

TOBACCO MINI GRANT

SAMPLE APPLICATION

Instructions: Fill in your response in each box. Completed application should be no more than 3-pages. Minimum font size: 10 point. Email completed applications to rae.oleary@mbiri.com by November 23, 2022. Refer to www.findyourpowersd.com/toolkit for ideas and support (events/activities must be based on something in the Toolkit). Each section of the application will be scored based on the points listed below, plus an additional 10 possible points for overall impact for a total of 100 points possible. Contact Rae at rae.oleary@mbiri.com or 605-964-1260 with questions.

This sample application is intended to help you to prepare a successful application. Please review the level of detail provided for each section and do your best to provide the same level of detail in your application.

Organization/Tribe/Fiscal Sponsor Applying: Tribal School PTA Contact person: Joe Small
Phone: 605-555-5555 Email: joesmall@gmail.com Address: Box 555, Smalltown, SD

Note: Traditional Tobacco (Čanšaša) is the cuttings or shavings of plants in their natural form such as red willow bark, sage, and sweet grass; it has no additives and is used for medicinal purposes, ceremony, prayer, and social gatherings. Commercial Tobacco is any item made of tobacco intended for human consumption, including cigarettes, cigars, pipe tobacco, smokeless tobacco, and e-cigarettes.

EVENTS/ACTIVITIES (30 POINTS POSSIBLE)

What will you do? (write a brief description)	Our PTA group plans to conduct a School Tobacco Survey in grades 6-12 and then use the results to inform staff and parents about tobacco use among their students and provide tobacco education to students.
Activity goal (select all that apply, minimum of 1)	<input checked="" type="checkbox"/> <u>Prevent</u> commercial tobacco use among <u>youth and young adults</u> <input checked="" type="checkbox"/> <u>Promote quitting</u> of commercial tobacco products <input type="checkbox"/> <u>Eliminate exposure</u> to secondhand smoke or vape <input type="checkbox"/> <u>Revitalize</u> the use of <u>traditional</u> tobacco
Who will be impacted? (describe the community and population you will reach)	We will impact 300 6-12 th grade students at our Tribal School. Over half of our students are Tribal members. Our anti-vaping message will also reach parents and staff, which will hopefully help reinforce our anti-vaping message with students.
What resources, guides, or facts will be used to support your goal? (provide specific examples from the Toolkit)	We will use the following resources to support our activities: <ul style="list-style-type: none">• "Collect Local Surveys" Toolkit page and "Data Collection & Sharing Guide for a School Tobacco/Nicotine Survey" to help us collect good survey results• "Sharing Data in a Meaningful Way" page on the Toolkit for ideas to use our data and make a factsheet for students, parents, and staff.• "SD Quitline Training and Resources" to share with students, staff, and parents to promote quitting among youth tobacco users

PLANNING (30 POINTS POSSIBLE)

Who will be involved? (describe the people and	Our PTA is committed to addressing the increased vaping we're seeing in our children. Joe Small will be the lead on this project to make sure the
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partners that will provide support and their capacity to be successful)	activities are complete, and other PTA members stand ready to support him as needed. We'll work closely with the Tribal school administrators to plan the survey and share the results. We have already been in contact with the Superintendent, who is supportive of our activities as mentioned in the letter of support. We'll also work closely with teachers to conduct the survey with students during class and to use the educational supplies we purchase.
When and where will the event/activity take place?	The survey collection will take place in the school during class. The sharing of results will take place in person with school staff, and virtually (social media and email) with parents and in-person during our spring Parent Teacher Conferences. The tobacco education for students will take place in the school during class in April or May 2023.
Steps: (include deadlines when appropriate)	<ol style="list-style-type: none"> 1. Draft survey questions and permission form and share with school administrators and PTA members for input by Jan 15, 2023. 2. Choose a date/time/location to collect the survey with students and order incentives by Jan 15, 2023. 3. Create a surveymonkey.com account and create a survey with a link to share to teachers by Feb 1, 2023. 4. Send permission forms home with students by Feb 1, 2023 5. Conduct the survey with students by Feb 15, 2023. 6. Analyze the data and create a factsheet by Mar 15, 2023. 7. Order educational supplies to address the top priorities identified in the survey by Mar 15, 2023. 8. Present the factsheet and results of the survey, QuitLine training and resources, and educational supplies available during a staff in-service. Also, share the same with parents by email, social media, and at Parent Teacher Conferences by May 1, 2022.

MEDIA PLAN (20 POINTS POSSIBLE)

<u>Before the event/activity</u> How will you inform people about your event/activity?	Before the survey collection, we'll share the plan with students, staff and parents by email and on our school webpage. We'll promote student participation using an email to students announcing a prize drawing incentive for students that participate in the survey.
<u>After the event/activity</u> How will you share the results of your event/activity?	We'll share the factsheet by email and social media and take photos of any tobacco education to post on social media and in the school newspaper. Our city newspaper will be invited to document the activities, but this is at their will.

BUDGET (10 POINTS POSSIBLE)

Describe items needed* (ex. salary for staff, prizes, participant incentives, mileage, supplies, printing, rent, consultant fees, etc.)	Est. cost
Staff time for project coordinator 140 hours @ \$25/hr	\$3,500
Printing – paper, ink, etc.	\$100
Office supplies – pens, folders, envelopes, etc.	\$50
Survey monkey plan – 6 months @ \$25/month	\$150
Tobacco education supplies – display boards, health models, etc.	\$700
Incentives – 20 cordless ear buds with anti-vaping message	\$500

TOTAL COST (max \$5,000)	\$5,000
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Funds may not be used for the following: curriculum (SD TCP offers free approved curriculum), billboards, booth rentals, trainings or speakers (unless using elders), or permanent equipment (vape detectors, laptops, printers, TVs, furniture, etc.). Incentives (shirts, prizes, giveaways, etc.) are allowed, but limited to \$500 total.