

FY 17 Community Tobacco Education Program

Baltimore County Department of Health
Bureau of Behavioral Health
6401 York Road, Third Floor
Baltimore, MD 21212

INTRODUCTION

The Baltimore County Department of Health (BCDH), Bureau of Behavioral Health, is pleased to announce the availability of FY 2017 community funding from the Maryland Cigarette Restitution Fund Tobacco Use Prevention and Cessation Program. This funding supports community-based, faith-based, and youth programs to provide educational programming that focuses on tobacco prevention and education, promoting cessation, eliminating exposure to secondhand smoke, identifying/eliminating tobacco use related disparities, as well as e-cigarette awareness and education.

Tobacco use among Baltimore County adults and youth remains a serious public health issue. The Monitoring Changing Tobacco Use Behaviors: 2000-2014 Legislative Report revealed over 15% of Baltimore County High School youth reported current use of any type of tobacco product. In addition, reportedly, 22% of Baltimore County adults are current tobacco users, which is higher than the state rate of 19%. Furthermore, each day in the U.S., more than 3,200 youth aged 18 years or younger smoke their first cigarette. Unfortunately, 5.6 million of today's youth under 18 are expected to die prematurely from smoking related causes. Moreover, use of e-cigarettes among Baltimore County High School students is extremely high at 19.7% and 7.9% for middle school students. Exposure to secondhand smoke presents serious health consequences for non-smokers. Data indicate that exposure to secondhand smoke results in over 41,000 deaths in adult non-smokers each year. More than 40% of children who visit the emergency room for severe asthma attacks live with a smoker. In Baltimore County 26.6% of households contain a resident adult smoker and minor children.

PROGRAM OBJECTIVES

The Baltimore County Department of Health, Bureau of Behavioral Health is accepting applications from Community and Faith-Based Organizations and Youth Groups to conduct tobacco education programs in community settings. Preference will be given to proposals that are comprehensive, provide multiple activities and address at least two of the following objectives:

1. Preventing the initiation of tobacco use among youth and young adults.
2. Promoting quitting among youth and adults and increasing the awareness of cessation resources.
3. Raising community awareness of tobacco use as a public health issue.
4. Providing education to the community about the health consequences of tobacco use and second-hand smoke.
5. Providing education to the community about the risks associated with e-cigarette use.

In order to receive the Community Tobacco Education Funding, the following must be adhered to:

REQUIREMENTS AND CONDITIONS OF AWARD

1. Expenditures/payment for organization staff to administer the program may not exceed 20% of the total award.
2. Refreshment costs may not exceed 10% of the total award. Refreshments may only be purchased for the actual program activities (i.e., not planning meetings or staff lunches).
3. Progress Reports must be submitted when requesting second and final disbursement of funds.
4. Speakers/Presenters/Consultants must be from an external organization other than the one applying for funds. Speakers/Presenters/Consultants, must provide a resume with indicated knowledge and experience of Health Education/Tobacco Education. All paid Speakers/Presenters/Consultants must be pre-approved by Baltimore County Department of Health (BCDH).
5. Supplies needed for operation of program must be used for Tobacco Education/Awareness programming. All flyers/solicitation must discuss Tobacco Programming that includes a Tobacco Awareness message or information about a Tobacco Related Event/Activity.
6. Incentives/Prizes must include a Tobacco Education/Awareness message specific to the programming discussed in the application. If able, include, "Funding made possible by Cigarette Restitution Fund." Prior to purchase, all proofs must be submitted to BCDH for pre-approval.
7. A representative from the funded organization must attend bi-monthly (November-May) meetings of the Tobacco Free Baltimore County Coalition. Dates of meetings: TBD . Location: TBD .
8. A Final Report accompanied by the Demographic Summary of program activities as well as the Summary of Expenditures for all funds associated with this award must be submitted within TWO weeks of program completion.
9. Only itemized receipts for expenditures may be submitted. Original receipts are required. All receipts must be legible with date and time of purchase.
10. Invoices will not be accepted as proof of purchase without proof of payment and check clearance or credit card statement.
11. Documentation of expenditures to all individuals must be a copy of the front and back of the check, indicating proof of deposit.
12. All unspent funds must be returned by check made payable to "Baltimore County, Maryland" by July 14, 2017.
13. Any changes to your original application must be approved by BCDH before implementation.
14. All funds must be spent by June 30, 2017. Original receipts of Final Expenditures must be received by July 14, 2017.

FUNDING/DEADLINES

Funding amounts are available up to \$3,500. **Funds for this project are limited. Applications will be accepted up to November 1, 2016, and will be reviewed and awarded pending availability of funds at the time of submission.**

CHECKLIST FOR SUBMISSION

The following five items must be included with application:

- Application Cover Page
- Application Narrative
- Application Budget
- W-9 Form
- Conditions of Award

DISBURSEMENT OF FUNDS

For funds to be disbursed, an invoice is required, preferably on organization letterhead. BCDH staff can assist with additional details. The disbursement process can take up to 4 weeks, please allow ample time for funding to be received when program planning.

1. Upon approval of the application, the organization may request 50% of the proposed budget for program planning and implementation.
2. After utilization of the initial 50%, the organization must submit a program progress report and documentation of funds spent (e.g., proof of payment/itemized receipts). A request for an additional 30% of the proposed budget can then be requested.
3. The final 20% of funding may be requested upon submission of proof of payment/itemized receipts of the 30% distributed in step 2, along with a program progress report.

ELIGIBILITY CRITERIA

Funding is available to all Community, Faith-Based and Youth organizations within Baltimore County, *excluding educational institutions*. Proposals will be evaluated and selected by criteria that are most advantageous to the County (e.g., populations to be served, numbers to be reached, activities conducted in multiple locations).

Each funding application will be reviewed for eligibility based on the following criteria:

- Programs which are comprehensive and multi-faceted.
- Community Tobacco Education program is clearly described and the applicant demonstrates understanding and/or experience in addressing tobacco issues.
- Proposed Community Tobacco Education program is relevant for the target population.
- Activity proposed incorporates evidence-based/best practices, or research findings (BCDH can assist with exploration of curriculum or updated statistical information).
- Items requested in the budget are necessary for the program.

FINAL REPORT

- **The total amount approved for programming must be spent by June 30, 2017.**
- **All program activities must be completed by June 30, 2017.**
- A Final Report is due by July 14, 2017.
- A Demographic Summary of program activities as well as a Summary of Expenditures and original receipts for all funds associated with this award must be submitted by July 14, 2017. These forms will be sent at the time of grant approval notification
- Original receipts are due along with the Final Report. **Receipts must show proof of payment**, to support invoice. All expenditures require submission of itemized receipts. This includes stipends.
- Unspent funds must be returned with the Final Report. Checks should be made payable to “Baltimore County, Maryland.”

Application Cover Page

Organization Information	
Name:	
Street Address:	
City:	
State:	
Zip:	
Primary Contact Person	
Name:	
Title:	
Email Address:	
Telephone Number:	
Fax Number:	
Total Funds Requested In This Application:	
Anticipated Number of Individuals to be Reached:	
Signature: Organization agrees to adhere to all Requirements and Conditions of Award	
***** FOR DEPARTMENT OF HEALTH ONLY *****	
Date Application Received:	
Date Approved/Disapproved:	Funded Amount: \$
Date of Completion:	

APPLICATION NARRATIVE

1. Identify the individuals in the organization who will administer the program and what experience they have in providing health education/outreach regarding tobacco.

2. Identify outside speakers/presenter/consultants who will be compensated through this program. Provide the qualifications of these individuals. (Prior to funding, resumes must be submitted to BCDH for approval).

3. Provide a detailed description of the proposed program - outlining how the program activities will address the objectives listed under Program Objectives.

4. Describe the target population. Preference will be given to applicants who plan to reach disparate populations such as *youth, medically underserved, mental health disorder clients, substance use disorder clients, low income/low educated, and minorities.*

5. Provide performance measures such as the number of programs or activities proposed and the number of people expected to be reached. Include how you plan to track attendance, gender, and race/ethnicity at each program or activity. *Examples include sign in logs, tick sheets, or registration forms.*

6. Discuss how the proposed activities reflect evidence-based, best practices, or research findings.

7. Describe any evaluation component planned for the program or activity. *Examples include a pre/post-test, evaluation survey, etc.*

8. Provide a statement of the organizations commitment to send a representative to the Tobacco Free Baltimore County Coalition meetings.

9. Provide an Application Budget. Use the enclosed form.

APPLICATION BUDGET

Budget items by category, with specific costs of expenses proposed. Not all of these may be necessary depending on the program proposal.

Item	Proposed Cost	Detailed Description
Operational Supplies Paper, ink, postage, etc., all need to be used solely for Tobacco Education Programming		
Educational Materials Curriculum, Interactive Displays		
Refreshments To be used solely during programming events, not planning meetings or staff lunches	May not exceed 10% of total award	
Advertising Radio, newspaper, etc.		
Speakers/Presenters/Consultants Must be Professionals, skilled/trained in Tobacco Education/Programming. Resumes required and must be pre-approved.		
Incentives/Prizes Must have a Tobacco Education message related to programming. Also must be pre-approved by BCHD Staff once quote is received.		
Printing/Promotional Materials MUST have Tobacco Education message related to programming and/or message "Funding made possible by Cigarette Restitution Fund"		
Administrative Costs Staff from organization who administers programming, is not the same as a Consultant.	May not exceed 20% of total award	
Other		
Other		

Submit Application Forms to:

Amy Baumier
 Baltimore County Department of Health
 Bureau of Behavioral Health, Tobacco Program
 6401 York Road, Third floor
 Baltimore, MD 21212