:

- Timeline for each activity and deliverable. Depending on your proposal submission date, use June 2016 or September 2016 as the start date and December 2017 as the end dates for the purpose of this proposal. Actual dates may vary.
- Details (brief summary description) of the project activities.

For important information about the project elements, refer to the Grant Guidelines.

*File Size Limit: 2 MB*

### **Staffing Plan\***

Please type directly into text area.

Briefly describe the staffing plan for the project including a description of each person's responsibilities and time devoted to the project. Who will oversee the project? Also include any

faculty, staff, students, etc. who will play a significant role in the project activities.  
*Character Limit: 1750*

## **BUDGET**

### **Existing Budget\***

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

- Yes
- No
- Unsure

Additional Comments  
*Character Limit: 250*

### **Budget Request Form\***

Using Truth Initiative's Budget Request Form, please provide project budget.

Note: Applicants may only apply for one round of funding. Applicants that submit proposals by April 30, 2016 may apply for a maximum of \$10,000. Applicants that submit proposals between April 30 and June 15 may apply for up to \$7,500. Keep in mind that Truth Initiative will not provide for any indirect costs.

Please refer to the Grant Guidelines for additional information.

You must first download the budget request form, save it to your computer, complete it and then upload completed document.

*File Size Limit: 2 MB*

### **Budget Narrative\***

Please follow the format shown in the sample Budget Narrative.

The Budget Narrative should provide a line item explanation and justification for expenses identified in the Budget Request Form. Ensure that each expense clearly relates to and is referenced in the program work plan. The budget must be cost-effective and appropriate to the scope and nature of the project.

Please refer to the Grant Guidelines for more information on project funds.

*File Size Limit: 2 MB*

## **LETTER OF SUPPORT**

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

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 administrators.

Please refer to the Grant Guidelines for detailed information.

*File Size Limit: 2 MB*



## REQUIRED DOCUMENTS

### **Tax Exempt letter\***

Please upload as a Word/PDF document. You may submit one of the following:

- A 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
- A letter from a senior college administrator (for example: The College President or Vice President of Finance and Administration) stating the college is government entity or political subdivision that is exempt from federal taxation. The letter must be on college letterhead, dated and signed by a senior college administrator.

The grant award is contingent on the review and approval of these documents.

Please refer to the Grant Guidelines for additional information.

*File Size Limit: 2 MB*

### **Audited Financials\***

Please 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. NOTE: Institutions that received and expended less than \$500,000 in Federal Government funds for the reported period are typically not required to conduct an A-133 audit.

The grant award is contingent on the review and approval of these documents.

*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 [communitycollege@truthinitiative.org](mailto:communitycollege@truthinitiative.org).