



South Dakota Tobacco Control Program

# Tobacco Disparities

## Request for Application

2024-2025

**APPLICATION DEADLINE: March 15<sup>th</sup>, 2024, at 5:00 p.m. C.T.**

<https://quittobaccosd.com/>  
<https://secure.catalyst120.com/>

## **2024-2025 SD-TCP DISPARITIES REQUEST FOR APPLICATION (RFA) TIMELINE**

January 19, 2024	Request for Application Release
March 15, 2024	<b><u>Submission Deadline for Application</u></b> Request for Applications must be <b>finalized</b> and <b>submitted</b> within Catalyst by 5:00 p.m. Central Time.
April 26, 2024	<b><u>Tentative Award Notification</u></b> Applicants will be notified of funding decisions by email.
May 10, 2024	The Request for Application awardee must accept RFA award within Catalyst by 5:00 p.m. Central Time.
June 1, 2024 – May 31, 2025	<b><u>Request for Application Funding Cycle</u></b> All RFA funds must be expended during this time.
May 31, 2025	<b><u>Final Reports Due</u></b>

### **BACKGROUND**

The South Dakota Department of Health (SD-DOH) is the lead agency for the statewide management of tobacco use prevention and cessation. The South Dakota Tobacco Control Program's (SD-TCP) efforts are based on 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). The SD-TCP promotes a coordinated effort to prevent tobacco use and reduce the death and disease caused by tobacco use. 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 [South Dakota Tobacco Control State Plan](#), and foster collaboration among organizations across the state to ultimately reduce the toll of tobacco use in South Dakota.

The SD-TCP support the Tobacco Disparities Request for Application recipients with technical assistance on an individual basis through the Tobacco Disparities Coordinator during the Request for Application period.

The SD-TCP also provides funding through the Tobacco Youth & Community Engagement (TYCE) Request for Application, which is offered on a similar RFA cycle and focused on the youth and young adults. Please view the *SD-TCP Request for Application Decision Tool* document, found at [Tobacco Control RFA](#)

[Decision Tool](#), 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.

### **REQUEST FOR APPLICATION (RFA) OVERVIEW**

The purpose of the Tobacco Disparities RFA is to promote health equity by incorporating a long-term change aimed at reducing disparate tobacco use among the following SD-TCP priority populations: American Indians, pregnant and postpartum women, people of low socioeconomic status (SES), and the behavioral health populations. **Activities focused on the youth and young adult priority population should apply for the [Tobacco Youth & Community Engagement Request for Application](#).** Full descriptions of each priority population can be found in the *Priority Population Guidelines*, located on [South Dakota Tobacco Control State Plan](#) (page 11 of State Plan document).

Tobacco Disparities RFA's are awarded to local governmental and non-profit community-based organizations, coalitions, and groups that support the SD-TCP mission. 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.

The Tobacco Disparities RFA is designed to invest in projects that address the goals outlined in the [South Dakota Tobacco Control State Plan](#), with a specific health equity focus on one or more of the four identified priority populations as outlined in the "Supporting Evidence" section of the State Plan.

To be successful, applicants must demonstrate the following:

- a. Ability to bring together key stakeholders (local agencies, partners, individuals) to collectively support proposed activities.
- b. Capacity, competence, and experience to accomplish project objectives and activities.
- c. Services must be provided in South Dakota.
- d. Use of evidence-based tools such as the [Tribal Tobacco Advocacy Toolkit](#).
- e. Willingness to collaborate with the South Dakota Tobacco Control Program.
- f. Requested funding will not supplant funds currently received by the applicant.
- g. Measurable results and responsibilities of partners outlined in the evaluation plan.
- h. A detailed budget appropriate for the level of activities planned.

### **REQUEST FOR APPLICATION (RFA) GUIDELINES**

The SD-TCP will approve or deny applications. All decisions will be final.

- The maximum RFA award is \$25,000 per applicant. The minimum is \$5,000. The SD-TCP reserves the right to award less than the total amount requested.
- Funding will be based on points outlined within this guidance.
- Funds may be applied to support existing or new projects. However, applicants must demonstrate that the requested funds do not supplement/replace existing funding.
- Use as much detail as necessary to fully respond to the criteria yet be as concise as possible.

- Applications must be **submitted and finalized** in Catalyst no later than **5:00 p.m. Central Time on March 15, 2024**.
- **Late applications will not be considered.** Once submitted and finalized, applications will be considered final and will be approved or declined for funding. The SD-TCP reserves the right to award less than the total amount requested.
- Prior performance of organizations who have previously received SD-TCP funds will be considered when reviewing applications.
- 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.
- The SD-TCP reserves the right to reject, in whole or in part, any or all applications, to advertise for new applications, to abandon the need for such services, and to cancel this RFA opportunity if it is in the best interest of the SD-TCP.
- RFA’s are approved for one funding cycle (June 1, 2024-May 31, 2025). Continued support for subsequent years requires resubmission, review of RFA progress, budget management, and availability of RFA funds.

***The following components are required elements of a complete application and must be included to be eligible for funding consideration.***

**Please Note:** If you are an applicant new to Catalyst and do not have a username and password, email [DOH.info@state.sd.us](mailto:DOH.info@state.sd.us) with the subject line “Tobacco Request for Application Log-In” and include the following information in the body of your email:

1. First and last name
2. Position/Title
3. Email Address

Please contact [DOH.info@state.sd.us](mailto:DOH.info@state.sd.us) if you do not receive your Catalyst login within one business day.

#### **I. Application Form (50 points Total)**

The application must be completed within Catalyst, an online application platform. Please refer to the *Tobacco Disparities Request for Application Catalyst Walkthrough* document for detailed instructions on adding application information and submitting and finalizing your application.

This application contains three Goal Areas: **Prevention, Cessation, and Tobacco Exposure**. 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).

Evidence-based practices and techniques will take preference in scoring. For more information, refer to the various best practices guidelines and toolkits located in **Appendix B**.

Funds may not be used for the purchase of curriculum or materials for CATCH, INDEPTH, LifeSkills, Project SUN, or Not On Tobacco (NOT) programming, as curriculum can be received at no-charge. Funds may be used for the stipend for the instructor’s time for CATCH, Project SUN, or NOT along with activities and materials (if applicable). The following are the point of contact for more information on the different curriculum:

Curriculum	Point of Contact
Catch My Breath	Kayla Bolstad ( <a href="mailto:kbolstad@bhssc.org">kbolstad@bhssc.org</a> ) and Hilary Larsen ( <a href="mailto:Hilary.Larsen@state.sd.us">Hilary.Larsen@state.sd.us</a> )
Not on Tobacco (NOT)	Kaitlyn Ashley ( <a href="mailto:kashley@bhssc.org">kashley@bhssc.org</a> )
INDEPTH	Miranda Stabe ( <a href="mailto:mstabe@bhssc.org">mstabe@bhssc.org</a> )

**A list of RFA activity examples can be found in Appendix D.**

Under *Part One: Coalition Information*, you need to provide all information about your organization. Under Part One, the following information is required:

- i. **Coalition Information (5 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 (5 Points):** List all community partners that will be involved in the activities.
- iii. **Need (5 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 (10 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.

Under *Part Two: Work Plan/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 (15 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 (5 Points):** Choose as least one of the four priority populations as the primary focus of your activities: American Indians, pregnant and postpartum women, people of low socioeconomic status (SES), people with behavioral health conditions.
- 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 are optional and should not equate to more than 15% of the total budget. If you are creating Quit Kits, you will identify details about the Quit Kits. This part is optional and will only be required if you plan to provide any Quit Kits in your community. 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'. **Quit Kit required details are:***

- Describe in detail the proposed Quit 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).
- Intended Recipients
- Number of Estimated Hours – Hours should not exceed 1 hour/20 kits per person. Hours are associated with assembling and delivering of kits.
- Estimated Number of Kits
- Items & Quantity for Kits
- Cost per Kit - The maximum dollar amount to request per Kit is \$8.
- 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.

A set of performance measures has 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 Catalyst.

**II. Budget (25 Points Total)**

Download the Budget Worksheet Template provided in the “Attachment” section in Catalyst for your budget request. Applicants must provide a sufficient budget narrative to justify costs for selected activities. Funding requests should not include benefits or capital equipment. **The completed Budget Worksheet must be uploaded to Catalyst’s “Attachment”** (See Tobacco Disparities Request for Application Catalyst Walkthrough document for more information). **YOU WILL NOT USE THE BUDGET SECTION BUILT INTO CATALYST. PLEASE DOWNLOAD THE EXCEL TEMPLATE FROM THE ATTACHMENTS SECTION.**

- a. **Funding Type:** Please organize your budget line items by **salary, supplies, travel** or **other**. Each category may be used multiple times.
  - Include stipend under the **Salary** 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.
  - All costs related to proposed activities, such as supplies, promotion, media, etc. should be requested using the **Supplies** category.
  - Travel expenses related to the Spring Tobacco Control Institute will be reimbursed directly by the Tobacco Control Program and should **not** be included in your budget request.
  - Mileage may be included in proposed activity costs but may not exceed the [South Dakota reimbursement rate](#).
- b. **Category Number:** This number should relate directly to the Activity Narrative and detail the Goal and Category where expenses are taking place.
- c. **Activity Name/Description of Cost:** Applicants must provide sufficient budget narrative to justify costs to achieve proposed activities. **This is your funding justification, so please provide detail.**
- d. **Funds Requested** may not exceed a total of \$25,000.
- e. **In-kind Contributions** are not required for this RFA but may be included if they clarify budget requests.
- f. **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.

**NOTE: Please create a separate budget line for each expense (i.e., Salary, Supplies) within each proposed activity. RFA funding is allocated via SUBMIT for reimbursement ONLY.**

- III. **Required Supporting Information (25 Points Total):** This information must be uploaded to the “Attachment” section of the Catalyst Online Application ([Catalyst Walk-Through located in Frequent Q&A](#))
  - a. **Capacity/Sustainability (15 Points)**
    - i. 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)**

- ii. 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)**
- b. Letters of Support **(5 Points)**
  - i. Applicants should include letters of support from 2 partner organizations. Letters should be written by individuals who are authorized to speak on behalf of the organization.
- c. Proof of Organization **(5 Points)**
  - i. Please attach a W9 and proof of insurance.

### **EVALUATION & PROGRESS REPORTING**

Request for Application funding awardee will be required to report on activities outlined in their workplan to monitor compliance with RFA objectives. The minimum reporting requirements are as follows:

1. Complete Quarterly Qualitative Context, Performance Measure and Budget Reports in Catalyst, and a Final Report with annual results from the evaluation plan.
  - a. Quarter 1 Report due **August 31, 2024**
  - b. Quarter 2 Report due **November 30, 2024**
  - c. Quarter 3 Report due **February 28, 2025**
  - d. Quarter 4 Report due **May 31, 2025**
  - e. Final Report due **May 31, 2025**
2. Arrange phone calls with the Tobacco Disparities Coordinator after submitting quarterly reports to discuss progress and any technical assistance needs.
3. Arrange monthly check-ins with the Tobacco Disparities Coordinator.
4. Work with the SD-TCP to select a date for the Tobacco Disparities Coordinator to attend at least one site visit throughout the RFA period.
5. Attend at least four webinars total, with two webinars being completed by December 31<sup>st</sup>, 2024, and attend the SD-TCP Spring Institute 2025.
6. Complete the [Orientation Toolkit Training](#) provided by the SD-TCP and provide a copy of completion to the Tobacco Disparities Coordinator.
7. Participate in any other evaluation activities requested by the SD-TCP.

### **AWARD PROCEDURE**

Applicants will tentatively be notified of funding decisions by April 14, 2024. Successful applicants will then be required to work with the Tobacco Disparities Coordinator to finalize work plans and budgets. The RFA funding cycle begins on June 1, 2024, and ends on May 31, 2025. The SD-TCP reserves the right to award less than the total amount requested. All funding decisions by the SD-TCP are final.

Successful applicants will receive their Request for Application funding award, dependent on the submitted quarterly invoice and updated budget due to the Tobacco Disparities Coordinator.



Alternative funding schedules can be discussed with the SD-TCP after notification of an awarded application before finalizing work plans and budgets.

**Funded Request for Applications must agree to the following requirements:**

- Sign a Request for Application agreement.
- Submit detailed budget and invoice to Tobacco Disparities Coordinator for reimbursement of awarded RFA funds.
- Attendance at the 2025 Spring Tobacco Control Institute (date and location will be determined later) by at least one representative from the Request for Applications' organization.
- Establish and maintain contact with the Tobacco Disparities Coordinator.
- Complete all activities funded by the SD-TCP and outlined in the work plan as part of the RFA agreement.
- Acknowledge SD-TCP as the funding source for any SD-TCP funded material. The use of the South Dakota QuitLine, Tobacco Rethink It, BeFreeSD, More Good Years, Find Your Power, Vaping Sucks, Honor Every Breath, and other SD-DOH logos are protected and cannot be utilized without the SD-TCP's written permission.
- Agree to circulate SD-TCP action alerts and promote SD-TCP events through its members and partners.
- Obtain prior approval for changes to the budget and work plan submitted if requested during the RFA year.
- Obtain written approval from the SD-TCP before changing RFA facilitators or fiscal agents.
- The fiscal agent must carry commercial general liability insurance coverage that cannot be paid for RFA award funds.
- Maintain phone and email capability. Notify SD-TCP of any changes in contact information.

Commented [SL1]: Let's include the date since we have it.  
Commented [YT2R1]: Whoops, should have had this updated to 2025

**Requests for New Media:**

- Special requests for additional media should be limited and must be discussed and approved with the Tobacco Disparities Coordinator before purchasing any advertising space. The Disparities Coordinator will send the request to the Communication Coordinator for additional clarification and approval.
- Special requests for other media will only be considered when existing media cannot fulfill the request.
- **Please start the process for any special media requests at least two months before the deadline. Set-up, designing, and printing require a significant amount of time.**
- If placing a print advertisement in a magazine or newspaper or buying airtime for a radio flight from your local station, please notify the Tobacco Disparities Coordinator, at least 6 weeks prior release date.

- Any design or layout work, logo tagging, printing or set-up to be created by SD-TCP contracted media agency will need to provide special requests. Request for Application awardee will be invoiced for these services per an agreed-upon amount.
- **The use of the South Dakota Department of Health logos will be limited, and all Request for Application awardees must receive written permission before use.**
- Please direct questions and requests for additional information to [DOH.info@state.sd.us](mailto:DOH.info@state.sd.us). For more information, refer to the various best practices guidelines and toolkits located in **Appendix E**.

### TECHNICAL ASSISTANCE

The SD-TCP is committed to providing quality technical assistance whenever requested. However, to ensure no preferential treatment, 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.

To provide uniform technical assistance to applicants, the SD-TCP will provide assistance on an individual level. Questions will be taken at any time during the Request for Application process. All questions will be compiled and answered at the time of Technical Assistance requests and will be posted to the [Disparities Request for Application](#) website in a document titled “Disparities Request for Application Technical Assistance Q&A”. Please check the website periodically for the most updated list of technical assistance requests from all applicants. Please submit any requests for technical assistance or questions via email to [DOH.info@state.sd.us](mailto:DOH.info@state.sd.us). Please use “Disparities Tobacco RFA Question” in the subject line of your email.

For assistance with Catalyst, please contact Spectrum Health Policy Research, Catalyst Support by calling (770) 935-0958 or emailing [support@catalyst120.com](mailto:support@catalyst120.com).

#### **Appendix A: SD-TCP Tobacco Disparities RFA Checklist**

##### Attachments to the Catalyst Online Application:

- Budget Excel Worksheet with funds requested not exceeding \$25,000 and **detailed** justification **(25 points)**
- 2 Letters of support from partner organizations **(5 points)**
- Capacity/Sustainability **(15 points)**
- Proof of Organization **(5 points)**
  - W-9
  - Proof of Insurance

##### Part One for Catalyst Online Application:

- Organization Information **(5 points)**
  - Full organization name
  - Lead RFA contact
  - Preferred email
  - Organization address, city, state, zip+4
  - Phone number
  - Organization DUNS/unique identifier number
  - Organization's fiscal year
  - RFA fiscal agent
- Capacity and Sustainability statement not exceeding 2 pages **(10 points)**
- List of all community partners **(5 points)**
- Described the need in the community/organization **(5 points)**

Part Two for Catalyst Online Application (information should be completed under each selected category):

- Selected priority populations **(5 points)**
- Detailed activity narrative **(15 points)**
- Detailed timeline of activities **(5 points)**
- Lead Person
- Funds Requested
- Facilitator Stipend Amount
- In Kind Contributions (Optional)

Optional Part Three for Catalyst Online Application:

- Quit Kits **(Optional, but include in Budget Sheet under Cessation)**
  - Intended Recipients
  - Number of Hours
  - Total Number of Quit Kits
  - Goal Area
  - Items & Quantity in Quit Kits
  - Cost per Quit Kit

## Appendix B: Resources

### South Dakota Tobacco Control Program Websites

- [QuitTobaccoSD](#)
- [SD QuitLine | NRT Kickstart Kit](#)
- [Honor Every Breath](#)
- [Department of Health Website](#)
- [DOH Educational Materials Catalog](#)

### South Dakota Tobacco Control Program Approved Curriculums

- [CATCH – E-Cigarette Prevention](#) (For more information, contact Kayla Bolstad at [Kbolstad@bhssc.org](mailto:Kbolstad@bhssc.org))
- [Too Good For Drugs](#)
- [Stanford Toolkit's You and Me, Together Vape-Free](#)
- [Not On Tobacco \(NOT\)](#) (For more information, contact Kaitlyn Ashley at [Kashley@bhssc.org](mailto:Kashley@bhssc.org))

### South Dakota Tobacco Control Program Supported Curriculums

*(We do not provide materials, stipend for time, or trainings currently.)*

- [LifeSkills](#) (For more information, contact Kayla Bolstad at [Kbolstad@bhssc.org](mailto:Kbolstad@bhssc.org))
- [In-Depth](#) (For more information, contact Miranda Stabe at [MStabe@bhssc.org](mailto:MStabe@bhssc.org))
- [Project Sun](#) (For more information, contact Tricia Yoshida at [Tricia.Yoshida@state.sd.us](mailto:Tricia.Yoshida@state.sd.us))
  - The SD-TCP offers an array of evidence-based curriculums. We have been made aware of a new curriculum called Project SUN (*Stop the Use of Nicotine*). This curriculum is Native American focused. This curriculum teaches the difference between traditional tobacco and commercial tobacco. To be eligible for the SUN program, a student must have used commercial tobacco in the last 30 days prior to the first session and must join the program on/before the fourth session of the curriculum. This curriculum uses traditions and teaching from Native American traditions such as tobacco used in the traditional way does not involve everyday use or inhaling.

### Data

- [Behavioral Risk Factor Surveillance System](#)
- [Vital Statistics](#)
- [Pregnancy Risk Assessment Monitoring System \(PRAMS\)](#)
- [County Health Rankings](#)
- [Youth Tobacco Survey](#)
- [Youth Risk Behavior Survey](#)

### National Resources

- [CDC Best Practices for Comprehensive Tobacco Control Programs, 2014](#)
- [Health Equity in Tobacco Prevention and Control](#)
- [E-cigarette Use Among Youth and Young Adults: Report of the Surgeon General, 2016](#)

- [Know the Risks: E-cigarettes & Young People](#)
- [Health Consequences of Smoking – 50 Years of Progress: A Report of the Surgeon General, 2014](#)
- [Surgeon General Report on Smoking and Tobacco Use, 2012](#)
- [Clinical Practice Guidelines for Treating Tobacco Use and Dependence](#)
- [The Community Guide](#)
- [CDC Media Campaign Resource Center \(MCRC\)](#)
- [FDA Center for Tobacco Products](#)
- [Campaign for Tobacco-Free Kids](#)
- [U.S. Department of Housing and Urban Development Smoke-Free MUH Resources](#)
- [Truth Initiative: Quitting E-Cigarettes Cessation Programs](#)
- [American Lung Association E-Cigarette Cessation Resources](#)

#### South Dakota Tobacco Control Program Resources

- [Local Tobacco Prevention Coordinators](#)
- [South Dakota Tobacco Control State Plan](#)
- [South Dakota Tobacco Control State Plan One-Pager](#) (under “Goals, Objectives and Strategies”)
- [South Dakota Tobacco Control Program Toolkits](#) (“Advocacy Tools” section)
- [South Dakota Tobacco Control Program Tribal Toolkits](#)
- [South Dakota Tobacco Control Program Download Library](#)
- [South Dakota Tobacco-Free Rodeo Guide](#)
- [Home - South Dakota TRAIN - an affiliate of the TRAIN Learning Network powered by the Public Health Foundation](#)
- [South Dakota Tobacco Control E-Cigarette and Vaping Resource](#)

#### Appendix C: Funding Limitations

- Funds may not be used for purchasing CATCH, INDEPTH, LifeSkills, Project SUN, or NOT curriculum; although, funding may be used toward time of service preparing, presenting, and completing follow up of the curriculum activities.
- RFA funds may not be used to purchase billboards or pay for booth rental at public events such as health fairs or trade shows. Exception: RFA funds may be used for booth rentals only when booths are designed to counter pro-tobacco influences (i.e., past tobacco company sponsorship/presences) at the event. If requesting funding for booth rental, please explain the pro-tobacco influences at the event in your application.
- Funds may not be used to purchase materials or curriculum developed or promoted using tobacco industry funding.
- Funds may not be used for trainings or speakers unless approved by the SD-TCP.
- Funds may not be used to purchase of permanent equipment (vape detectors, laptops, printers, T.V.s, furniture, etc.).
- SD-TCP will not fund political parties, candidates, partisan political organizations, individuals, or “for-profit” businesses.
- Applicants must not accept funds from any tobacco company or affiliated companies/ groups.
- Tobacco Disparities RFA funds may not be awarded directly to 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 as described in this Request for Application.

- Funds may not be used for research, 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. Applicants must maintain current levels of an effort supported by other or pre-existing funding sources. RFA funds are to be used for efforts which are new and or a clear expansion of tobacco prevention efforts by successful applicants/Request for Application awardees.
- Funds cannot be used for sponsorship or activities that solely promote the Request for Application awardee. (Example: paid messaging that does not include prevention or cessation messaging.)
- Funds must be used for tobacco prevention and cessation activities only and cannot be used to lobby for State of South Dakota laws or ordinances.

#### Appendix D: Example Request for Application (RFA) Activities

##### Goal 1: Prevention

- Category 1.A: Policy
  - Examples of Activities:
    - *Gather and update tobacco-free policy agreements (i.e. training rules).*
    - *Train organizations on and conduct tobacco retail assessments.*
    - *Support evidence-based tobacco prevention education, such as Lifeskills, CATCH My Breath, NOT, and include education on tobacco marketing and sales.*
- Category 1.B: Education
  - Examples of Activities:
    - *Education through cultural organizations (i.e. organized wacipi).*
    - *Education and data collection for tribal clean-air policy.*
    - *Industry focused tobacco education (i.e. construction).*
    - *Outreach and education on tobacco prevention and cessation to behavioral health facilities.*
    - *Education on the differences between commercial tobacco and the traditional tobacco of the Northern Plains American Indians.*
    - *Educate by implementing the CATCH curriculum.*
    - *Share tobacco retail assessment findings with communities and decision-makers.*
- Category 1.C: Interventions
  - Examples of Activities:
    - *Create a behavioral health tobacco coalition.*
    - *Tobacco interventions in rodeo or other athletic environments.*
    - *Develop and promote mass-reach health communication interventions that discuss the health and financial tolls of tobacco use and transform social norms to prevent tobacco use initiation.*

##### Goal 2: Cessation

- Category 2.A: Policy
  - Examples of Activities:
    - *Healthcare systems change to promote cessation and QuitLine referrals of pregnant and postpartum women.*
    - *Behavioral health facility cessation policy.*
    - *Assist healthcare systems in adopting written comprehensive 24/7 tobacco-free buildings and grounds policies.*
- Category 2.B: Education

- Examples of Activities:
  - QuitLine referral education focused on behavioral health organizations.
  - Focused tobacco cessation education with Native American participants in extra-curricular activities.
  - Implement evidence-based tobacco cessation programs, such as Not on Tobacco (NOT) curriculum, within priority population focused organizations.
  - Partner with communities, post-secondary institutions, K-12 institutions, workplaces, and childcare providers to promote the South Dakota QuitLine services.
  - Combine education on tobacco with other healthy lifestyle and chronic condition management for a collaborative approach in behavioral health facilities.
  - Incorporate alternatives to suspension into school tobacco policies, for example offering a health counseling and educational program such as INDEPTH.
  - Provide tobacco prevention and cessation educational materials for healthcare staff and patients at healthcare facilities and dental offices.
- Category 2.C: Interventions
  - Examples of Activities:
    - Promoting QuitLine referrals from counselors and therapists within behavioral health facilities.
    - Establishing systems for healthcare provider QuitLine referrals of Pregnant and Postpartum Women.
    - Cessation counseling alternatives for American Indians, pregnant women, or the behavioral health populations.
    - EHR referral implementation in IHS facilities.
    - Cessation incentive programs for pregnant women and/or people of Low Socioeconomic Status.
    - Cessation interventions at service-based locations focused on people of Low Socioeconomic Status.
    - Identify emerging programs designed for cessation of e-cigarettes and other emerging products.

Goal 3: Tobacco Exposure

- Category 3.A: Policy
  - Examples of Activities:
    - Buildings and grounds policies at post-secondary institutions, workplaces, and behavioral health facilities.
    - Encourage tribal governments to adopt compressive smoke-free air policies.
    - Provide direct assistance to local entities working to implement tobacco-free outdoor areas.
    - Promote use of the **Parks and Recreation Tobacco-Free Model Policy and Rodeo Grounds Tobacco-Free Model Policy** as tools to support adoption an implementation of comprehensive 24/7 tobacco-free outdoor area policies.
    - Assist behavioral health systems in adopting written comprehensive 24/7 tobacco-free buildings and ground policies.
- Category 3.B: Education
  - Examples of Activities:
    - Education and data collection for Clean Indoor Air Laws on reservations.
    - Population specific education on second and third-hand smoke.
    - Industry focused tobacco exposure education (i.e. construction).
    - Develop a process to make data on priority populations publicly available.
    - Educate partners, employers, and the public about the harms of exposure to secondhand and thirdhand smoke and e-cigarette aerosol.
- Category 3.C: Interventions
  - Examples of Activities:
    - Pediatric cessation interventions, i.e. referring parents/guardians to the QuitLine in the pediatric health setting.

- *Promoting QuitLine referrals of spouses or significant others of pregnant and postpartum women.*
- *Encourage inclusion of tobacco cessation in behavioral health treatment plans.*
- *Provide tobacco prevention and cessation educational materials for staff and patients at behavioral health facilities, programs, and organizations.*
- *Partner with communities, workplaces, and childcare providers to promote comprehensive tobacco-free buildings and grounds policies for workplaces and work vehicles.*

## **Appendix E: Media Guidance**

### **Requests for New Media:**

**Special requests for additional media should be limited and must be discussed and approved with the Tobacco Disparities Coordinator prior to purchasing any advertising space.**

- The Tobacco Disparities Coordinator will send the request to the South Dakota Department of Health Communications Coordinator for additional clarification and approval.
- Special requests for additional media will only be considered when existing media cannot fulfill the request.

**Please start the process for any special media requests at least two months prior to the deadline.** Set-up, designing, and printing require a significant amount of time.

- If placing a print advertisement in a magazine or newspaper or buying airtime for a radio flight from your local station, please notify the Tobacco Disparities Coordinator, at least 6 weeks prior release date.
- Any design or layout work, logo tagging, printing or set-up to create approved special requests will be provided by the SD-TCP's contracted media agency. Request for Awardees will be invoiced for these services per an agreed upon amount.
- **The use of the South Dakota QuitLine, Tobacco Rethink It, BeFreeSD, Vaping Sucks, QuitTobaccoSD, Honor Every Breath, More Good Years, Find Your Power and other SD-DOH logos are protected and cannot be utilized without the written permission of the SD-TCP.**

### **What are Media Interventions?**

Media interventions study and use of communications strategies to inform and influence individual and community decisions related to health. They are sometimes referred to as "counter-marketing" because they try to counteract the tobacco industry's marketing practices. Media Intervention can be delivered through several strategies:

- Paid media strategies (paying to place ads on TV, radio, billboards, transit, online platforms, or in print media)
- Earned media strategies (generating free coverage in the press and through public service announcements)
- Social media strategies (sharing messages and engaging audiences on social networking sites like Facebook and Twitter)
- Program communications (delivering messages through program websites and stakeholder communications)

Tobacco control communications often focus on the following messages:

- Motivating tobacco users to quit
- Protecting people from the harms of secondhand smoke exposure
- Changing social norms to prevent tobacco use initiation.

### **Budget allocation:**

Media costs should not makeup more than 20% of the budget. If Request for Application awardee request more than 20%, they most provide justification for the additional funding and will be reviewed on a case-by-case bases. When requesting more than 20% for media Request for Application awardee must provide a narrative on how the Request for Application awardee plan on evaluating the success of their media efforts.



**What media intervention are Tobacco Disparities RFA allowed?**

<b>South Dakota Premade Material (Request for Application awardee must tell Disparities Coordinator of any media placement)</b>	<b>Coalition Made (DOH MUST pre-approve all materials BEFORE publication) Cost is covered on own by Coalition/Application Awardee</b>	<b>Incentive items MUST be paid through ancillary funds. DOH/SD-TCP approval needed</b>
Newspaper ads	Newspaper ads	T-shirts
Radio Spots	Radio Spots	Lanyards
Banners (TPC)	Coloring books/ Coloring contest	Cups
Poster (catalog)	Handouts (must prove DOH does not have something similar)	Pencils, Highlighters, easers
Handout Materials (Catalog)	Digital board messaging	Pins
Building/Property signage/ads	Ads on bills (water, trash, unities)	Drink holders
Ads on bills (water, trash, unities)	Newsletters	Stress balls/Fidget Spinners
Window clings	Sports/Events Programs	Hot and Cool packs
Pens	School Planners	Candy wrapper
	Sandwich Broad	Key Chains
	Church bulletin	Hats
	Stickers (with Coalition Logo, Quitline, Info)	Fly swatter
	Table tents	Personal Hand fan
	Calendars	Bandannas
	Awards	Tote bags
	Posting Quitline info on Policy	Hand Sanitizer
	Banners at sporting/ community events	Lip balm
		Tissues