TOBACCO YOUTH & COMMUNITY ENGAGEMENT

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

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Application Release: January 10, 2025
Application Submission Deadline: March 26, 2025 by 5:00pm CT
Tentative Award Notification: May 2, 2025
Project Period: June 1, 2025-May 31, 2026
Point of contact: Hilary Larsen, Tobacco Program Coordinator Hilary.Larsen@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 5:00pm CT, will not be considered for funding. Technical assistance will be available until 5:00pm 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 *Best Practices for Comprehensive Tobacco Control Programs* compiled by the Centers for Disease Control and Prevention (CDC) and at the local level.

According to the 2023 Youth Tobacco Survey, the most common age for youth to try an e-cigarette was 12 years old, while over half of middle school students reported ever trying a cigarette at age 10 or younger.[1] The CDC also states that 9 out of 10 adult tobacco users tried their first product before the age of 18.[2] The SD-TCP continues to promote a coordinated effort to prevent commercial tobacco use and reduce the death and disease caused by tobacco use.

Purpose

The purpose of the Tobacco Youth & Community Engagement RFA (TYCE) is to support local community and organization-based efforts, promote 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. TYCE is designed to focus on engaging youth and young adults as well as their community in tobacco control related efforts including tobacco prevention (including e-cigarettes) and cessation.

The SD-TCP also provides funding through the Disparities RFA, which is offered on a similar funding cycle and focused on priority populations in South Dakota. Please view the *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 RFAs if they meet individual RFA eligibility criteria and do not duplicate activities within both RFAs.

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.

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 fund 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
- Funding will be remitted on a reimbursement basis quarterly. If monthly reimbursement would be needed, provide explanation to the point of contact when accepting award.
- Continued support for subsequent years requires resubmission, review of RFA progress, budget management, and availability of grant funds.
- Awarded applicants are eligible to receive reimbursement for work after a RFA Agreement/contract has been signed and the first invoice is submitted. Reimbursement payments are contingent on timely receipt of progress reports and submitted fiscal invoices.

Funding Restrictions

Funds <u>may not</u> be used to/for:

- Research activities, lobbying efforts at the local, state, or federal level, or for the purchase of food, beverages, equipment, or client/patient/provider incentives, or permanent equipment (e.g. 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 our [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. 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.

Application Guidelines

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

Part 1: General Information

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

1. **Contact Information & Fiscal Agent:** Complete all contact information regarding your contact information and fiscal agent. List partnering partnerships that will be within your application if applicable.

2. **Need/Capacity/Sustainability (15 points):** Provide a brief description regarding the need in your community for the proposed activities. If you can provide data gathered in your community, please do. Also address your organization's ability to carry out these activities while bringing together stakeholders. Explain how you plan to have sustainability throughout the funding year. (Limit to an estimated 15 sentences).

> **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

3. **Required Supporting Documents (15 points):** This will be completed by attaching documents within the "<u>Attachment" section</u>.
    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 <u>*required*</u> to establish a policy in the workplan under the selected strategy.
    b. **Letters of Support**: 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. Letters may not be written by a SD-TCP staff member or contractor.
    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 four goal areas that line with the South Dakota 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.

There are no requirements on how many Goal Areas are covered. You may apply for more than one activity within a goal area. Within the workplan, you will find there are separate text boxes for activities. For each activity, describe in detail the proposed activity, how you plan to accomplish the activity, how it is evidence-based, and identify the timeframe this activity will take place. Be specific how this activity will impact the population you are working with. Including information on how you plan to evaluate your activities is encouraged.

Awarded Recipients should focus their efforts on supporting and implementing evidence-based interventions and activities that specifically focus on youth (under 18 years old), young adults (18-24 years old), or community-based efforts to learn about tobacco prevention and cessation.

Although not required, applicants are strongly encouraged to use RFA funds to create, improve, implement, and/or enforce policies that include e-cigarettes and emerging tobacco products. Especially in youth or young adult attended facilities or events.

For more information regarding supported curriculums, approved activities, and media guidance and stipulations, see [QuitTobaccoSD](#)

Part 6: QuitKit/Educational 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 four goal areas must be present.

Required information, explanations between an Educational Kit and Quit Kit, and ideas of what items can be purchased for these kits can be found at 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 media guidance and stipulations at QuitTobaccoSD.

Budget (35 points)

YOU WILL NOT USE THE BUDGET SECTION BUILT INTO CATALYST120. PLEASE DOWNLOAD THE EXCEL TEMPLATE FROM THE ATTACHMENTS SECTION OR FOUND AT QuitTobaccoSD.com.

Applicant must submit their budget using the Budget Worksheet Template. Applicants will download the document, complete, and upload their budget into "Attachments". Applicants **must provide detailed justification for costs** of all activities and stipend requested throughout the workplan.

Budget request guidelines:

- Ancillary Costs may not take up more than 10% of the awarded budget. Ancillary costs can include meeting expenses and educational incentive items.
- Stipends requests must give an approximate number of work hours and will be given at an hourly maximum rate of $23/hour. Justification for a higher stipend can be provided but is not guaranteed to be awarded. If higher stipend is denied by SD-TCP, rate will be altered to the maximum rate.
- Media total will be limited to 50% of applicant's total budget. If over 50%, applicants can provide a justification within Part 7 of the Catalyst120 application.
- In-kind contributions are not required for this RFA but may be included if they clarify a budget request.
- If planning travel for an activity, the proposed budget must use the state mileage rate which can be found at https://bfm.sd.gov/misc/TravelReimbursementMemoFY2025_Update.pdf.

- 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.
- Administration/Salary fees may include time for completing RFA agreement requirements.
    - This includes time of reporting, monthly check-in with assigned SD-TCP contact, and attending four of seven 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 to attend, we will only pay for one attendees' time.
    - Time for work around social media associated RFA activities is limited to 10 hours per quarter.

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. Final award decisions will be determined by the SD DOH.
- Funding will be based on points allocated within this RFA guidance. Past performance of organizations who have previously received SD-TCP funds will be considered when reviewing applications.
- Weight will only be given for the required materials/documents. Additional materials/documents will not be considered as 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 declined for funding upon review.

Reporting Requirements

Awarded recipients will be required to report on the minimum reporting:
1. Set project year's target goals (performance measures) with your assigned SD-TCP contact in Quarter 1.
2. Complete Quarterly Performance Measures, Qualitative Context, and Fiscal Reports in Catalyst120. Reporting schedule is as follows:
    a. Quarter 1 due August 31, 2025
    b. Quarter 2 due November 30, 2025
    c. Quarter 3 due February 28, 2026
    d. Quarter 4 due May 31, 2026
3. Check-in monthly via phone or virtual call with your assigned SD-TCP contact. Emails may be approved for check-in on a case-by-case basis.
4. End of year budget invoicing by May 31, 2026.
5. Success story submission must be completed by May 31, 2026. Submission can occur by using the approved template provided by SD-TCP and uploading into Catalyst120 or doing an interview with a SD-TCP staff member.
6. Invite and host a SD-TCP staff member (preferably assigned contact) to meet stakeholders or see an event taking place at minimum once during the project year. Invites should be made at minimum three weeks in advance.

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.
- 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 and/or receive technical assistance.
- Complete reporting requirements.
- Maintain communication with your assigned SD-TCP staff member.
- Utilize all funds within the specified project period; carryover will not be allowed.
- Hold a tobacco-free policy. If policy is not in place, organization/fiscal agent agrees to implementing a policy within the funded RFA year.
- Not accept funds from any tobacco company or affiliated companies/groups.
- 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 of RFA facilitators or fiscal agents.
- Maintain phone and email capability. Notify the SD-TCP of any changes in contact information.
- 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 logos, and any SD DOH brands are protected and cannot be utilized without the SD-TCP's written permission.
- Agree to circulate the SD-TCP's action alerts and promote events through its members and partners.
- At minimum, the RFA lead person must complete the <u>South Dakota Tobacco Control Orientation Toolkit</u> training. Additional personnel may be required at the discretion of your assigned SD-TCP contact. Upon completion, certificates will be presented once a completion score of 80% or higher is achieved. Awarded recipients will be required to send completed certificate to your assigned SD-TCP contact.
- Work with a school district (if district is utilizing TYCE funds), to take part in the Youth Risk Behavior Survey, Youth Tobacco Survey, or School Health Profiles Survey and submit the necessary forms by the deadline provided if selected.
- At minimum, the RFA facilitator or awarded recipients representative must participate in **four** of the seven webinars in the Best Practices Webinar series.
- Attend the 2026 Tobacco Control Institute (date and location to be determined) by at least **one** representative from awarded recipient organization. If a representative is unavailable, awarded recipients will be required to reach out to their assigned SD-TCP contact for guidance <u>prior</u> to registration deadline.

    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.

- Some commonly asked questions have been compiled and posted already on QuitTobaccoSD titled *Tobacco Control Program RFA Q&A.*
- Questions can be submitted to RFA point of contact. Please indicate in email title "Tobacco Youth & Community Engagement RFA Question". All questions will be compiled and shared periodically on 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
- Website resources such as state, national, and data resources
- List of supported SD-TCP curriculums
- Approved activities guidance
- Quit & Educational Kit Information
- Media guidance and stipulations
- Step-by-step instructions on completing the application within Catalyst120

References

1. Kerkvliet, J., He, T., Rekabdarkolaee, H., & Molengraaf, C. (2024). 2023 South Dakota Youth Tobacco Survey Report [Surveillance Report]. Population Health Evaluation Center, South Dakota State University
2. Centers for Disease Control and Prevention. (2024, December 2) Youth and Tobacco Use. https://www.cdc.gov/tobacco/php/data-statistics/youth-data-tobacco/index.html#print.

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 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.

Point of Contact

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