

Request for Applications

West Virginia Bureau for Public Health
Division of Tobacco Prevention

March 19, 2008

I. INTRODUCTION

A. Purpose

The West Virginia Bureau for Public Health's (WVBPH) Division of Tobacco Prevention (DTP) is requesting applications for grants to reduce (1) the high prevalence of tobacco addiction and use, (2) the high rates of disease, disability, and death related to tobacco use by the Lesbian, Gay, Bisexual, and Transgender (LGBT) adult population residing in West Virginia. Note: Youth (under 18 years of age) will not be considered under this application.

Expectations of the LGBT Population projects include:

- ◆ Promote tobacco prevention and cessation opportunities to LGBT residents within the identified community area, including the tobacco quit line and conducting community awareness presentations (some recommendations will be offered per WV-DTP upon receipt of Letter of Intent).
- ◆ Participate in local county tobacco prevention coalitions.
- ◆ Compile, write, and submit regular progress reports to the WV-DTP.
- ◆ Collaborate with Regional Tobacco Prevention Coalition Coordinators (RTPCCs) regarding community and area efforts.
- ◆ Other duties related to LGBT tobacco prevention or cessation efforts may be identified throughout the funding cycle.

Competitive applications for grant funding for up to 4 community and/or local area projects (non-college based) are offered under this announcement. A total of up to \$100,000 is available, but in this first year of LGBT funding, any one agency can only apply for a maximum of 25,000.00.

Note: It is suggested that an LGBT community can consist of up to 5 contiguous WV counties.

Applicants must be strongly affiliated in the area they intend to serve, and apply only for that area. Applicants may apply for up to the maximum amount allotted for each area. Proposals should include in their budget funding for specific tobacco prevention and cessation efforts specifically addressing tobacco use in the LGBT population. Applicants should include in their budget funding for specific tobacco prevention and cessation efforts expressly addressing tobacco use in the LGBT population.

We expect that all awardees will join established local tobacco prevention coalitions (one in every county).

B. Background

Funding for these projects for FY09 is proposed to come from the following two sources: (1) State General Revenue Funds allocated each year by the State Legislature and (2) the Centers for Disease Control and Prevention (CDC). There is no guarantee that the projects funded under this Request for Applications (RFA) will receive funding in subsequent years.

The WVBPH developed this RFA with consultation from independent Evaluation Oversight and Coordinating Unit (EOCU), a collaborative effort of West Virginia University's Translational Tobacco Reduction Research (T2R2) Program and Prevention Research Center, The EOCU's primary functions include:

- ◆ providing evaluation technical assistance to WV-DTP, applicants, and grantees;
- ◆ setting evaluation criteria;
- ◆ developing and selecting measurement tools;
- ◆ monitoring the evaluation process of grant recipients; and
- ◆ providing epidemiological and surveillance support to WVBPH.

C. West Virginia Division of Tobacco Prevention Goals

Funding priorities set forth in this RFA are consistent with the goals of the WV-DTP and the CDC's Best Practices for tobacco prevention. The goal of the WV-DTP is to reduce disease, disability, and death related to tobacco use by:

- ◆ preventing the initiation of tobacco use among young people;
- ◆ promoting quitting among young people and adults;
- ◆ eliminating nonsmokers' exposure to secondhand smoke; and
- ◆ identifying and eliminating the disparities among different population groups related to tobacco use and its effects.

D. Required Work Plans

The required work plan for this funding opportunity begins on page 10. Applicants will be required to complete the activities listed in the work plan. No additional objectives and activities may be added to the work plan. Specify the target date of completion for each activity listed in the work plan. We cannot emphasize enough that applicants read the application form and provide ALL THE INFORMATION THAT IS REQUESTED. Too often we find applicants provide only partial information that is requested.

II. Application Guidelines and Instructions

We cannot emphasize enough that applicants read the application form and provide ALL THE INFORMATION THAT IS REQUESTED. Too often we find applicants provide only partial information that is requested.

A. Limitations and Restrictions

The West Virginia Bureau for Public Health and the Division of Tobacco Prevention reserve the right to fund any or none of the applications submitted in response to this Request for Grantee Applications. To be considered for funding, applicants must submit a completed Application Form and achieve a minimum score of 70 points. Expenses associated with the preparation of this application are solely the responsibility of the applicant organization.

Maximum possible scores for each section are provided below.

| | |
|----------------------------------|-----------|
| Applicant Information | 5 Points |
| Collaborations | 10 Points |
| Project Focus | 10 Points |
| Project Strategy | 15 Points |
| Project Team | 10 Points |
| Activities to Complete Work Plan | 10 Points |
| Project Effectiveness | 15 Points |
| Budget and Justification | 25 Points |

B. Application Timeline

| | |
|----------|---|
| 04/07/08 | Mandatory Letter of Intent, Grantee Contact Info Due to DTP (sample on page 14) *Must have original with signature. |
| 04/14/08 | Mandatory Conference Call for Potential Grantees |
| 04/30/08 | Applications must arrive at WV-DTP by end of business day. |
| 05/16/08 | Notification of Awards |
| 07/01/08 | Contract Period Begins |
| 06/30/09 | Contract Period Ends |

C. Grantee, Lead Agency Requirements

Applicants must understand the following:

- 1) Agencies applying for these funds must have the administrative ability to immediately manage State grant funds and the technical expertise to successfully implement the proposed project activities. It is the experience of WV-DTP that some Grantees are unfamiliar with state procedures, requirements, and expectations. The following information is provided in order that the prospective Grantees might assess their ability to enter into a binding grant agreement with WV-DTP.
- 2) The Grantee (funded agency) is to expend funds in accordance with the negotiated work plan and budget. Once work plans and/or budgets are approved, any changes in budgetary line items or work plans must be approved by the WV-DTP. The Grantee must request in writing a budget revision or a grant revision depending on what in the budget needs to be changed. It is up to the discretion of the WV-DTP program manager and/or coordinator whether or not to approve the requested budget revision or work plan amendment.
- 3) The Grantee is to maintain accurate records regarding program implementation, which document the number of people served, materials developed, activities conducted, etc. It is expected that these documentation records may include, but will not be limited to logs, sign-in sheets, meeting minutes, survey and evaluation data, etc. It is recommended that the Grantee set up documentation files by objective or major activities. Planning minutes, media outreach, and sign-in sheets, etc., should be filed in the objective-specific file as activities are completed.
- 4) The Grantee is to have adequate personnel to submit to WV-DTP timely, accurate, and complete progress reports per the work plan requirements. The Grantee is to have adequate personnel to insure timely submission of accurate invoices in the form and format prescribed by WV-DTP and to maintain the fiscal integrity of the grant. It is the Grantees' responsibility to maintain programmatic and fiscal accountability, not the WV-DTP staff or grant coordinator.
- 5) The Grantee and all subcontractors should be aware that the State shall be the owner of all rights, title, and interest in, but not limited to, the copyright to any and all works created, produced, or developed under a grant funded from this RFA, whether published or unpublished.
- 6) The Grantee is to be aware that WV-DTP may withhold payment of invoices for lack of documented and/or timely progress, as well as any apparent non-compliance with grant requirements.
- 7) The Grantee must adhere to their own agency's information security policies. In addition, the Grantee must maintain and follow established requirements to address information security. The Grantee is to be aware that when personal information is recorded under no circumstances will it be disclosed in a manner that identifies any individuals. Confidential data needs to be protected from unauthorized access or disclosure.

D. Submission Requirements

Applicants must adhere to the following requirements for submission:

1. Submit one (1) original, 5 copies, and one (1) diskette and/or CD containing the text of the application to:

Mr. Bruce Adkins, Division Director
WVBPH Division of Tobacco Prevention
Room 206, 350 Capitol Street
Charleston, WV 25301-3715

2. The electronic copy of your application should be saved in Microsoft Word.
3. Fax and email applications *will not be accepted*.
4. No changes may be made to an application once it is received by WV-DTP.
5. It is strongly suggested that some form of next-day delivery service be used to submit applications for tracking purposes. Applications received after deadline will not be considered.

E. Application Format

Applications that do not adhere to the following criteria will be rejected.

1. Use the cover sheet and application format provided.
2. Margins: must be no less than 1-inch top, bottom, left, right.
3. Paper size: must be 8.5 x 11.0 inches (standard type paper).
4. Printing: must be single-sided pages.
5. Spacing: must be single-spaced.
6. Type color: must be black ink, including all diagrams, charts, graphics, etc.
7. Type font: must be 12 point font in the main text; graphs and tables may include font as small as 10 point. Arial font is recommended.
8. Page numbering: all pages should be numbered consecutively at the bottom of each page.
9. Spell out any acronyms at least once and avoid using program-specific "jargon" that lay persons would not understand.

**Grant Application Form
West Virginia Bureau for Public Health
Division of Tobacco Prevention**

Cover Sheet

1. Applicant:
2. FEIN #:
3. Proposal Title:
4. Address:
5. Contact Person:
6. Telephone:
7. Fax:
8. Email:
9. Geographic Location/s of Proposed Project (a maximum of 4 – 5 counties suggested):
10. Total Budget Amount Requested \$

Signature of
Applicant Representative _____ Date: _____

Print Name and Title of
Applicant Representative _____

**Grant Application Form
West Virginia Bureau for Public Health
Division of Tobacco Prevention**

1. APPLICANT INFORMATION – 5 POINTS

Agency/Organization Name:

FEIN #:

Address:

Telephone:

Fax:

Contact Person(s):

E-mail Address(es):

Proposal Title:

Total Budget Amount Requested: \$

Briefly describe your organization's mission, structure, history, major programs, and services. Describe noteworthy accomplishments, especially results of projects previously funded by WV-DTP.

*Please Be Sure to Include on Cover Sheet:

Grantee Main Contact Name (please type or print); _____

Grantee Main Contact Signature: _____

Date: _____

Attach one additional page if necessary.

2. COLLABORATIONS – 10 POINTS

List the names and contacts of community groups collaborating with you on your proposed project. Attach a letter from each collaborator that describes the type of support to be provided.

Name/ Affiliation/Short Description of Collaboration (a paragraph or two):

Name/ Affiliation/Short Description of Collaboration (a paragraph or two):

Name/ Affiliation/Short Description of Collaboration (a paragraph or two):

Name/ Affiliation/Short Description of Collaboration (a paragraph or two):

3. PROJECT FOCUS – 10 POINTS

Please describe your overall project goal and how you intend to achieve the goal.
(No more than one additional page permitted)

4. PROJECT STRATEGIES – 15 POINTS

Explain your agency's capabilities to meet the goals and objectives of the work plan.
(No more than one additional page permitted)

5. PROJECT TEAM – 10 POINTS

Identify the project director and describe his/her primary responsibilities, and attach a resume. Identify other staff members and describe their duties, as appropriate.

6. WORK PLAN – 10 POINTS

Describe your organization's abilities to complete the required work plan activities (limit this description to no more than one additional page). Your required work plan is provided on the following pages.

Additional Instructions: Target Dates should be broken down into monthly or at least quarterly time frames. Some specific instructions are included in the work plan. Specify completion dates for each activity listed.

NOTE: Select only two objectives (of the four available) from the following LGBT prevention and cessation work plan goals that will be conducted during FY09 (July 1, 2008 through June 30, 2009).

**West Virginia Division of Tobacco Prevention
Community LGBT Tobacco Prevention and Cessation Program
COMMUNITY / REGION: _____
Work Plan for Fiscal Year 2009**

Project Purpose: To reach Lesbian, Gay, Bisexual, Transgender (LGBT) adult tobacco users, supporting and informing them so that they might readily consider cessation.

Goal 1: To reduce the rate of tobacco use among West Virginia's LGBT population adult smokers and smokeless tobacco users.

Objective #1: By June 30, 2009, grantee will conduct education/awareness programs in targeted communities to reach the LGBT population.

| Activities to complete objective | Targeted Completion Date |
|--|--------------------------|
| 1. Planning: a. determine the organizations that will sponsor the presentations. b. select facilitators to be trained; make arrangements for their training. c. obtain materials for adult participants. d. promote the presentations among the LGBT communities and other outlets. e. develop (with EOCU) an evaluation plan. | |
| 2. Implementation: a. collaborate with WV-DTP and the WV Tobacco Cessation Quitline to develop a focused fact sheet to facilitate utilization of quit services. b. conduct at least 10 adult presentations during FY09, with attendance of at least 6 people per presentation. c. include referral to the West Virginia Tobacco Cessation Quit Line. | |
| 3. Evaluation: a. complete evaluation as planned. | |

Instructions: These can be community-based, organizationally-based (IE- club and service organizations, workplaces, etc), health facility-based (IE- clinics, hospitals, pharmacies), or in other identified settings (to be approved per the work plan). These presentations can be stand alone and/or sponsored by other entities.

Objective #2: By June 30, 2009, grantee will conduct cessation workshops in targeted area communities to reach LGBT adult smokers, smokeless tobacco users.

| Activities to complete objective | Targeted Completion Date |
|--|--------------------------|
| <p>1. Planning: a. determine what type workshop and /or presentation will be conducted b. determine the sites where the workshops will be conducted. c. select facilitators to be trained; make arrangements for their training. d. obtain materials for workshop participants. e. promote the workshop f. develop (with EOCU) a post presentation evaluation.</p> | |
| <p>2. Implementation: a. conduct at least 8 programs, workshops, etc. during FY09, with attendance of at least 10 LGBT adult smokers, smokeless tobacco users. Other options by grantees can be suggested. b. obtain data on attendees for future follow-up, including pre and post test info, contact info, workshop satisfaction feedback. c. include referral to the West Virginia Tobacco Quit Line in the workshops to develop a focused fact sheet, referral system in order to facilitate utilization of availability of successful quit services</p> | |
| <p>3. Evaluation: a. conduct evaluation as planned</p> | |

Note: Modeled cessation workshops are designated to be short, 1 – 3 hour presentations emphasizing the importance of and encouragement for tobacco cessation. These interventions can be community organization-based, worksite or healthcare facility-based, etc..

Objective #3: By June 30, 2009, grantee will coordinate a community media campaign to reach LGBT smokers, smokeless tobacco users encouraging them to quit.

Note: It is highly recommended that the grantee develop some “LGBT-friendly” educational brochures, fact sheets, posters, etc. for use and distribution in their community area.

| Activities to complete objective | Targeted Completion Date |
|--|--------------------------|
| <p>1. Planning: a. research and determine what type of media will be utilized for the media campaign and where media will be placed. b. with guidance from WV-DTP, determine the availability of previously designed LGBT media and its appropriateness for this campaign, possibly designing WV-specific media. c. prepare a media budget and timeline. d. develop (with EOCU) a post presentation evaluation.</p> | |
| <p>2. Implementation: a. coordinate the work plan, implement the media campaign. b. include a plan for earned media.</p> | On going |
| <p>3. Evaluation: a. conduct evaluation as planned.</p> | On going |

Goal 2: To reduce exposure to secondhand smoke among LGBT adults in social settings and/or home environments.

Objective 1: By June 30, 2009, to reduce SHS exposure among LGBT adults, grantee will; coordinate a Clean Indoor Air (CIA) campaign involving at least 3 social settings in the LGBT community, OR coordinate a smoke-free homes campaign reaching at least 100 homes of LGBT adults.

| Activities to complete objective | Targeted Completion Date |
|---|--------------------------|
| <p>1. Planning: a. determine what type of campaign might be effective to address clean indoor air issues OR a smoke-free homes campaign in the LGBT population. b. develop a plan for implementation of the CIA or smoke-free homes campaign. c. prepare a budget, including any media, and timeline. d. develop (with EOCU) an evaluation plan.</p> | |
| <p>2. Implementation: a. coordinate and conduct the campaign.</p> | |
| <p>3. Evaluation: a. conduct evaluation as planned.</p> | |

7. BUDGET – 15 POINTS

Complete and attach to your application the budget and budget justification forms in their entirety. The budget and budget justification forms are in Excel format. Personnel cannot exceed 50% of the total budget. Travel cannot be listed as a separate line item. In general, equipment purchases are not permitted. Indirect costs are your agency's administrative fees and cannot exceed 10% of the direct costs. Please review the *“West Virginia Department of Health and Human Resources Instructions for Preparing the Detailed Budget and Justification Worksheets for Grant Awards, Assistance Programs and Related Agreements”* document provided for information on how to complete the budget and budget justification correctly.

Work Plan for LGBT Tobacco Cessation
Continued

Additional Mandatory Reporting

| Additional requirements to complete mandatory reporting | Due Date |
|---|------------------|
| 1. Submit 1 st quarter report for July thru September Activities | 10/15/08 |
| 2. Submit 2 nd quarter report for October thru December Activities | 1/15/09 |
| 3. Submit 3 rd quarter report for January thru March activities | 4/15/09 |
| 18. Submit Final Report | 7/15/09 |
| 19. Record all trainings attended and conducted and the number of people in attendance. | Quarterly |

Sample Letter of Intent:

Date

TO:

Mr. Bruce Adkins, Division Director
WVBPH Division of Tobacco Prevention
Room 206, 350 Capitol Street
Charleston, WV 25301-3715

Dear Mr. Adkins:

We the following organization, will be applying for the West Virginia Division of Tobacco Prevention's grant funding addressing reducing tobacco use by the Lesbian, Gay, Bisexual, and Transgender (LGBT) population residing in West Virginia.

Include the following information in the letter:

1. Applicant:
2. FEIN #:
3. Proposal Title:
4. Address:
5. Contact Person:
6. Telephone:
7. Fax:
8. Email:
9. Geographic Location/s of Proposed Project (a maximum of 4 – 5 counties suggested):
10. Total Budget Amount Requested \$

Signature of
Applicant Representative _____ Date: _____

Print Name and Title of
Applicant Representative _____