



TOBACCO PREVENTION & CESSATION REQUEST FOR APPLICATION

APPLICATION DEADLINE: MARCH 20, 2026, BY 5:00PM CST

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Application Release: January 21, 2026
Application Submission Deadline: March 20, 2026
Tentative Award Notification: May 22, 2026
Project Period: June 1, 2026 – May 31, 2027
Award Amount: \$5,000-\$30,000
Point of Contact: dohtobaccocontrol@state.sd.us

Application link and supporting documents can be found at QuitTobaccoSD.com.

Applications that are incomplete or received after March 20, 2026, at 5:00 PM CST, **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 death and disease caused by tobacco use.

Purpose

The purpose of the Tobacco Prevention & Cessation Request for Application (RFA) is to support local community and organization-based efforts to promote the implementation of the [SD-TCP State Plan](#) by fostering collaboration among organizations across the state, investing in projects that address these goals by incorporating long-term change aimed at reducing the toll of tobacco use in South Dakota. *(Note: The SD-TCP continues to operate under the [2020-2025 SD-TCP State Plan](#) as we work on updating a new plan.)*

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.
- Funding will be prioritized for implementation of evidence-based work.

Available Funding

- Applicants may request up to \$30,000 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 the Tobacco Prevention & Cessation RFA award funds.

Funding Parameters

- The project period lasts from June 1, 2026-May 31, 2027.
- Applicants will tentatively be notified of funding decisions by end of May 2026.
- Funding will be remitted on a quarterly reimbursement basis only.
- 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 any *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 and Mail Chimp.
- 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.*
- 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. Example: 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. Refer to attachment A. Media Guidelines & Stipulations.

Application Guidelines

The following components are required elements of a complete application and must be completed within JotForm to be eligible for funding consideration, as well any other required documentation.

Part 1: General Information

Please fill out the application in its entirety with the required information. Utilize the *Tobacco Prevention & Cessation RFA Form (JotForm doc)* found on [QuitTobaccoSD](#).

Please Note: If you are in need of any technical assistance, please email dohtobaccocontrol@state.sd.us with the subject line “**2027 Tobacco Prevention & Cessation RFA**” and include the following information in the body of your email:

- First and last name
- Email Address
- Organization Name

- 1. Contact Information & Fiscal Agent:** Complete all contact information regarding your contact information and fiscal agent.
- 2. Need/Capacity/Sustainability (15 points):** Provide a brief description regarding the need in your community for the proposed activities. Answer, *why* you feel that is important the activities you have chosen to complete in your workplan is needed. If you can provide data gathered from in your community, please do. Answer, *what* motivates you to do this work and how your organization plans to carry out these activities while bringing together stakeholders. (No more than 1 page)
- 3. Required Supporting Documents (15 points):** This will be completed by attaching documents within the “File Upload” section found on [QuitTobaccoSD](#).
 - a. Organization/Fiscal Agent Policy:** Submit the tobacco use policy for the applicants designated fiscal agent. If there is not a current policy, the awarded recipient is required to establish a policy in the workplan under the selected strategy.
 - b. Letters of Support:** Applicants should include a *minimum* of 2 letters of support from different partner organizations. Letters should be written by individuals who are authorized to speak on behalf of the organization. Letters may not be written by a SD-TCP staff member.
 - c. Additional Policies (if applicable):** If a workplan intends to work on improving or enforcing a policy (other than fiscal agent), please provide a current copy of the policy.
 - d. Proof of Organization:** Provide a copy of your fiscal agent’s W-9 and certificate of commercial general liability insurance.

Part 2-5: Workplan Activities (35 points)

The application contains the four overall goal areas that of the [South Dakota Tobacco Control State Plan](#):

- Goal 1: Prevent tobacco use among youth and young adults.
- Goal 2: Promote quitting of all tobacco products.
- Goal 3: Eliminate all types of exposure to tobacco use.
- Goal 4: Strive to achieve health equity in tobacco control.

The application contains three Categories that encompass the four goal areas of the SD-TCP State Plan as listed above (Prevention, Cessation, and Tobacco Exposure). There are no requirements on how many Categories are covered within your application. You may apply for more than one activity within a Category area. You will identify your workplan for each Category (Prevention, Cessation, Tobacco Exposure) in which your proposed activity aligns with.

Under each Category, the following information is required:

1. **Activity Narrative:** Describe in detail the proposed activities, how you plan to accomplish the activities, how it is evidence-based (as applicable), and identify the timeframe these activities will take place. Be *specific* on how this activity will impact who you are working with.
 - a. Evidence-based practices and techniques that will have a direct impact to the population chosen will take preference in scoring.
 - b. Remember, funds may not be used for the staff to get trained, 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).
2. **Audience:** Choose at least (1) population as the primary focus of your activities and provide details and justification for the selection of your population, this could be Native American, Pregnant & Postpartum Women, Behavioral Health, Low Socioeconomic Individuals, Youth & Young Adults, or the general public.
3. **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.
 - a. *Although not required, applicants are strongly encouraged to use RFA funds to create, improve, implement, and/or enforce policies that include e-cigarettes, pouches, and emerging tobacco products. Especially in youth or young adult attended facilities or events.*
4. **Evaluation** is encouraged and your workplan should include information on how you plan to evaluate your activities and will be reflected in your quarterly reporting.

Part 6: QuitKits/Education Kit Details (*only required if doing Kits*)

Kits are optional activities and should not take up more than 15% of your total budget. The 15% limit is reflective of time associated with assembling and delivering kits and cost of kit supplies. Justification for going over the 15% total budget can be provided in 'Special Notes'.

Kits *cannot* be the only activity in a workplan. Other activities within one of the three Category areas must be present.

Required information, explanations between an Educational Kit & QuitKits, and ideas of what items can be purchased for these kits can be found within Attachment E. Educational & Quit Kit Information on [Quit & Educational Kit on QuitTobaccoSD](#).

Part 7: Media Justification (Over 50% Budget)

The SD-TCP knows that sometimes media activities are needed and/or can take over 50% of a budget. If your total media is over 50%, provide justification on why your media is so high and what your intentions are with media and how it will impact and reach your target audience. If you have any additional information regarding your plan to strengthen your justification, please feel free to include.

For additional information see attachment A. Media Guidance and stipulations at [QuitTobaccoSD](#).

Budget (35 points)

Please download Attachment B. Budget (.xls) from Attachments & Frequently Asked Questions Section on [QuitTobaccoSD](#).

Applicant must submit their budget using Attachment B. Budget in the Excel template form. Applicants will download the document from QuitTobaccoSD, complete, and upload their budget into the “Budget” section within JotForm. Applicants **must provide detailed justification for costs** of all activities and stipend requested throughout the workplan. The clearer the details and justification, the better.

Budget request guidelines:

- Please organize your budget line items by **salary, supplies, travel, or other**. Each category may be used multiple times. *Please create a separate budget line for each expense (i.e., Salary, Supplies) within each proposed activity.*
- Ancillary Costs may not take up more than 10% of the awarded budget. Ancillary costs can include meeting expenses and educational incentive items. (Examples: paper, binders, copies, stamps)
- Stipends requests must give an approximate number of work hours and will be given at an hourly maximum rate of \$23/hour.
- Media total will be limited to 50% of applicant’s total budget. If over 50%, applicants can provide a justification within the JotForm application. Refer to Attachment A. Media Guidance & Stipulations for additional information.
 - Time for work around social media associated with Tobacco Prevention & Cessation RFA activities is limited to 5 hours per quarter.
- Travel expenses related to SD-TCP sponsored trainings such as an approved curriculum training (e.g. Youth Tobacco Toolkit), will be directly reimbursed by the SD-TCP and should **not** be included in your budget request.
- Workplan Activity Travel must be proposed within the budget and use the state mileage rate which can be found at [SD BHR Travel Reimbursement Rates](#).
- In-Kind Contributions are not required for the Tobacco Control RFA but may be included if they clarify a budget request.
- Administration/Salary Fees may include time for completing RFA agreement requirements.
 - This includes reporting, monthly check-ins, attending 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 awardee to attend, we will only pay for one attendees' time.

- Funds Requested may not exceed a total of \$30,000.
- Category Number should relate directly to the Activity Narrative and detail the Category where expenses are taking place.
- Activity Name/Description of Cost must be provided in **DETAIL** within budget narrative to justify costs to achieve proposed activities. **This is your funding justification, so please provide as much detail as possible.**

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

Scoring Criteria

- Complete applications meeting funding guidelines will be evaluated by the review committee. SD-DOH will determine final award decisions.
- Funding will be based on points allocated within this Tobacco Prevention & Cessation RFA guidance. Past performance of organizations who have previously received SD-TCP funds will be considered when reviewing applications.
- 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 RFA'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. There will not be a clarification period prior to notice of award.

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) with the Tobacco RFA Coordinator contact in Quarter 1.
2. Complete Quarterly Performance Measures, Qualitative Context, and Fiscal Reports in JotForm.
 - a. Quarter 1 Report due **August 31, 2026**
 - b. Quarter 2 Report due **November 30, 2026**
 - c. Quarter 3 Report due **February 28, 2027**
 - d. Quarter 4 Report due **May 31, 2027**
 - e. Success Story due **May 31, 2027**
 - f. End of year budget and invoice due **May 31, 2027**
3. Success story submission must be completed by May 31, 2027. Submission can occur by using the approved JotForm template provided by the SD-TCP or an interview with a SD-TCP staff member.
4. Check-in monthly via phone or virtual call with the Tobacco RFA Coordinator.

Award Requirements

Awardees will:

- Implement evidence-based interventions based on the objectives proposed in the application. Serve as a data source for SD-DOH required performance measures.
- Sign a contract with the State.
- Submit for reimbursement *only*, by providing a detailed budget and invoice to Tobacco RFA Coordinator.
- At minimum, the RFA lead person must have completed the [SD-TCP Orientation Toolkit Training](#) within the last 2 years. Additional personnel may be required at the discretion of SD-TCP. 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 RFA Coordinator.
- Attend at least four SD-TCP Learning Opportunities total, with two webinars being completed by December 31st, 2026.
- Ensure fiscal agent carries commercial general liability insurance coverage that cannot be paid for RFA award funds.
- Obtain prior written approval for changes to the budget and workplan submitted if changes are requested throughout the funding year.
- Maintain communication with your Tobacco Coordinator, including notifying of any changes to contact information (including phone and email).
- Notify the SD-TCP prior to changing RFA facilitators or fiscal agents.
- 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.
- Not accept funds from any tobacco company or affiliated companies/groups.
- Agree to circulate SD-TCP action alerts and promote SD-TCP events through its members and partners.
- 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.

Technical Assistance

Applications:

- Technical assistance will be provided to all interested applicants throughout the application period. Reach out to dohtobaccocontrol@state.sd.us with the email titled "FY27 Tobacco Prevention and Cessation RFA Question" 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 compiled and already posted to [QuitTobaccoSD](#) on Request for Application page under Funding Options- Frequently Asked Questions: *Request for Application FAQs*.

- All questions will be compiled 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 13, 2025.

Project Period:

- Technical assistance will be provided to awardees throughout the project period by SD-Tobacco staff.

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 **Attachments A-G**:

- A. Media Guidance and Stipulations
- B. Budget template for application
- C. SD-TCP Supported Curriculums
- D. Approved Activities Guidance
- E. Educational & Quit Kit Information
- F. Resources such as state, national, and data resources and websites
- G. Request for Application FAQs 2025-26

Definitions

Please note the following definitions regarding this work:

- **Tobacco or Tobacco Product**: Any item made of commercial tobacco intended for human consumption, including cigarettes, cigars, pipe tobacco, smokes tobacco, nicotine pouches, and e-cigarettes. *This does not refer to Canŝaŝa the traditional tobacco of our Northern Plains American Indians.*
- **Vapor Product**: Any electronic cigarette, electronic cigar, electronic cigarillo, or similar product or device and any vapor cartridge or other container of nicotine in a solution or other form that is intended to be used with or in an electronic device. The term does not include any product approved by the United States Food and Drug Administration for sale as tobacco cessation products and marketed and sold solely for that purpose.