



**Rhode Island Department of Health
Rhode Island Tobacco Free Teen Alliance
Mini Grant Application** 10/24 draft

Mini-Grant Memo
DUE DATE EXTENDED TO FRIDAY, JANUARY 10, 2020

To: Eligible Mini-Grant Applicants
From: Benvinda Santos, Rhode Island Tobacco Control Program
Date: Monday, November 18, 2019
Re: Rhode Island Tobacco Free Teen Alliance

The Rhode Island Department of Health's (RIDOH) 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, a Design Thinking training addressing youth vaping, and complete an online training program that will raise awareness about the dangers of tobacco/nicotine use and promote tobacco-free living among teens in Rhode Island. The Rhode Island Tobacco Free Teen Alliance mini-grant award period will begin approximately January 2020 and end June 05, 2020.

The Rhode Island Tobacco Control Program will award up to eight (8) mini-grants up to \$1,500 each. Eligible applicants must have an existing teen program infrastructure and be affiliated with or a part of a not-for-profit, school, community-based agency, prevention coalition, and/or grassroots organization that has a Federal Employer Identification Number (FEIN) or the Federal Tax Identification Number and not currently receiving funds from the RIDOH and or RITCP to do similar work.

Completed Rhode Island Tobacco Free Teen Alliance 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 Friday, January 10, 2020. 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 eight (8) mini-grants will be awarded. One application per agency/community will be reviewed. Mini-grant activities must be completed by June 05, 2020 or less of purchase order (PO) receipt. Final summary report, project deliverables, and project invoices are due within two weeks 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 "*Rhode Island Tobacco Free Teen Alliance*"

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 to purchase food or beverages. Applicants will be notified of the mini-grant application acceptance within two (2) weeks of the application deadline. Mini-grant activities must be completed by June 05, 2020. The program invoice must be submitted no later than two weeks of the project end date or June 19, 2020. The RITCP will provide awardees a project summary and invoice template.

Submit completed mini-grant application to:

Rhode Island Tobacco Free Teen Alliance,
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



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Completed Applications – Extended Due Date - FRIDAY, JANUARY 10, 2020 by 4 p.m.

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 **4 p.m. on Friday, January 10, 2020**. 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

Submit completed mini-grant application to:

Rhode Island Tobacco Free Teen Alliance,
c/o Benvinda Santos, Tobacco Control Community Coordinator
Rhode Island Department of Health
Tobacco Control Program
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SCOPE OF WORK OVERVIEW

The Rhode Island Tobacco Free Teens Alliance is a collaboration composed of multiple youth programs in the state engaging teens to reduce tobacco and nicotine initiation and use in Rhode Island. The Rhode Island Tobacco Free Teen Alliance efforts will engage middle and high school-age teens (ages 13-17) to build capacity and civic engagement on the local and state levels to educate and inform the public of the dangers of tobacco use and vaping. The Rhode Island Tobacco Control Program will provide technical assistance throughout the mini grant award period approximately January 01, 2020 to June 05, 2020.

Key Activities & Dates:

- Complete Taking Down Tobacco 101 and The Rise of Vaping online educational program by January 31, 2020
- Attend the Tobacco Free Teen Alliance Design Thinking training at Bryant University February 18, 2020
- Attend the 7th Annual Tobacco Free Teen Kick Butts Day at the Statehouse March 18, 2020
- Organize a local/regional event for World No Tobacco Day by June 05, 2020

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 and adults through free online trainings. Online modules provide an introductory *Tobacco 101* training for those new to the fight against tobacco and an advanced training to help 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* and the Rise of Vaping modules (approximately 1-1.5 hours). Funds may support incentives. Visit www.takingdowntobacco.org.

Rhode Island Tobacco Free Teen Alliance – Design Thinking Conference will be held as a free one-day conference to teach others about the dangers of tobacco and nicotine use, electronic nicotine delivery systems (ENDS), tobacco industry tactics, and best practice strategies that aim to reduce tobacco consumption in Rhode Island. Attendees will include teens and teen program leaders from Rhode Island. The one-day conference will be held Tuesday, February 18, 2020 at Bryant College 9am-3pm. Awardees are expected to attend the conference to gain a deeper understanding of tobacco industry tactics and design a strategy to address use and access issues in Rhode Island. By the end of the conference, teens will identify a strategy to work toward in 2020. The RITCP will provide technical assistance during and beyond the grant period. Funds may support transportation to and from the conference, personnel, and incentives.

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 7th Annual Tobacco Free Teen Walk will be held after school approximately 4 p.m. to 7 p.m. on Wednesday, March 18, 2020. Teens will meet at the Rhode Island Statehouse to deliver a call-to-action. The Tobacco Free Teen 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, incentives, posters, banners, educational materials, staff time, and other supplies.

World No Tobacco Day (WNTD) May 31, 2020 – Organize a local/regional event to educate teens, parents, and the public about the dangers of tobacco use and teen vaping incorporating the Design Thinking strategy developed by the teen group May-June 5, 2020.

By June 05, 2020, Rhode Island Tobacco Free Teens Alliance awardees will:

- Have (8-10) teens complete the *Taking Down Tobacco 101* online educational training program by January 31, 2020.
- Have (3-4) teens participate in the Design Thinking Teen Conference Tuesday, February 18, 2020.
- Participate in at least one 1-hour planning meeting or conference call for KBD Teen Walk in February 2020.
- Recruit at least eight to ten (8-10) middle and or high school-age teens to participate in the statewide Kick Butts Day Teen Walk on Wednesday, March 18, 2020.
- Organize a local educational event for teens and parents highlighting the dangers of teen vaping for World No Tobacco Day, May – June 05, 2020.
- 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 by Friday, June 19, 2020.
- Receive technical assistance from the RITCP as needed during the mini-grant period.
- Work collaboratively with RITCP to promote the aforementioned events utilizing social media channels.
- Promote the RI Tobacco-Free Teen Alliance brand and efforts in partnership with RITCP and other funded agencies.



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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 teens age (13-17). (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 to complete the web-based *Taking Down Tobacco 101* and Rise of Vaping training program. (2 paragraphs)

SECTION IV - BUDGET & BUDGET NARRATIVE ON NEXT PAGE



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

Mini Grant Budget Period: January 2020 through June 05, 2020

Indicate the dollar amount requested and provide a clear break-down of each cost. The budget may not exceed \$1,500.

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 \$0.58 per mile, bus rental, etc.)

Materials: (e.g. poster boards, banners, printing, educational materials, etc.)

Other/Incentives: (e.g. printing, gift cards, stipends, promotional merchandise, etc.)

Total Amount Requested: _____