

Albuquerque area southwest tribal epidemiology center

**Request for applications**

**comprehensive approaches to american indian health & wellness: commercial tobacco control program**

**Fy 2017 tribal MINI-GRANTS**

***Promoting policy, health system and environmental improvements to address commercial tobacco use by providing competitive grant funding for tribal-based projects.***

**DEADLINE: SEPTEMBER 23, 2016**

**overview information**

**Background**

The overarching goal of this program is to reduce the burden of commercial tobacco use and exposure to second-hand smoke among the American Indian population in the IHS Albuquerque Area. The Albuquerque Area Southwest Tribal Epidemiology Center (AASTEC) Good Health and Wellness in Indian Country Program is offering three (3) tribal mini-grants of up to $10,000 each to test, implement, and evaluate **ONE** commercial tobacco prevention/control activity in tribal communities, including:

1. Conducting a community-wide scan to examine access to commercial tobacco products, existing marketing of tobacco products, environmental tobacco smoke exposure, and existing commercial tobacco-free policies in the community and identify priorities for intervention; Or
2. Pilot testing and/or implementing the Center for Disease Control (CDC) Tips media campaign (and/or other federal/tribal tobacco education campaigns) in tribal community settings <http://www.cdc.gov/tobacco/campaign/tips/> ; Or
3. Implementing comprehensive commercial tobacco-free policies or other system/environmental interventions to protect tribal members from secondhand commercial tobacco smoke, decrease exposure to commercial tobacco marketing and reduce the availability of commercial tobacco products.

**Applicant Qualifications**

The following 27 Tribes, Bands, Pueblos and Nations are eligible to apply for a sub-award: **Alamo Navajo, Acoma Pueblo, Cochiti Pueblo, Isleta Pueblo, Jemez Pueblo, Jicarilla Apache, Laguna Pueblo, Mescalero Apache, Nambe Pueblo, Ohkay Owingeh, Picuris Pueblo, Pojoaque Pueblo, Ramah Navajo, Sandia Pueblo, San Felipe Pueblo, San Ildefonso Pueblo, Santa Ana Pueblo, Santa Clara Pueblo, Santo Domingo Pueblo, Southern Ute Tribe, TóHajiilee Navajo, Taos Pueblo, Tesuque Pueblo, Ute Mountain Ute Tribe, Ysleta del Sur Pueblo, Zia Pueblo,** and **Zuni Pueblo.**

**Other Eligibility Criteria**

* Applicants must include a letter of support or tribal resolution from tribal leadership.
* Only one application will be accepted per eligible tribal community.

**Funding Restrictions (from CDC)**

Restrictions that must be considered while planning the program and writing the budget are:

* Sub-awardees may not use funds for research
* Sub-awardees may not use funds for clinical care
* Sub-awardees may use funds only for reasonable program purposes
* Generally, awardees may not use funds to purchase furniture or equipment

**Letters of Support or Tribal Resolution**

**A letter of support or a tribal resolution from tribal leadership must be included in the application.** If applying from Ramah Navajo, TόHajillee Navajo, or Alamo Navajo a letter of support or resolution from Chapter/School Board officials will be accepted. Letters of support from external partners may also be included, but are optional.

**Application Submission**

Please submit your completed application to Janna Vallo in one of the following ways:

1. **Email** complete application to: [jvallo@aaihb.org](mailto:jvallo@aaihb.org)
2. **Fax** complete application with ATTENTION: JANNA VALLO to: (505) 764-0446
3. **Mail/FedEx** complete application to:

ATTENTION: JANNA VALLO

Albuquerque Area Indian Health Board

5015 Prospect Ave. NE

Albuquerque, NM 87110

1. **Hand deliver** complete application to address listed above.

All applications **must be received at AAIHB by 5:00 PM (Mountain) on Friday,**

**September 23, 2016**. No exceptions will be made. Late applications will not be reviewed.

**Number of Projects to be Awarded and Level of Funding**

The amount of funding is limited - so funding will depend on need, budget justification, and reviewer input. **The maximum award will be $10,000.** Total annual budget of $10,000 is inclusive of direct and indirect costs. **Up to three (3) sub-awards will be granted.**

**Announcement of Project Awards**

Announcements will be emailed from AASTEC no later than October 15, 2016 to the authorized representative listed on the application cover letter and will be posted to our website: <http://www.aastec.net/>

**Sub-Award Agreement** All funded Tribes will need to sign a sub-award agreement with the Albuquerque Area Indian Health Board, Inc. (AAIHB), the parent organization of AASTEC. This will include procedures for invoicing and reporting, data sharing, protecting participant confidentiality (individual and Tribe), mandatory trainings and grantee meetings, etc.

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| **Important Dates** | |
| **Application Deadline:** | ***Friday, September 23, 2016***  **Applications must be received no later than 5:00 PM MT.**  **No exceptions will be made.** |
| **Application Review Complete:** | **Thursday, September 29, 2016** |
| **Announcement:** | **No later than Saturday, October 15, 2016** |
| **Period of Grant Activity:** | **November 1, 2016 through September 29, 2017** |

**Contact/Questions**

Please address all questions in writing to Janna Vallo at jvallo@aaihb.org

**Payment and Reporting**

If your proposal has been selected to be funded, a menu of required activities (i.e., deliverables) will be negotiated with requested proposal activities. A mid-year and annual progress report are required to demonstrate progress and completion of activities.

All project activities and spending for project must be completed by September 29, 2017.

A final progress report is due on November 15, 2017.

**SUPPLEMENTAL INFORMATION FOR COMPLETING THE ONLINE APPLICATION**

**Project Categories**

Your scope of work must align with one of the three (3) categories intended to reduce the burden of commercial tobacco use and exposure to second-hand smoke described in the table below. A menu of possible activities for each category is also included to provide examples of activities to address commercial tobacco use in your community; however you are not limited to the activities that are provided. You can incorporate other activities that are appropriate for your community related to the category you choose. **Please select one of the following categories for your application:**

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| **CATEGORY 1.** Conducting a community-wide scan to examine access to commercial tobacco products, existing marketing of tobacco products, environmental tobacco smoke exposure, and existing commercial tobacco-free policies in the community and identify priorities for intervention. |
| **POSSIBLE ACTIVITIES:**   * **Multidisciplinary work group and/or coalition meetings:** *Convene meetings to engage community programs and individuals (e.g., schools, behavioral health, environmental safety, youth, elders, business, Tribal leadership, pregnant women, volunteer groups, veterans, parents, young adults, clinic staff, WIC, CHR, retailers, housing, senior center, child care facilities, etc.) to address commercial tobacco. This can also include planning meetings with partners.* * **Survey development***: Create an appropriate survey for your community using input from your work group and/or coalition, existing commercial tobacco survey questions, or other available resources including AASTEC.* * **Survey implementation plan**: *Create a plan that outlines (i.e., steps you will take to implement the survey in your community e.g. rationale for survey, who will administer survey, who will be asked to complete survey, where/when survey will be conducted, incentives, etc.).* * **Survey implementation**: Conduct survey or other scan with community members, tribal stakeholders, etc. * **Community presentation(s)**: *Deliver a* *presentation(s) to the community to report information learned from community-wide commercial tobacco scan (i.e., survey results). This could take place at a special event such as a community dinner or in collaboration with another community event or other appropriate meeting.* * **Materials development**: *Develop fact sheets, brochures, infographics, or other commercial tobacco prevention and control materials.* * **Training/Conference Attendance**: *Attend a* *commercial tobacco training or conference to help you carry out your scope of work.* * **Participation in the Southwest Tribal Tobacco Coalition**: *Attend and participate in at least two Southwest Tribal Tobacco Coalition meetings (information will be provided to awardees).* |
| **CATEGORY 2.** Pilot testing and/or implementing the CDC Tips Media Campaign (and/or other federal/tribal tobacco education campaigns) in Tribal Community Settings. |
| **POSSIBLE ACTIVITIES:**   * **Multidisciplinary work group and/or coalition meetings:** *Convene meetings to engage community programs and individuals (e.g., schools, behavioral health, environmental safety, youth, elders, business, Tribal leadership, pregnant women, volunteer groups, veterans, parents, young adults, clinic staff, WIC, CHR, retailers, housing, senior center, child care facilities, etc.) to address commercial tobacco. This can also include planning meetings with partners.* * **Conduct focus groups:** *Conduct focus groups to get community feedback to help you assess the appropriateness of the CDC Tips Media Campaign* (and/or other federal/tribal tobacco education campaigns) *for your community and to plan activities related to this category. A focus group is a small-group (6-8 people) guided discussion led by a facilitator to learn more about opinions on a designated topic (i.e., CDC TIPS campaign), and then to guide future action and planning. A focus group is like a group interview.* * **Media dissemination plan:** *Create a plan that outlines steps you will take to pilot test and/or implement the CDC Tips Media Campaign in your community (e.g., who you are trying to reach – such as youth, adults, elders; where/when CDC Tips Media Campaign will take place; incentives; etc.).* * **CDC Tips Media Campaign Implementation:** *Implement the CDC Tips Media Campaign (and/or other federal/tribal tobacco education campaigns) in tribal community settings determined most appropriate for your community.* * **Training/Conference Attendance**: *Attend a* *commercial tobacco training or conference to help you carry out your scope of work.* * **Participation in the Southwest Tribal Tobacco Coalition**: *Attend and participate in at least two Southwest Tribal Tobacco Coalition meetings (information will be provided to awardees).* |

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| **CATEGORY 3.** Implementing comprehensive commercial tobacco-free policies or other system/environmental interventions to protect tribal members from secondhand commercial tobacco smoke, decrease exposure to commercial tobacco marketing and/or reduce the availability of commercial tobacco products. |
| **POSSIBLE ACTIVITIES:**   * **Multidisciplinary work group and/or coalition meetings:** *Convene meetings to engage community programs and individuals (e.g., schools, behavioral health, environmental safety, youth, elders, business, Tribal leadership, pregnant women, volunteer groups, veterans, parents, youth, young adults, etc.) to create, update, or expand on current policies that address commercial tobacco and/or traditional tobacco preservation. This can also include planning meetings with partners.* * **Draft commercial tobacco policy/policies***: Draft culturally appropriate commercial tobacco policies for your community guided by tribal leadership, input from your work group and/or coalition, and using other available resources including AASTEC. This may include the review of current commercial tobacco policies to determine if existing policies should be updated/expanded or if new policies need to be created.* * **Commercial tobacco policy implementation plan**: *Create a plan that identifies steps you will take to support strategies for promoting and implementing commercial tobacco policy in your community.* * **Conduct retailer training**: *Educate retailers on the laws around selling commercial tobacco to minors.* * **Smoke-Free Pledge Campaign**: *Create a community-wide campaign* *to get community members and/or families to pledge to be commercial tobacco smoke-free.* * **Counter Marketing Campaign***: Create counter marketing advertisements that show the real dangers of commercial tobacco that are not shown in print advertisements.* * **Tobacco Policy Training(s):** *Provide community education sessions for tribal members, program staff, and leaders to teach about the importance of protecting youth from smoking through the creation of smoke-free environments.* * **Leadership meetings***: Convene meetings with leadership who have the authority to make change around protecting youth and non-smokers from the dangers of second-hand commercial tobacco smoke and from youth initiation of commercial tobacco use.* * **Training/Conference Attendance**: *Attend a* *commercial tobacco training or conference to help you carry out your scope of work.* * **Participation in the Southwest Tribal Tobacco Coalition**: *Attend and participate in at least two Southwest Tribal Tobacco Coalition meetings (information will be provided to awardees).* |

**Other Requirements**

In addition to the completion of selected activities that correspond to one of the three aforementioned categories, grantees will be required to fulfill the following deliverables:

* Attend and participate in the Good Health and Wellness in Indian Country Tobacco Program kick-off grantee meeting in November 2016.
* Submit a strategic action plan. A template and instructions will be provided at the kick-off meeting.
* Submit a mid-year progress report based on the strategic action plan by April 15, 2017.
* Submit a final progress report by November 15, 2017.

**SUPPLEMENTAL BUDGET INFORMATION**

The total allowable budget ceiling request is $10,000 for one year of funding. A deliverables-based budget is required as part of the submission for funding. Below we have provided a sample deliverables budget for each category. The items proposed in the sample budget are not meant to limit the deliverables, they are meant as suggestions, with suggested amounts. Please submit and request deliverables that fit your community and your proposed scope of work. Additionally, a budget justification is required for any activity exceeding the suggested amount provided below.

Deliverables 1 – 5 in the following table will be required from all grantees. Please include these costs in your proposed budget.

| **No.** | **Category** | **Deliverables for FY 2017**  **(November 1, 2016 – September 29, 2017)** | **Amount** |
| --- | --- | --- | --- |
| **1** | **C1, C2, & C3** | **Submit signed MOA (Required)** | **$1,000** |
| **2** | **C1, C2, & C3** | **Attend awardee meeting (Required activity)** | **$1,000** |
| **3** | **C1, C2, & C3** | **Submit a strategic action plan (Required activity)** | **$1,000** |
| **4** | **C1, C2, & C3** | **Submit mid-year progress report based on strategic action plan (Required activity)** | **$1,000** |
| **5** | **C1, C2, & C3** | **Submit final report (Required activity)** | **$1,000** |
| 6 | C1, C2, & C3 | Multidisciplinary work group and/or coalition meetings (i.e. planning meetings) – meeting preparation, snacks/meal, incentives ($500 per meeting) | Determine # of meetings to calculate amount |
| 7 | C1 | Survey development ($1000 per survey instrument) maximum = 2 instruments | Determine # of surveys/ instruments to calculate amount |
| 8 | C1 | Survey implementation plan ($500) | $500 |
| 9 | C1 | Survey implementation (# of surveys x $5-$20 for incentives) | Determine # of surveys and incentive cost to calculate amount |
| 10 | C1 | Community presentation(s) ($500 per presentation) | Determine # of presentations to calculate amount |
| 11 | C1 | Materials development (printing costs, other presentation needs) | Estimate associated costs to calculate amount |
| 12 | C1, C2, & C3 | Training Attendance (registration, travel, mileage, per diem) | Estimate associated costs to calculate amount |
| 13 | C1, C2, & C3 | Attend and participate in Southwest Tribal Tobacco Coalition meetings ($300 per meeting) maximum = 4 meetings | Determine # of meetings to calculate amount |
| 14 | C2 | Conduct focus groups ($500 per focus group) | Determine # of focus groups to calculate amount |
| 15 | C2 | Media dissemination plan ($500) | $500 |
| 16 | C2 | CDC Tips Media Campaign implementation | $1,000 |
| 17 | C3 | Draft commercial tobacco policy/policies ($500 per policy) | Determine # of policies to calculate amount |
| 18 | C3 | Commercial tobacco policy implementation plan ($1000) | $1,000 |
| 19 | C3 | Retailer training (# of retailers x $500) | Determine # of retailers to calculate amount |
| 20 | C3 | Smoke-free pledge campaign ($1,000) | $1,000 |
| 21 | C3 | Counter marketing campaign ($1,000) | $1,000 |
| 22 | C3 | Tobacco policy training ($500 per session) | Determine # of sessions to calculate amount |
| 23 | C3 | Leadership meeting(s) ($500 per meeting) | Determine # of meetings to calculate amount |
| 24 | C1, C2, & C3 | Other culturally appropriate activity(ies) | Estimate associated costs to calculate amount |
|  |  | **TOTAL** | **NOT TO EXCEED $10,000** |

Categories:

C1 = Category 1: Conducting a community-wide scan to examine access to commercial tobacco products, existing marketing of tobacco products, environmental tobacco smoke exposure, and existing commercial tobacco-free policies in the community and identify priorities for intervention.

C2 = Category 2: Pilot testing and/or implementing the CDC Tips Media Campaign (and/or other federal/tribal tobacco education campaigns) in Tribal Community Settings.

C3 = Category 3: Implementing comprehensive commercial tobacco-free policies or other system/environmental interventions to protect tribal members from secondhand commercial tobacco smoke, decrease exposure to commercial tobacco marketing and/or reduce the availability of commercial tobacco products.