SOUTH DAKOTA
DEPARTMENT OF HEALTH

TOBACCO DISPARITIES

APPLICATION DEADLINE: MARCH 26, 2025, BY 5:00PM CST

TOBACCO DISPARITIES

Application Release: January 10, 2025
Application Submission Deadline: March 26, 2025
Tentative Award Notification: May 2, 2025
Project Period: June 1, 2025 – May 31, 2026
Award Amount: $5000-$25,000
Point of Contact: Tricia Yoshida, Tobacco Disparities Coordinator   Tricia.Yoshida@state.sd.us

Application link and supporting documents can be found at
https://quittobaccosd.com/resources/request-for-application under Funding Options.

Applications that are incomplete or received after March 26, 2025, at 5:00 PM CT, will not be considered for funding. Technical assistance will be available until 4:30 PM CT on submission date.

For questions, please see Point of Contact information in the chart above.

Background

The South Dakota Tobacco Control Program's (SD-TCP) has provided tobacco prevention and cessation focused efforts for over two decades. These efforts have been based on those practices shown to be successful and recommended in the *Best Practices for Comprehensive Tobacco Control Programs* compiled by the Centers for Disease Control and Prevention (CDC) and at the local level. The SD-TCP is committed to helping develop programs designed to encourage, promote, and support tobacco-free lifestyles and reduce tobacco-related disparities with a health equity focus.

The Tobacco Disparities Request for Application (RFA) is to support the local community and organization-based efforts, promote the implementation of the *SD-TCP State Plan*, and foster collaboration among organizations across the state to ultimately reduce the toll of tobacco use in South Dakota.

Purpose

The purpose of the Tobacco Disparities RFA is to promote health equity by incorporating a long-term change aimed at reducing disparate tobacco use by investing in projects that address the goals among the following SD-TCP priority populations: American Indians, Pregnant and Postpartum women, Low Socioeconomic Status (SES), and Behavioral Health.

The SD-TCP also provides funding through the Tobacco Youth & Community Engagement (TYCE) RFA, which is offered on a similar RFA cycle and directly focused on youth and young adults. Please view the *SD-TCP RFA Decision Tool*, found at QuitTobaccoSD, to determine which program best fits your chosen tobacco prevention and cessation activities. Applicants may apply for both RFA's if they meet individual Request for Application eligibility criteria and DO NOT duplicate activities within both RFA's.

Eligibility

- Local government and non-profit community-based organizations, coalitions, and groups. Examples include, but are not limited to, youth groups, schools, post-secondary institutions, civic associations, service clubs, healthcare organizations, faith-based organizations, parent groups, neighborhood associations, and local community coalitions.
- Applicants must not accept funds from any tobacco company or affiliated companies/groups.
- Individuals or organizations with a conflict of interest, including but not limited to those directly or indirectly affiliated with the promotion and/or distribution of tobacco products and materials are not eligible for funding.
- Services must be provided in South Dakota.
- Use of evidence-based tools such as the *SD Tribal Tobacco Advocacy Toolkit.*

Available Funding

- Applicants may request up to $25,000 for the project period, with a minimum of $5,000.
- The SD-TCP reserves the right to award less than the total amount requested.
- The total number of awards is dependent upon available funds and the number and scope of applications submitted.
- The fiscal agent must carry commercial general liability insurance coverage that cannot be paid for with RFA award funds.

Funding Parameters

- The project period lasts from June 1, 2025-May 31, 2026.
- Applicants will tentatively be notified of funding decisions by May 2, 2025.
- Funding will be remitted on a reimbursement basis quarterly. If monthly reimbursement would be needed, provide explanation to the Point of Contact when accepting the award.
- Continued support for subsequent years requires resubmission, review of RFA progress, budget management, and availability of RFA funds.
- Awarded applicants are eligible to receive reimbursement for work after the RFA contract has been signed and the first invoice is submitted. Reimbursement payments are contingent on timely receipts of progress reports and submitted fiscal invoices.
- All funding decisions by the SD-TCP are final.

Funding Restrictions

Funds *may not* be used to/for:
- Research activities, lobbying efforts at the local, state, or federal level, for-profit businesses, or for the purchase of *food, beverages*, equipment, or client/patient/provider incentives, permanent equipment (ex: vape detectors, laptops, printers, T.V.'s, furniture, etc.), construction or renovation, supplant funds from other sources for existing operating expenses, fringe benefits, indirect costs, or other expenses of activities currently being conducted.
- Purchase materials or curriculum developed or promoted using tobacco industry funding.
- Subscriptions, such as programs like Canva.
- The development or purchase of educational materials if an existing resource is available. All resources funded through this opportunity must receive prior approval and authorization.

Numerous educational materials are available free of charge from the SD-DOH through the [Division of Health and Medical Services Educational Materials Catalog](#).
- Support costs associated with event booth, health fairs, trade shows, or purchase of billboards. Exception: RFA funds may be used for booth rentals only when booths are designed to counter pro-tobacco influences at the event. If requesting funding for booth rental, please explain the pro-tobacco influences at the event in your application.
- Replace dollars currently earmarked for similar or existing programs or projects.
- Trainings or speakers unless approved by the SD-TCP.
- Direct services including but not limited to medical and/or dental care, pharmacotherapy, screening, treatment, cessation services for adults, or medical and/or dental testing.
- Sponsor activities that solely promote the awarded recipient. (ex: paid messaging that does not include prevention or cessation messaging).
- Commercial general liability insurance coverage.
- Projects outside of South Dakota.

Funds *may* be used to/for:
- Purchase incentives with a tobacco prevention message upon preapproval from the SD-TCP. Examples of eligible incentives include pencils and wristbands.
- SD-TCP supported curriculums and approved activities. Funds may not be used for facilitator training fees.
- Be applied to support existing or new projects. However, applicants must demonstrate the requested funds do not supplant/replace existing funding.

Application Guidelines

The following components are required elements of a complete application and must be completed within Catalyst120 to be eligible for funding consideration.

General Information
Please fill out the application in its entirety with the required information below.

Application Form (100 points Total)

Please refer to the *Tobacco Disparities RFA Catalyst Walkthrough* for detailed instructions. This can be found [QuitTobaccoSD](#).
- This application contains three Goal Areas: **Prevention, Cessation,** and **Tobacco Exposure.**

> **Please Note:** If you are an applicant new to Catalyst 120 and do not have a username and password, email Hilary.Larsen@state.sd.us with the subject line "Tobacco **RFA** Log-In" and include the following information in the body of your email:
> - First and last name
> - Position/Title
> - Email Address
> - Organization Name
> - Organization Address
> - Phone number
> - Identify RFA you are planning to apply for

Within each Goal Area there are three categories under which you can plan activities: **Policy, Education,** and **Interventions.** You must select at least one Category within at least one goal area. For those Goal Areas and Categories, you choose not to participate in. You may "Opt-Out" to eliminate them from your application.
- All activities must have a primary focus on one or more of the four SD-TCP priority populations.
- Applicants should describe or provide a comprehensive plan for how each activity will be implemented and how the activities will specifically target the selected priority population(s).

- o   Evidence-based practices and techniques will take preference in scoring.
- Remember, funds *may not* be used for the purchase of curriculum or materials for SD-TCP approved curriculums. Funds *may be* used for the stipend for the instructor's time along with activities and materials (if applicable).

For more information and resources in developing your workplan proposal and activities regarding supported curriculums, background information and resources, approved activities, and media guidance and stipulations, see QuitTobaccoSD.

Part One: Coalition Information

i.   **Coalition Information (3 points):** Provide all the information asked about your coalition/organization. This information will be used for follow-up communications and to develop RFA contracts for successful applicants. This attachment must include:
   a.   Full organization name
   b.   Lead RFA contact
   c.   Preferred email
   d.   Organization address, city, state, zip +4
   e.   Phone number
   f.   Organization DUNS/unique entity identifier number
   g.   Organization's fiscal year
   h.   RFA fiscal agent

ii.   **Community Partners (6 Points)**: List all community partners that will be involved in the activities.

iii.   **Need (8 Points)**: Describe the need for the selected population(s) in your community and/or organization for the proposed activities. Include supporting data when possible.

iv.   **Capacity (8 Points)**: Provide a workable capacity plan that can describe your organization's activities and ability to carry out these activities. Explain how the activities impact the priority population(s). Include any evaluation questions to measure impact.

Part Two: Workplan/Budget
You will identify your work plan for each goal area (Prevention, Cessation, Tobacco Exposure). You may include more than one activity in a Category. Under each Category, the following information is required:

i.   **Activity Narrative (10 Points)**: Describe in detail the proposed activities, how you plan to accomplish the activities, and the Lead Personnel responsible for achieving each activity. Proposed activities should have a clear connection to the selected priority population(s).

ii.   **Priority Population (10 Points)**: Choose as least one of the four priority populations as the primary focus of your activities and provide details and justification for selection of population.

iii.   **Timeline (5 Points)**: Provide a detailed timeline of activities within the RFA period. If overall goals are anticipated to take longer than the RFA period, provide an additional long-term timeline with broad goals and objectives.

iv.   **Funds**: Provide the amount of funds requested for the activity and the amount of facilitator stipend funds requested. Identify any in-kind contributions, if applicable.

Part Three: Quit Kits (OPTIONAL)

Quit Kit activities should not take up more than 15% of your total budget. The 15% limit is reflective of time associated with assembling, delivering, and cost of kit supplies. Justification for going over the 15% total budget must be provided in 'Special Notes'. Kits *cannot* be the only activity in a workplan.

- Include under Cessation within the Tobacco Disparities Budget.
    - **i. Quit Kit Details** (ONLY required if doing kits)
        - a. Describe in detail the proposed Kits, including how you plan to accomplish the activities. Proposed activities should have a clear connection to the selected priority population(s) and connected to one of the Goal areas (Prevention, Cessation, and/or Tobacco Exposure).
        - b. Intended Recipients
        - c. Number of Estimated Hours –Hours are associated with assembling and delivering of kits.
        - d. Estimated Number of Kits
        - e. Items & Quantity for Kits
        - f. Cost per Kit - The maximum dollar amount to request per Kit is $8.
        - g. Special Notes (not required) – if the hours identified go over the guidance, you may justify here. This could include if you do more than just assemble and deliver kits. For example, holding an educational meeting with clinic staff to learn about the kits.
            - i. For a list of general items that could be included into a kit, find on QuitTobaccoSD.

A set of performance measures have been established to enhance evaluation for the Tobacco Disparities RFA. Measures include **outreach activities**, **resource dissemination**, **media**, and **policy**. Identify your focus on specific performance measures within your application. If awarded, the Tobacco Disparities Coordinator will work with you on the guidance of your documentation of the Year Target and quarterly performance measures within Catalyst120.

Media Guidance and Media Justification

The SD-TCP knows that sometimes media activities are needed and should not make up more than 20% of the budget. If your total media is over 20%, provide justification on why your media is so high and what your intentions are and how it will impact and reach your target audience. Any additional information regarding your plan to strengthen your justification, please feel free to include.

For additional information see Media Guidance and Stipulations on QuitTobaccoSD.

Important Media Reminders:

1. The Media Guidance and Stipulations attachment found on QuitTobaccoSD.com, *some information is for TYCE RFA applicants ONLY*, make sure to distinguish between what is and is not allowed for the Tobacco Disparities RFA.
2. The Tobacco Disparities RFA ***does not*** allow for the use of these funds for any paid Social Media as an approved or accepted activity.
3. All media requests must be discussed and approved with the SD-TCP prior to purchasing any advertising space. Failure to receive approval may lead to termination of funding contract.
4. Preapproval from the SD-TCP is needed for any development, creation, or altering of materials (such as handouts, signage, radio scripts, ads, etc.). All media requests will go through the SD-DOH Media Request Portal for approval.

Budget (25 points)

YOU WILL NOT USE THE BUDGET SECTION BUILT INTO CATALYST120. PLEASE DOWNLOAD THE 'TOBACCO DISPARITIES BUDGET' EXCEL TEMPLATE FROM THE ATTACHMENTS SECTION OR FIND ON QuitTobaccoSD.

Applicant must submit their budget using the 'Tobacco Disparities Budget' Excel Template. Applicants will download the document, complete, and upload their budget into "Attachments" within Catalyst120. Applicants **must provide detailed justification for costs** of all activities and stipend requested throughout the workplan. The more details and justification, the better.

   i. **Funding Type:** Please organize your budget line items by **salary**, **supplies**, **travel,** or **other**. Each category may be used multiple times.
      a. **Salary-** Include *stipend* under this category. Provide a detailed justification for the stipend requested. **If the salary exceeds 50% of the requested funds, please provide additional detailed justification.** Salary maximum limit is $23 per hour.
      b. **Supplies-** All costs related to proposed activities, such as supplies (ex: paper, binders, copies, stamps), promotion, media, etc.
      c. **Travel-** Expenses related to SD-TCP sponsored training such as the Tobacco Control Institute and approved curriculum trainings will be directly reimbursed by the SD-TCP and should **not** be included in your budget request.
         1. Mileage may be included in proposed activity costs but may not exceed the SD BHR Travel Reimbursement Rates.

NOTE: Please create a separate budget line for each expense (i.e., Salary, Supplies) within each proposed activity.

   ii. **Administration/Salary** fees may include time for completing RFA agreement requirements. This includes time for reporting, monthly check-in with Tobacco Disparities Coordinator, and attending four of seven SD-TCP Best Practice Webinars. Please note, the RFA only requires one person to attend webinars. Although we welcome more than one person from an awarded recipient's organization, we will only pay for one attendee's time.
   iii. **Category Number:** This number should relate directly to the Activity Narrative and detail the Goal and Category where expenses are taking place.
   iv. **Activity Name/Description of Cost:** Applicants must provide detailed budget narrative to justify costs to achieve proposed activities. *This is your funding justification, so please provide as much detail as possible.*
   v. **Funds Requested** may not exceed a total of $25,000.
   vi. **In-Kind Contributions** are not required for this RFA but may be included if they clarify budget requests.
   vii. **Ancillary Costs** *may not* take up more than **10%** of the proposed budget. The use of ancillary funds can include meeting expenses and educational incentive items. Ancillary

Required Supporting Information (25 Points Total)
This information must be uploaded to the "Attachment" section of the Catalyst120 Online Application (Tobacco Disparities Catalyst Walk-Through)
   i. **Capacity/Sustainability (15 Points)**
      a. Describe your organization's ability to carry out activities. Include a list of your local group's active membership and/or current community partners. Applicants must

demonstrate the ability to bring together stakeholders to support proposed activities. **(Limit 2 pages)**

b. If goals are anticipated to take longer than the RFA period, demonstrate your organization's ability to maintain services throughout the activities' anticipated timeline. This should include, but is not limited to, alternative funding sources and stable partnerships. **(Limit 1 page)**

ii. **Letters of Support (8 Points)**

a. Applicants should include letters of support from *at minimum* 2 partner organizations. Letters should be written by individuals who are authorized to speak on behalf of the organization.

iii. **Proof of Organization (2 Points)**

a. Please attach a W9 and proof of commercial liability insurance.

Scoring Criteria

- The SD-TCP will approve or deny applications. All decisions will be final.
- Funding will be based on points outlined within this guidance. Past performance of organizations who have previously received SD-TCP funds will be considered when reviewing applications by the review committee.
- Use as much detail as necessary to fully respond to the criteria yet be as concise as possible.
- Weight will only be given to the required materials. Additional materials may be attached for clarification but will not be part of your Request for Application's final score.
- Late or incomplete applications will not be considered for review. Once an application is submitted, it is considered final and will be approved or denied for funding upon review.

Reporting Requirements

Awarded recipients will be required to report on activities outlined in their workplan. The minimum reporting requirements are as follows:

1. Set project year's target goals (performance measures) within Catalyst120 within the first month.
2. Complete Quarterly Performance Measures, Qualitative Context, and Fiscal Reports in Catalyst120.
   a. Quarter 1 Report due **August 31, 2025**
   b. Quarter 2 Report due **November 30, 2025**
   c. Quarter 3 Report due **February 28, 2026**
   d. Quarter 4 Report due **May 31, 2026**
   e. Success Story due **May 31, 2026**
   f. End of year budget and invoice due **May 31, 2026**
3. Success story submission must be completed by May 31, 2026. Submission can occur by using the approved template provided by the SD-TCP and uploading into Catalyst120.
4. Check-in monthly via phone or virtual call with the Tobacco Disparities Coordinator.
5. Invite and host a SD-TCP staff member (preferably Tobacco Disparities Coordinator) to a site visit, meet stakeholders, or see an event taking place at minimum once throughout the project year. Invites should be made at minimum three weeks in advance.
6. Participate in any other evaluation activities requested by the SD-TCP.

Award Requirements

Awardees will:
- Sign a contract with the State.
- Submit for reimbursement *only*, by providing a detailed budget and invoice to Tobacco Disparities Coordinator.
- Attendance at the 2026 Spring Tobacco Control Institute (date and location will be determined later) by at least one representative from the Request for Applications' organization.
- At minimum, the RFA lead person must complete the SD-TCP Orientation Toolkit Training. Upon completion, certificates will be presented once a completion score of 80% or higher is achieved. Awarded recipients will provide that copy of completion to the Tobacco Disparities Coordinator.
- Attend at least four SD-TCP Best Practices Webinars total, with two webinars being completed by December 31st, 2025.
- Maintain communication with your Tobacco Disparities Coordinator, including notifying of any changes to contact information.
- Participate in periodic evaluation and technical assistance sessions via email, conference call, web-based platform, or in-person to discuss project progress, successes, and challenges.
- Hold a tobacco-free policy. If policy is not in place, organization/fiscal agent agrees to implementing a policy within the funded RFA year.
- Complete reporting requirements.
- Utilize all funds within the specified project period; carryover will not be allowed.
- Obtain prior written approval for changes to the budget and workplan submitted if changes are requested throughout the funding year.
- Notify the SD-TCP prior to changing RFA facilitators or fiscal agents.
- Agree to circulate SD-TCP action alerts and promote SD-TCP events through its members and partners.
- Ensure fiscal agent carries commercial general liability insurance coverage that cannot be paid for RFA award funds.
- Not accept funds from any tobacco company or affiliated companies/groups.
- Acknowledge SD-TCP as the funding source for any SD-TCP funded material. The use of the South Dakota QuitLine, Honor Every Breath, Vaping Sucks, More Good Years, Watch Your Mouth, The Last Smoke logs, and any SD-DOH brands are protected and cannot be utilized without the SD-TCP's written permission.

Final requirements of awardees are subject to change before final contracts are issued

Technical Assistance

Applications:
- Technical assistance will be provided to all interested applicants throughout the application period. Notify the RFA point of contact if assistance is needed.
- Applicants are expected to complete application forms and develop proposals without assistance from DOH or entities with whom the DOH currently contracts. Questions will be taken to clarify any confusion on the application.
- Some commonly asked questions have been complied and already posted on QuitTobaccoSD on Request for Application page under Funding Options- Frequently Asked Questions: *Request for Application FAQs.*

- Questions can be submitted to RFA point of contact. Please use "Disparities Tobacco RFA Question" in the subject line of your email. All questions will be complied and shared periodically on the QuitTobaccoSD for all applicants to be provided the same information. The SD-TCP reserves the right to not update this document after March 19, 2025.
- For assistance with Catalyst120, please contact Spectrum Health Policy Research, Catalyst Support by calling (770) 935-0958 or emailing support@catalyst120.com.

Project Period:
- Technical assistance will be provided to awardees throughout the project period by the SD-TCP assigned contact.

Helpful Resources/Links

Background information and resources to assist applicants in developing their proposals can be found at Quittobaccosd.com under Request for Application's Resources section. This list is not meant to be a complete list of all available resources.

Items include:
- Link to application
- Budget template for application
- Resources such as state, national, and data resources and websites
- List of SD-TCP supported curriculums
- Approved Activities Guidance
- Educational & Quit Kit Information
- Media Guidance and Stipulations
- Step-by-step instructions on completing the application within Catalyst120

Point of Contact

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