



Office of Chronic Disease Prevention and Health Promotion
(OCDPHP)
Capacity Building for Success
Grant Guidance
November 1, 2018-May 31, 2019

Submit questions to:
h.larsen@voa-dakotas.org

APPLICATION DEADLINE: October 19, 2018 @ 5 pm Central Time

**2018-2019
Capacity Building for Success**

September 25, 2018	Grant Application Release
October 19, 2018	Submission Deadline Grant applications must be received by 5:00 p.m. Central Time
November 1, 2018	Tentative Award Notification – Applicants will be notified of funding decisions by email
TBD	Three Webinars
TBD	Small Group Technical Assistance Calls
May 31, 2019	Grant funds must be expended
June 30, 2019	Evaluation report due, if requested

Background

The South Dakota Department of Health (DOH) is the lead agency for the Office of Chronic Disease Prevention and Promotion (OCDPHP). OCDPHP’s efforts are based on those best practices shown to be successful and recommended by the Centers for Disease Control (CDC).

The purpose of the Capacity Building for Success Grant is to support, strengthen, and expand the reach of groups planning to seek future funding from OCDPHP programs, including but not limited to: Tobacco Community School Partnership Grants, Tobacco Disparities Grants, WorkWell Grants, Cancer Program Implementation Grants, and UV Protection Grants.

Grantees will receive training through webinars, technical assistance calls and follow up assignments throughout the grant period. Training will focus on identifying and implementing evidence-based strategies to improve public health and building group coalitions or committees.

Funding Procedures

Who Can Apply?

Capacity Building for Success Grants are awarded to local governmental and non-profit community-based organizations, coalitions, businesses, and other groups that are interested in securing future funding opportunities offered by the OCDPHP. Examples include, but are not limited to, youth groups, schools, post-secondary institutions, civic associations, service clubs, healthcare organizations, worksites, daycares, faith based organizations, parent groups, neighborhood associations, and local community coalitions.

Funding Guidelines

Grant funds are to be used solely for capacity building efforts. Appropriate spending of these funds includes covering the cost of meetings, advertising, and a grant facilitator/lead personnel stipend.

In order to be considered complete, all applicants must include the required components of the grant: (1) Application Worksheet, (2) Signed Acknowledgement. OCDPHP staff will approve or deny applications, and all decisions will be final.

1. The grant award is up to \$2,000 per applicant. Up to eight applicants will be funded.
2. Grants are approved for one funding cycle (November 1, 2018 to May 31, 2019).
3. Late and/or incomplete applications will not be reviewed.

Application Guidelines

The following components are required elements of a completed application packet, and must be included for consideration of funding:

- I. **Application Worksheet** – This worksheet must be submitted as the cover sheet to the application packet.
- II. **Budget:** The funds are designed to pay a grant facilitator/lead personnel stipend, cover meeting costs and advertising necessary to attract members to your coalition or committee meetings (Example- worksite wellness committee lead person's time to run 12 meetings - \$240).
- III. **Signed Acknowledgment:** The grant application must be signed by the grant facilitator/lead personnel.

Successful applicants must demonstrate within the application that services are provided in South Dakota and show a willingness to collaborate with the OCDPHP.

Applicants will be asked to submit application by no later than 5:00 p.m. Central Time on October 19, 2018 in one of the following ways;

1. **Electronically:** Applications may be submitted to h.larsen@voa-dakotas.org Please place the name of your coalition, worksite or organization in the subject line when submitting your application. (Example: “ABC Community Coalition” or “XYZ Worksite Wellness Committee”)
2. **Mail:** Applications may be sent via US Postal Service to: Tobacco Prevention Coordinator; 1309 W 51st Street; Sioux Falls, SD 57105. Note, however, that applications must be received by the deadline date; postmarked verification will not suffice.

To ensure a successful application:

- Follow the application instructions.
- Provide accurate information.
- Respond to a request for information or documents.
- Comply with policy on no funding from tobacco companies.

Evaluation and Progress Reporting

The grantee may be required to complete a mandatory evaluation at the end of the grant cycle.

Award Procedures

Applicants will be notified on or before November 1, 2018 by email of funding decisions. Successful applicants will then be required to meet with their OCDPHP representative to make any necessary adjustments. The grant funding cycle will be November 1, 2018 to May 31, 2019. OCDPHP reserves the right to grant less than the total amount requested. All award decisions are final.

Grantees will receive their grant award at the beginning of the grant cycle. All grant funds must be spent by May 31, 2019. If requested, grantees must submit a final progress report no later than June 30, 2019.

Funded grantees must agree to the following requirements.

General Requirements:

- Ensure grant deliverables, outlined in grant application, are met.
- Meet regularly with designated representatives to monitor project progress.
- Assure compliance with evaluation requirements.

- The grant facilitator/lead personnel must attend a set series of three webinars, technical assistance calls and follow up assignments throughout the grant year. If this person is unable to attend, a substitute may be appointed to participate.
- The grant facilitator/lead personnel must attend a set series of three webinars, technical assistance calls and follow up assignments throughout the grant year and Emory Centers for Training and Technical Assistance will lead those. If the facilitator is unable to attend, a substitute may be appointed to participate.

Administrative Requirements:

- Funds may not be used for the purchase of permanent equipment (laptops, printers, TV's, furniture, etc.)
- SD-OCDPHP will not fund political parties, candidates, partisan political organizations, individuals, or "for profit" businesses.
- Funds may not be used for grants to individuals, or to organizations with a conflict of interest, including but not limited to those directly or indirectly affiliated with promotion and/or distribution of tobacco products and materials as described in this grant application.
- Funds may not be used for lobbying activities, research, or construction or renovation.
- Funds may not be used to supplant funds from other sources for existing operating expenses, indirect costs, or other expenses of activities currently being conducted.
- Ensure grant funds will be used for capacity building only and will not be used to lobby for laws or ordinances.
- Obtain prior written approval for changes to the application submitted, if changes are requested during the grant year.
- Obtain written approval from the OCDPHP staff prior to changing grant facilitators/lead personnel.
- Maintain phone and email capability. Notify OCDPHP of any changes in contact information.