

South Carolina School Districts 100% Comprehensive Tobacco Free Model Policy Mini-Grant Funding Opportunity

SC DHEC in partnership with SCSBA is offering mini-grant awards to South Carolina school districts that have adopted a 100% comprehensive tobacco free model policy and are working on approved activities/projects, as well as South Carolina school districts that are planning to adopt the 100% comprehensive tobacco free model policy and want to begin or continue their support efforts.

ELIGIBILITY

- Public;
- School affiliated civic group with adult leadership;
- No agencies or organizations represented on the school district team may accept funding or anything of value from any tobacco manufacturer, distributor, or other tobacco-related entities.

AWARD AMOUNT

Maximum award amounts are as follows.

- **\$1,500** for school districts with active student enrollment of less than 5,000;
- **\$3,000** for school districts with active student enrollment of 5,000 or more but less than 10,000;
- **\$5,000** for school districts with active student enrollment of 10,000 and above.

USE OF FUNDS

Mini-grant funding may be used for:

- Supplies and materials;
- Meeting expenses;
- Project related travel;
- Signage promoting a tobacco free school campus to supplement free signs[WCA1];
- Other direct expenses related to the project.

Mini-grant funding may NOT be used for:

- Salaries;
- Capital costs, including construction and renovation;
- Purchasing computers or other equipment;
- Existing operational expenses or deficits;
- Paid advertisements or media promotion;
- Substitution of funds supporting similar purposes;
- Support for local political parties, candidates, partisan political organizations, individuals or “for profit” businesses.

GRANTEE RESPONSIBILITIES

Final Reports

Grantees are required to submit a final report 12 months after the grant award date. This report is a record of the activities conducted with the mini-grant funding and how they met the objectives set forth in your application. Be sure to include a record of the funds expended during the project.

All applicants **must** select **five** of the **seven** categories below for project initiative focus:

- **Signage**
- **Tobacco Outreach and Communication Examples**
- **Teacher training for implementing evidence-based tobacco prevention education**
- **Curricula for implementing evidence-based tobacco prevention education**
- **Promotional materials (pencils, stickers, notepads, rulers, etc....)**
- **Student activities**
- **Community Involvement Activities**

Applicants are encouraged to use as much detail as necessary to complete their application.

SUBMISSION

All applications must be submitted via email to Megan Hicks, Executive Director, South Carolina Tobacco Free Collaborative at megan@smokefreesc.org. Applications **MUST** be received via email in order to be considered for funding. Applications not meeting the above requirements will not be considered for funding.

APPLICATION GUIDELINES AND PROCESS

A complete application contains:

- Cover letter that provides the name of the school and school district, a description of the project, and contact information for the authorizing person at the school;
- Action Plan that provides specifics about activities, strategies, timeline, location, responsible party, and the target audience/group. Describe the role of each participating partner, if any (See attached template);
- Download cover letter and action plan, save to your computer, email as attachment to megan@smokefreesc.org.

AWARD PROCEDURES

Awards are made on a first come first served basis until available funds are exhausted. **Grant award recipients will be notified within two weeks of submitting their application.** Submission of a grant application *does not guarantee* receipt of an award. **Additionally, applications** may not be funded at their requested amount. The grant size may vary by circumstances, need and capability. SC DHEC reserves the right to conduct pre-award interviews, reference checks, and on-site assessments.

Project Information Template

School District Affiliation		County
Applicant Name		Title
Applicant Agency		
Mailing Address		
Primary Contact		Telephone
Fax	Email	Amount of Request
Summary of Grant Request (2-3 sentences)		

Sample Action Plan Template

***Examples in Green*

Category	Activity	Timeline	Lead	Location	Target Audience	Partners	Budget	Justification
Signage	Purchase and install 100% tobacco free school/district signage	10-31-15	Kymburle Sims	Main entrances of the 10 schools and 2 stadiums in the district	Faculty, staff, students, and visitors	SC DHEC Midlands Health Region	\$1,500	12 metal signs @ \$125.00 each
Outreach / Communication	Promote the S.C. Tobacco Quitline (1-800-QUIT-NOW) number through the use of LED signs and posters	Throughout school year	Kymburle Sims	LED signs at sports fields and posters in hallways	Faculty, staff, students, and visitors	SC DHEC Midlands Health Region	Free materials available through SC DHEC	Supplies; travel
	Acknowledge tobacco-related observances throughout the year (i.e. Kick Butts Day, Great American Smokeout, Through with Chew, etc.....)	3/16/16	Kymburle Sims	Announcements; posters; art contest display in hallway; after school clubs; student led events in community	Faculty, staff, students, visitors, and general public	Community organizations	\$300	
		11/19/15	Kymburle Sims					
Teacher Training	Botvin Life Skills Training Science Tobacco & You Towards No Tobacco	Throughout school year	Kymburle Sims	School grounds	Faculty and staff	SC DHEC Midlands Health Region	Free materials available through SC DHEC	
Curricula	Botvin Life Skills Training Science Tobacco & You Towards No Tobacco	Throughout school year	Kymburle Sims	Classroom	Faculty and staff	N/A	\$400	Supplies

Category	Activity	Timeline	Lead	Location	Target Audience	Partners	Budget	Justification
Promotional Materials								
Student Activities	Host a pre-game tobacco-free tailgate party before high school football game	Throughout school year	Kymburle Sims	Football stadium parking lot	Faculty, staff, students, visitors, and general public	SC DHEC Midlands Health Region	\$300	Supplies
	Sponsor a letter writing contest for students thanking local businesses for being smoke-free	Throughout school year	Kymburle Sims	Classroom		Community organizations		
	Host a "Kick-Butts" carnival with anti-smoking game stations	3/16/16	Kymburle Sims	TBA				
Community Involvement Activities	Provide smoking cessation seminars free of charge	Throughout school year	Kymburle Sims	Locations in community TBA	General public	Community organizations	\$300	Supplies
	Community pledge wall - create a space for students, faculty, staff and community members to sign a tobacco-free pledge	Throughout school year	Kymburle Sims					