

Tobacco-Free Colleges OPPORTUNITY GRANT APPLICATION GUIDELINES

For a limited time, the Tobacco Prevention Program is offering opportunity grants of up to \$5,000 for activities that advance 100% tobacco-free campus policy change among public and private King County colleges and universities.

Grants will be funded under the Centers for Disease Control & Prevention (CDC)'s initiative Communities Putting Prevention to Work (CPPW), part of the American Recovery and Reinvestment Act of 2009 (ARRA). CPPW aims to decrease smoking prevalence, decrease teen smoking initiation and decrease secondhand smoke exposure. One of our Program's focus areas of this grant is the implementation of tobacco-free policies on public and private King County college and university campuses.

The purpose of the tobacco-free college opportunity grant initiative is to support effective and promising initiatives to reduce tobacco use and eliminate exposure to secondhand smoke on college campuses.

Applications for funding will be accepted on an ongoing basis. However, a limited amount of funds are dedicated to these grants and grants will not be available after those funds have been exhausted. We strongly recommend submitting applications as early as possible and we encourage you to contact us with any questions.

All grant supported work must be completed by September 5, 2012 and invoices must be submitted to Public Health Seattle-King County no later than September 14, 2012. Technical assistance and guidance for your project will be provided throughout your policy planning and implementation process.

Who May Apply

- Any group, organization, or agency interested and capable of pursuing a tobacco-free campus initiative by implementing activities that meet the grant objectives. Group, organization or agency must have a tax ID number.
- Applicants may not receive funding from tobacco or alcohol companies.
- Applicant organizations and groups that have not reached the annual maximum of \$5,000 total per calendar year in funding from any combination of King County departments. **However, agencies who currently have a contract with King County may still be eligible for this grant. Please contact us.**

What We Will Fund

Grant funds may be used for expenses associated with advocating for, planning, and implementing a 100% tobacco-free campus policy. There are four main objectives of this grant:

Objective 1 – Assessment: identify the tobacco-related issues on campus & quantify the impact of tobacco use on campus.

Objective 2 – Education: raise awareness among students, staff, and faculty on the health effects of tobacco use, the need for and benefit of a 100% tobacco-free policy, and, if possible, the outcomes of the campus assessment(s).

Objective 3 – Gain Support: collect evidence that shows the campus is supportive of a 100% tobacco-free policy and gain approval from campus decision-makers.

These objectives ultimately work to get decision-makers to adopt a 100% tobacco-free campus policy, but they also help to create a strong foundation for a tobacco-free campus initiative. We consider these to be critical elements of policy change and will require all grant recipients meet these objectives.

Most grant recipients, specifically those working on campuses just getting started on this work, will spend the majority of their time, energy and funding to plan and conduct activities that work to meet these objectives. More details, including examples of fundable activities, can be found in the application form.

Objective 4 – Implementation: implement a 100% tobacco-free campus policy.

For campuses where objectives 1-3 are met, funds may be used to support activities and expenses associated with planning for and implementing the policy change on campus. Applicants that believe they have met the first three objectives should complete the additional form titled “Description of Prior Work Completed.”

These objectives and their associated activities are based on what has worked on other campuses. We recognize these may not work for every campus and we welcome applicants to propose their own ideas for activities they believe will achieve these objectives on their campus.

Allowable Expenses*: Generally, grant funds can be used to cover expenses associated with conducting activities that work to achieve the grant objectives.

Examples of these expenses include, but are not limited to:

- Staffing: money paid to individuals involved in this project to compensate them for the work they do related to this project
- Supplies & Materials: pre-printed educational materials, promotional items used to educate about this initiative, supplies to create flyers, posters, etc.
- Event costs: room reservations, equipment rentals, speaker costs
- Professional services: graphic design, web design, consultant, trainers, etc.

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

There are some restrictions on how these funds may be used and we will require all grant recipients to work with us to create a project budget in order to ensure that all expenses are allowable under county, state, and federal rules and regulations.

What We Won't Fund*

Generally, we won't fund projects that don't work to meet the objectives and/or intent of this grant. We cannot fund:

- Organizations that charge more than 20% overhead in the grant request.
- Projects that do not benefit colleges and universities located in King County.
- Clinical treatment of individuals.
- Expenses which are not allowable under county, state, and federal rules and regulations including, but not limited to: alcohol, lobbying, goods and services for personal use, etc.

**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.*

Requirements of Grant Recipients

- Develop a detailed project work plan and budget with the assistance of Public Health. Any changes and/or updates to the plan and budget will need to be approved by Public Health.
- Attend at least 1 training on how to take your campus tobacco-free. Training date(s) and location are TBD.
- Provide regular project updates to Public Health. We will work with you to determine when and how these updates will be provided.
- Participate in the web-based peer-to-peer networking group on www.HealthyKingCounty.gov

Technical Assistance

We want to ensure you have the tools necessary to meet your objectives. Opportunities for networking, training, consultation, materials and tools will be available to you. Public Health staff will be able to work with you to determine what kind of assistance your project will benefit from.

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. It is important that all receipts are presented with your invoice, but you should keep copies for your own file as well. Careful attention must be paid to the guidelines to prevent delay of payment.

Upon approval of your application, we will include a Letter of Award and detailed information about the reimbursement process. For information on invoicing or payment, please contact Lauren Holt at 206-263-8222 or Lauren.Holt@kingcounty.gov.

Review Process

We will promptly notify applicants within 2 weeks of submission. Proposals will be considered until all funds are awarded.

Questions?

If you have any additional questions or concerns, please contact Molly Ryan at: (206) 263-8241 or Molly.Ryan@kingcounty.gov.