

Tobacco Prevention Program

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www.kingcounty.gov/health

Tobacco Prevention Program Opportunity Grant Guidelines

Opportunity grants are small grants (up to \$2,500.00 per calendar year) to boost your current work in tobacco prevention and control with a new project, program, special event or training or to help incorporate tobacco prevention and control into the work that you do/system that you work in.

Applications for funding are accepted by the Tobacco Prevention Program on an ongoing basis to allow organizations to apply for assistance as needed to compliment their existing work. However, a limited amount of funds are dedicate to mini-grants, and grants will not be available after those funds have been awarded.

Intent

The grant applications should support the long term tobacco control goal of lowering the number of people who use and become addicted to tobacco products in King County or who are exposed to secondhand smoke.

Who may apply

- Organizations, businesses, and individuals that support the intent above.
- Applicants may not receive funding from tobacco or alcohol companies.
- Applicant organizations, businesses, or individuals may not receive more than \$5,000 total per calendar year from any combination of King County departments.

Projects that are ineligible for funding*

- Ongoing program components.
- Organizations that charge more than 20% overhead in the grant request.
- Projects that do not occur in King County or do not benefit King County residents.
- Treatment of individuals.

**This is to provide general guidance and is not absolute. The Program will evaluate all projects and agency eligibility on a case by case basis.*

Examples of eligible projects/project components*

Grant Areas

We encourage creativity and innovation in grant applications, the funding is truly to create new opportunities. However, we must ensure that all grants support and align with the scope of our Program's operational plans. To assist with determining if your project aligns with the work in our program, we have provided these categorizations of work:

Social determinants of health

Projects that address the socio-economic factors that lead to tobacco use (e.g., low income, under/un-insured).

Behavior change

Projects that promote behavior change (quitting tobacco use) on an individual level or support communities in promoting health; promoting behavior change solutions or programs.

Disease prevention

Projects that promote health (wellness event, health fair) or promote environmental change (no-smoking policies).

These categories are suggestions, and we welcome all projects that meet the intent. For more information about our goals and strategic plan, please contact Mark Sherard at (206) 296-7613.

Types of Grants

Examples of specific, fundable activities:

- Events
- Speakers
- Research
- Materials
- Evaluation
- Incentives
- Program planning development
- Training and education

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Application components

Project summary

A brief description (a few sentences) about the overall project to include who is doing the work, who is the audience of the work, and what the end goal and outcome will be.

Statement of work

A more detailed description of who will conduct the work, including staff roles and hours involved in the project; a description of the project itself, including the overall reach, location of project activities, geographic area served, target population and project components.

Clearly indicate who will benefit from the project and how they will benefit.

Additionally, it will be helpful to describe how the project will help reduce tobacco use in King County if it is not evident.

Project timeline

A simple chronology of the project to include: a start/end date, any special event dates and dates when reports will be given to the Program.

Collaborative partners

List and give a brief description of any collaborating partners. This is not required but is encouraged.

Technical Assistance needed

This is your opportunity to list any resources or technical assistance that you think would be helpful to your project.

Deliverables

Tangible or intangible items produced as a result of project implementation. These are not necessarily given to the Program but may be mentioned in the report on progress. For example – distributing 20 Quit Kits at a health fair may be a deliverable.

How you will report your progress:

A brief explanation on how you will report to the Program. In the past, grantees have submitted a summary with relevant samples, photos and/or flyers as appropriate.

Budget:

Provide an itemized budget for your project, including materials and supplies. Be as specific as possible. It is helpful for us to see the total cost of the project and the total amount requested through the opportunity grant.

Payment information

King County Finance requires us to administer Opportunity Grants on a cost reimbursement basis only. The reimbursement process is strict and completely beyond our control. Careful attention must be paid to prevent delay of payment. Upon approval of your application, we will include with the Letter of Award detailed information about the reimbursement process.

Application submission

The grant application is downloadable and you may submit your application via email, mail or fax. Submit completed applications to:

Mail: Public Health – Seattle & King County
Tobacco Prevention Program
Attn: Mark Sherard
401 5th Avenue, Suite 900
Seattle, WA 98104-1818

Fax: (206) 296-0177
Email: mark.sherard@kingcounty.gov

If you have any additional questions or concerns, please contact Mark Sherard at (206) 296-7613 or mark.sherard@kingcounty.gov.