



**2010 – 2011
South Carolina Tobacco Collaborative
Community Partnership Grant
Request for Proposals (RFP)
September 1, 2010**

www.smokefreesc.org

(800) 274-1893

(803) 251-0130 - Local

APPLICATION DEADLINE: September 30, 2010 @ 5:00 p.m.

2010 - 2011
SCTC COMMUNITY PARTNERSHIP GRANT TIMELINE

September 1, 2010	RFP Release
September 8 – 10, 2010	Technical Assistance webinars held 9/8@ 2pm, 9/9 @ 9:30 am, and 9/10@ 2pm
September 30, 2010	<u>Submission Deadline</u> Grant applications must be received by 5:00 p.m.
October 11, 2010	<u>Award Notification</u> Applicants will be notified of funding decisions by email; Memorandum of Agreements mailed
October 18, 2010 – June 30, 2011	Grant cycle
June 30, 2011	<u>Final report due</u> All grant funds must be expended

For questions, please contact State Program Director Megan Hicks:
meganhicks@smokefreesc.org or (803) 461-5639

BACKGROUND

The South Carolina Tobacco Collaborative is a statewide consortium of leading health organizations, community coalitions, and businesses that are committed to reducing the toll of tobacco use in South Carolina for the purpose of providing resources and information on tobacco related issues to advocates, lawmakers and concerned citizens.

Serving as a voice for tobacco use prevention and cessation for the state, the South Carolina Tobacco Collaborative promotes a coordinated effort among its membership to prevent tobacco use and its consequences while maintaining economic viability of all our communities.

The South Carolina Tobacco Collaborative is committed to helping develop community-based programs designed to encourage, promote and support tobacco free lifestyles. The purpose of the Community Partnership Grant is to support local community-based efforts, promote implementation of “Addressing the Toll of Tobacco: Five Year State Plan” for the state of South Carolina, and foster collaboration among organizations across the state to ultimately reduce the toll of tobacco use in South Carolina.

FUNDING PROCEDURES

Who Can Apply?

Community Partnership Grants are awarded to local community-based organizations, coalitions and groups that support the mission of the South Carolina Tobacco Collaborative. Any community group, coalition or organization that actively supports the mission of the SC Tobacco Collaborative may apply. Examples include, but are not limited to, youth groups, schools, civic associations, service clubs, healthcare organizations, faith based organizations, parent groups, neighborhood associations, and local community coalitions.

Funding Guidelines

The Community Partnership Grant program is designed to invest in projects that address the following selected goals, as outlined in “Addressing the Toll of Tobacco: Five Year State Plan” for the state of South Carolina (see <http://www.sctobacco.org/about/scstateplan.aspx>):

- Goal Area 2 – Eliminate Exposure to Secondhand Smoke
- Goal Area 3 – Promote Quitting Among All Tobacco Users

Examples of activities that could be approved include (but are not limited to):

Goal Area 2: Eliminate Exposure to Secondhand Smoke

- *Recruit and engage community support for smoke free campaigns*
- *Meet with policy-makers to promote smoke-free communities*
- *Educate decision makers on key elements of comprehensive policy*
- *Educate families and faith communities about smoke-free homes and vehicles via the Mothers Eliminating Secondhand Smoke campaign*

Goal Area 3: Promote Quitting Among All Tobacco Users

- *Promote the use of the SC Tobacco Quitline*
- *Partner with community groups to educate populations about the availability of local cessation programs and statewide SC Tobacco Quitline*
- *Advocate for the adoption of the US Public Health Service Clinical Practice Guidelines Treating Tobacco Use and Dependence with local providers and health systems*

In order to be considered complete, all applicants must include the 3 required components of the grant: The application worksheet, the application narrative (**6 pages double spaced with 1” margins, TNR 12 font**), and the budget narrative. The South Carolina Tobacco Collaborative will approve applications, and all decisions will be final.

1. The grant is merit based; those applications with demonstrated capacity and strong action plans will be awarded higher grant amounts.
2. Funding will be based on points allocated (as described in section “Application Guidelines” below). Incomplete applications will not be approved.
3. Funds may be applied to support existing or new projects. However, applicants must demonstrate the requested funds do not supplant/replace existing funding.

4. Grants are approved for one funding cycle (10/18/10 – 6/30/11). Continued support for subsequent years requires resubmission, review of grant progress, budget management, and availability of grant funds.
5. **Late applications will not be reviewed.**

Funding Restrictions

1. SCTC will not fund political parties, candidates, partisan political organizations, individuals, or “for profit” businesses.
2. Applicants must NOT previously or presently accept funds from any tobacco company, tobacco affiliated companies or groups.
3. Funds may not be used for the purchase of permanent equipment (laptops, printers, TV’s, furniture, etc.).
4. Funds may not be used to supplant, or replace, funding that is currently available. For example, if the applying organization has ongoing funding that is used for a staff member, grant funds cannot be used to replace that funding so that the community organization funds can be used elsewhere.

<h2>APPLICATION GUIDELINES</h2>
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The following components are required elements of a completed application packet, and must be included for consideration of funding:

- I. Application Worksheet - A completed Application Worksheet must be submitted as the cover sheet to the completed application.
- II. Application Narrative. All applicants must include the following:
 1. **Need.** Describe the need in your community for proposed activities. Include supporting data as appropriate. **10 points**
 2. **Objectives.** List the specific objectives that you will achieve to meet the needs described above. Objectives should be specific, measurable, action oriented, realistic and time specific. Identify how these objectives will help achieve the state plan. State which specific objectives from the state plan that will be impacted by your proposal. **15 points**
 3. **Proposed Activities.** Describe in detail the activities that you propose to implement. You must clearly describe how activities will support achievement of proposed objectives. **20 points**
 4. **Action Plan.** Provide a timeline and management plan for implementing proposed activities. Clearly outline who will be responsible for achieving which activities by a specified time frame. **20 points**

5. **Capacity.** Describe your organization's ability to carry out activities. Include a description of your local group's membership and/or current community partners. Applicants must demonstrate ability to bring together stakeholders to support proposed activities. **10 points**
6. **Evaluation.** Provide reasonable, realistic, and appropriate evaluation measures for each objective you have outlined in #2 above. **10 points**
7. **Budget.** Using the format provided in the Budget Worksheet, provide your budget request. On a separate page, applicants must provide sufficient budget narrative to justify costs to achieve objective(s) described. If the funding request is to achieve more than one funding category (Promote Quitting, Elimination of Secondhand Smoke), separate worksheets and narratives should be used. **15 points**
8. **Equipment Request.** Applicants are encouraged to use the Equipment Request Form to make the SCTC aware of any technological needs associated with the proposed activities. The SCTC will make available to grantees technology and equipment needed to fulfill grant objectives. Equipment will be on loan and must be returned to the SCTC as needed.

Applicants are encouraged to use as much detail as necessary to fully respond to the criteria, yet be as succinct as possible. Maximum page limit for the narrative portion (not to include budget narrative) is **6 pages double-spaced with 1" margins**. The budget narrative and the application worksheet do not count toward the page limit.

- III. Application Submission - Applications must be submitted to the South Carolina Tobacco Collaborative no later than 5:00 p.m. on September 30, 2010 in one of the following ways:
- **In Person:** Applicants will be notified of the appropriate address for hand delivered applications.
 - **Electronically:** Applications may be submitted to meganhicks@smokefreesc.org
 - **Mail:** Applications may be sent via US Postal Service to PO Box 8173 Columbia SC 29202. Note, however, that applications must be received by the deadline date; postmarked verification will not suffice. We also recommend using a return receipt or tracking number for additional delivery verification.

Late applications will not be considered. Once submitted, applications will be considered final and will be approved or declined for funding. SCTC reserves the right to grant less than the total amount requested based on the merit of the application.

- IV. Successful applications – to be successful, applicants must demonstrate within the application narrative the following:
- a. Demonstrated ability to bring together key stakeholders (local agencies, partners, individuals) to collectively support proposed activities;
 - b. Capacity, competence and experience to accomplish project objectives and activities;

- c. Services are provided in South Carolina;
- d. Demonstrated willingness to collaborate with the South Carolina Tobacco Collaborative;
- e. Disclosure of any conflict of interest due to representation by their organization on the South Carolina Tobacco Collaborative Board;
- f. Assure that funding requested will not supplant funds currently received by the applicant;
- g. Appropriate activities are proposed and based on best practices to achieve proposed objectives;
- h. Responsible use of funds in previous grant awards (if appropriate). Note: organizations that have received funding in the past and have not adhered to the reporting requirements will not be considered;
- i. Demonstrated commitment to statewide goals, a clearly developed action plan with expected outcomes and activities with time frames;
- j. Measurable results and responsibilities of partners are outlined in the plan;
- k. Appropriate assessment and/or evaluation activities; and
- l. A detailed budget appropriate for the level of activities planned.

SCTC reserves the right to reject, in whole or in part, any or all applications, to advertise for new applications, to abandon the need for such services, and to cancel this RFP if it is in the best interest of SCTC. Applicants will be rejected for the following reasons:

1. Failure to submit application by 5:00 p.m. on September 30, 2010.
2. Failure to include all required information or sufficient information to determine whether all RFP requirements have been satisfied.
3. Failure to follow the application instructions.
4. Providing misleading or inaccurate information.
5. Failure to respond to a request for information or documents.
6. Failure to comply with policy on no funding from tobacco companies.
7. Application Narratives that exceed the 6 double-spaced page limit with 1” margins.

<h2 style="margin: 0;">AWARD PROCEDURES</h2>
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Applicants will be notified no later than October 11th by email of funding decisions. Memoranda of Agreement that outline contract deliverables (based on grant application submitted) will be mailed at that time. The funding cycle will be October 18, 2010 – June 30, 2011. The SC Tobacco Collaborative reserves the right to grant less than the total amount requested. All funding decisions by the SC Tobacco Collaborative are final.

Successful applicants will receive a portion (up to one-half) of their grant award at the beginning of the grant cycle in October, pending receipt of the signed Memorandum of Agreement. Applicants will be required to submit a progress and fiscal report halfway through the grant cycle (February, 2010). If it is determined by SCTC that successful progress has been made, the

remainder of funding will be released to grant recipients. All grantees must submit a final progress and fiscal report no later than July 8, 2011.

Conditions of Funding:

1. Submission of a mid-point progress and fiscal reports (by 2/28/11) and a final progress and fiscal report by July 8, 2011.
2. All grantees must sign the SCTC Memorandum of Agreement (with contract deliverables) in order to receive grant funds.
3. Grantees must acknowledge SCTC as the funding source for any SCTC funded material and must obtain written approval from SCTC prior to development and distribution. The use of the SCTC, SC Tobacco Quitline and Quit for Keeps logos are protected and cannot be utilized without the written permission of the SCTC and its partners.
4. Grantees will agree to circulate SCTC action alerts and promote SCTC events through its members and partners.
5. With the assistance of the SCTC, grant recipients will submit a press release to local media to acknowledge being a 2010 SCTC Community Partnership grant recipient.
6. All Community Partner grantees will support SCTC sponsored events to the extent possible through planning, promotion and attendance.
7. All Community Partner grantees are expected to take part in 90% of smoke-free partner calls hosted by the SCTC which fall within the grant timeline.
8. All Community Partner grantees are expected to take part in 100% of bi-annual, smoke-free partners meetings which are held in Columbia.
9. **Failure to take part in these calls and meetings will result in a reduction in funding.**

Funded grantees must meet the following administrative requirements for contract compliance:

- Assure fiscal integrity of all federal funds by maintaining a separate bank account for Community Partnership grant funds.
- Assure contract deliverables (outlined in grant application and Memorandum of Agreement) are met.
- Establish and maintain communication with SCTC representatives
- Submit to routine site visits on two occasions to verify appropriate use of grant funds.
- Assure compliance with reporting requirements.
- Maintain phone and/or email capability. Notify SCTC of any changes in contact information.
- Support the mission, vision and values of the SC Tobacco Collaborative.

TECHNICAL ASSISTANCE

Technical Assistance webinar meetings will be held on three separate dates to provide information and support to any organization interested in applying for funding. To request to participate in any of the webinars, contact Megan Hicks, State Program Director, at (803) 461-5639, or meganhicks@smokefreesc.org.