



**Rhode Island Department of Health
Tobacco Free Teens Mini Grant Application** 12.2017

Mini-Grant Memo

To: Eligible Mini-Grant Applicants
From: Benvinda Santos, Rhode Island Tobacco Control Program
Date: Wednesday, December 13, 2017
Re: RIEndgame: Tobacco Free Teens

The Rhode Island Department of Health's Tobacco Control Program (RITCP) invites applications from not-for-profit grassroots organizations, agencies, coalitions, schools, and organizations with existing high school-age programs for teens (ages 13-17) to participate in two large-scale educational events and an online training program that will raise awareness about the dangers of tobacco use and promote tobacco-free living social norms among teens in Rhode Island. The Tobacco Free Teens mini-grant award period will begin approximately mid-January 2018 and end March 28, 2018.

The Rhode Island Tobacco Control Program will award up to fifteen (15) mini-grants up to \$1,000 each. Not-for-profit applicants with an existing high school-age teen program infrastructure not currently receiving funds from the Rhode Island Tobacco Control Program to do similar work are strongly encouraged to apply.

Completed Tobacco Free Teens mini-grant applications must be submitted to Benvinda Santos by mail, post-marked by the due date or submitted electronically to Benvinda.santos@health.ri.gov no later than 4 p.m. on Thursday, January 4, 2018. Submissions should not exceed four (4) pages. Applicants must score at least sixty (60) of the one hundred (100) points to remain eligible to receive an award.

Up to fifteen (15) mini-grants will be awarded. One application per agency will be reviewed. Mini-grant activities must be completed within three (3) months or less of purchase order (PO) receipt. Final summary report, project deliverables, and project invoices are due within thirty (30) days of the grant end date.

To apply, complete and submit the following items by the deadline and stated delivery methods above to the attention of "*Tobacco Free Teens*":

1. Mini-grant Cover Form
2. Scope of Work, Budget and Budget Narrative Technical Review Scoring Sheet
3. Signed W-9 to ensure timely processing of grant award

Please note:

Due to federal budget restrictions, mini-grant funds may not be used for the purchase of food or beverages. Applicants will be notified of grant acceptance within two (2) weeks of the application deadline. Mini-grant activities must be completed by March 28, 2018. The program invoice must be submitted no later than thirty (30) days of the project end date. The RITCP will provide all Awardees with a project summary and invoice template.

Submit completed mini-grant application to:

Tobacco Free Teens,
c/o Benvinda Santos, Tobacco Control Community Coordinator
Rhode Island Department of Health
Tobacco Control Program
3 Capitol Hill, Room 409, Providence, RI 02908
benvinda.santos@health.ri.gov

Completed applications are due by 4 p.m. on Thursday, January 04, 2018.



**Rhode Island Department of Health
Tobacco Free Teens Mini Grant Application** 12.2017

Mini-Grant Cover Form

Organization Name:		
Street Address:		
City/Town:	State: Rhode Island	Zip:
Organization Executive Director Name:		Phone Number and Extension:
Organization Fiscal Contact Name:		Phone Number and Extension:
Project Contact Name:		Phone Number and Extension:
Project Contact Email:		Teen Program Name (if applicable):
Federal Identification Number/FEIN:		Amount Requested:

Authorized Signature

Title

Date

By signing this form, I state that, to the best of my knowledge that all information in this Mini Grant Proposal is true and correct.

Applicants must submit a signed W-9 Form, Mini-Grant Cover Form, and the Scope of Work with Budget/Budget Narrative Form. The Mini-Grant Scope of Work/Budget Form can be submitted on a Word Document following the same format. Proposals should not exceed four (4) pages including the W9 form. Mini-grant applications can be submitted electronically to Benvinda Santos at benvinda.santos@health.ri.gov or by mail post-marked no later than **Thursday, January 04, 2018**. Eligible teen programs must be affiliated with or a part of a not-for-profit, school, agency, coalition, and/or grassroots organization that has a Federal Employer Identification Number (FEIN) or the Federal Tax Identification Number. Mini-grant submissions must include all of the following:

1. Mini-Grant Cover Form
2. Scope of Work and Budget with a Budget Narrative
3. Signed W-9 to ensure timely processing of grant award

Mini-Grant Applications mailing address:

Benvinda Santos, Tobacco Control Community Coordinator
Rhode Island Department of Health
Rhode Island Tobacco Control Program
3 Capitol Hill, Room 409 Providence, RI 02908
Benvinda.santos@health.ri.gov



Rhode Island Department of Health Tobacco Free Teens Mini Grant Application 12.2017

SCOPE OF WORK OVERVIEW

Tobacco Free Teens (TFT): RIEndgame is focused on engaging at-risk teens using best practice interventions that reduce tobacco initiation and use in Rhode Island. TFT efforts will engage high school-age teens (ages 13-17) to build capacity and civic engagement on the local and state levels. The Rhode Island Tobacco Control Program will provide technical assistance throughout the award period approximately mid-January 2018 - March 28, 2018.

Key Activities & Dates:

- Tobacco Free Rhode Island Teen capacity-building conference February 02, 2018
- The Taking Down Tobacco online educational program by February 28, 2018
- The 5th Annual Kick Butts Day Zombie Walk at the Statehouse March 21, 2018

The Rhode Island Tobacco Free Teen Conference will be held as a free one-day conference led by teens to teach others about the dangers of tobacco use, emerging tobacco products, tobacco industry tactics, and best practice strategies that aim to reduce tobacco consumption in Rhode Island. Attendees will include other teens and teen program leaders from Rhode Island. The teen-driven conference will be held Friday, February 2, 2018 at Rhode Island College. The exact time and agenda will be shared soon. Awardees are expected to attend the conference to gain a deeper understanding of tobacco control issues in Rhode Island. By the end of the conference, teens will identify a local policy strategy to work toward in 2018. The Rhode Island Tobacco Control Program and Tobacco Free Rhode Island will provide technical assistance during and beyond the grant period. Funds may support transportation to and from the conference, incentives, teen leader stipends, supplies, staff time, and related educational materials.

Taking Down Tobacco is a web-based comprehensive youth advocacy training program created by the Campaign for Tobacco-Free Kids in partnership with the CVS Health Foundation. This initiative educates and engages youth through free online trainings. Online modules provide an introductory *Tobacco 101* training for teens new to the fight against tobacco and an advanced training to help young leaders take their advocacy to the next level. *Taking Down Tobacco* empowers youth to create change in their communities to achieve the first tobacco-free generation. Awardees are required to minimally complete the *Tobacco 101* modules (approximately 1-1.5 hours). Funds may support transportation to and from public places with wi-fi and computer access, teen incentives, stipends, staff time, materials, and supplies. Visit www.takingdowntobacco.org.

Kick Butts Day (KBD) is a national day of activism that empowers youth to stand out, speak up, and seize control against the tobacco industry's tactics that target youth. The 5th Annual KBD Zombie Walk will be held after school approximately 4 p.m. to 7 p.m. on Wednesday, March 21, 2018. Teens will meet at a central location in Providence and dress as zombies to represent smokers who have passed from tobacco use to deliver a public call-to-action at the Statehouse. The KBD Zombie Walk has engaged hundreds of teens across the state to educate the public about the dangers of tobacco use, promote cessation, and encourage tobacco-free living. Awardees will participate in the planning and execution of this event. Funds for this event may support related transportation, make-up, teen stipends, recruitment efforts, incentives, posters, banners, educational materials, staff time, and other supplies.

By March 28, 2018, Tobacco Free Teens (TFT) awardees will:

- Recruit eight (8) or more high school-age teens to attend the Tobacco Free Teen Conference February 2, 2018.
- (8-10) teens complete the *Taking Down Tobacco 101* online educational training program by February 28, 2018.
- Participate in at least one 1-hour planning meeting or conference call for KBD Zombie Walk in February/March.
- Recruit at least eight to ten (8-10) high school-age teens to participate in the statewide Kick Butts Day Zombie Walk on Wednesday, March 21, 2018.
- Coordinate event logistics (e.g. transportation, collect permission slips, photo release forms from parents/guardians)
- Submit an invoice and brief grant summary using RITCP templates within thirty (30) business days of the grant period's end date.
- Receive training and technical assistance from the Rhode Island Tobacco Control Program and Tobacco Free Rhode Island during the mini-grant period.
- Work collaboratively with Rhode Island Department of Health Tobacco Control Program and/or Tobacco Free Rhode Island to promote the aforementioned events utilizing social media channels.



**Rhode Island Department of Health
Tobacco Free Teens Mini Grant Application** 12.2017

SCOPE OF WORK & BUDGET NARRATIVE SCORE FORM

Instructions: Complete sections I-IV using this template or a Word Document following this format.

SECTION I – AGENCY CAPACITY - (20 points)

Describe agency mission and fiscal capacity/structure to coordinate and manage grant funding. (1 paragraph)

SECTION II – PROJECT OVERSIGHT - (20 points)

Describe who (i.e. names with titles) will coordinate teen participation for these events and their experience working with high school-age teens. (1 paragraph)

SECTION III – TEEN INFRASTRUCTURE - (30 points)

Identify the existing teen infrastructure at the agency and describe the agency's plan to recruit additional teens to participate in events and the web-based *Taking Down Tobacco 101* training program. (2 paragraphs)



**Rhode Island Department of Health
Tobacco Free Teens Mini Grant Application** 12.2017

SECTION IV – BUDGET & BUDGET NARRATIVE - (30 points)

Mini Grant Budget Period: Mid-January 2018 through March 28, 2018

Indicate the dollar amount requested and provide a clear break-down of each cost. The budget may not exceed \$1,000. T-shirts for the Kick Butts Day Zombie Walk will be provided. However, programs may purchase additional gear for local level tobacco control events or activities.

Personnel: Include first and last name(s), title(s), hourly rate, numbers of hours, total requested

Transportation: (e.g. RIPTA passes, in-state mileage reimbursement at \$0.535 per mile, bus rental, etc.)

Materials: (e.g. recruitment materials, poster boards, banners, printing, educational materials, markers, poster sticks, make-up, etc.)

Other/Incentives: (e.g. printing, gift cards, teen stipends, team building, promotional merchandise, project gear, sunscreen, etc.)

Total Amount Requested: _____