

Vermont Tobacco-Free College Campus Initiative

Mini-Grant Program Guidelines

Open application period January 2018 through April 2019: grant awards available to cover work implemented January 2018 through June 2019. No new applications will be accepted after April 30, 2019.

Thank you for your interest in support from the Vermont Tobacco-Free Campus Initiative (TFCCI) Program supported by the Vermont Department of Health. Below you will find detailed information on the grant award opportunities, requirements, key dates, and grant application process. Please read these instructions carefully before applying, and reach out anytime with questions to the Tobacco Free College Campus Initiative Coordinator Mariah Sanderson at Mariah@burlingtonpartnership.org.

Overview

While we have made great steps in the US and Vermont to reduce smoking rates and secondhand smoke exposure, tobacco use is still the leading cause of preventable death in the US, with 480,000 deaths each year. Of the roughly 20 million college and university students in the United States, more than 1 million are projected to die prematurely from cigarette smoking.¹ However, only 1 % of smokers pick up the habit after the age of 26², underscoring the importance of supporting those in the young adult age group with effective prevention and cessation efforts in their learning environments.

To address this issue, the Vermont Department of Health launched the Tobacco-Free College Campus Initiative (TFCCI) in 2012, to accelerate and expand the adoption and implementation of 100% smoke- and tobacco-free policies on college and university campus in Vermont. The initiative helps individuals and institutions: examine the benefits of tobacco-free or smoke-free campus policies; connect to resources and examples from across the country and within our state; and encourage campuses to join the movement in Vermont. As a result, there are now 9 colleges or universities in Vermont that have a 100% Tobacco-free campus or are scheduled to implement a policy change by July, 2018.

A smoke- and tobacco-free campus:

- Creates a healthier environment for students, faculty, staff and visitors
- Supports tobacco users who are trying to quit and helps those who have quit remain tobacco free
- Reduces the number of new tobacco users by promoting the social norm of a smoke- and tobacco-free environment

¹ <http://nces.ed.gov/fastfacts/display.asp?id=98>; <http://www.ttac.org/services/college/facts/negativeeffects.html>

² U.S. Surgeon General Report, 2012 & 2014

In addition to the financial support provided through this grant, awardees will receive access to technical assistance from our Tobacco Free College Campus Initiative Coordinator throughout the policy planning and implementation process.

Who May Apply

- ❖ We will accept applications from institutions of higher learning or Vermont Department of Health Tobacco Control Prevention grantees located in **Vermont only**.
- ❖ Funding is available to support work on public or private, non-profit, higher secondary education campuses in Vermont, accredited by a nationally recognized accrediting agency.
- ❖ Institutions with full or partial smoke- and/or tobacco-free policies and those without any policy are eligible to apply. Examples:
 - If your college/university currently does not have a smoke-free policy or your college has less than a 100% smoke-free policy (for example, smoking is prohibited in buildings but permitted in designated areas on campus), you may apply for funds to support the advocacy, adoption, and implementation of a 100% smoke-free policy or 100% tobacco-free policy or efforts to move your campus in that direction.
 - If your college/university currently has a 100% smoke-free policy and you want to strengthen it to include other products such as smokeless tobacco, snus, e-cigarettes, etc., you may apply for funds to support the advocacy, adoption, and implementation of a 100% tobacco-free policy or efforts to move your campus in that direction.
 - If your college college/university campus has a 100% smoke-free or tobacco-free policy that is not being implemented to its full potential, you may apply for funds to strengthen support, implementation, or enforcement of the current policy.
- ❖ Any official entity – department, administrative unit, sanctioned group or club (e.g. Student Government Association, Relay for Life Chapters), etc. – within a college/university may apply with authorization of the college administration. For example, the President’s Office, Nursing Department, college health center, facilities management department, student government or other student organizations may apply. However, **applicants are required to provide a signature from an authorized representative of the college administration for the application.**
- ❖ All applicants must identify a project lead. It is strongly recommended that the project lead be a member of the college faculty or staff. Students may serve as project leads however it is not recommended and the applicant must identify an additional college staff or faculty person who will be financially responsible for the grant award monies.

- ❖ Applicants will be asked to identify any other funding that is supporting their tobacco or smoke-free campus policy work (e.g. additional grant funding, financial support from a local coalition or organization, private donations). Priority will be given to applicants not receiving additional funding sources.

Other Important Award Details:

Eligible applications will be accepted anytime January 2018 through April 2019.

Applications will be reviewed as they are received and applicants will be notified of award announcements within 30 days.

Applications should cover funding to support work implemented any time between January 2018 through June 2019. No new applications will be accepted after April 30, 2019.

Applicants may request funding for any amount up to \$2000. TFCCI Mini-Grants are awarded on a first-come, first-serve basis. You will be notified if the funding is no longer available.

Reporting: Grantees will be required to submit a final progress report and final financial expense report (reporting templates will be provided) on July 15, 2019.

Submitted applications must include:

- Completed "General Grant Information" page
- Project Activity Timeline
- Budget
- Current W-9 for the applying college, university, or tobacco control grantee

Please submit all application components by email to:

Mariah Sanderson

Vermont Tobacco-Free College Campus Initiative Coordinator

Mariah@burlingtonpartnership.org

We want Vermont colleges to apply for this funding opportunity! Please reach out with any questions or support with your application to Mariah Sanderson at Mariah@burlingtonpartnership.org or (802) 652-0997. She can help guide you and make recommendations for project activities to meet the needs of your unique campus.

Additional Resources:

Vermont Tobacco Free College Campus Initiative – tobaccofreecampusvt.org

National Tobacco Free College Campus Initiative – tobaccofreecampus.org

Americans for Nonsmokers' Rights model college policies:

- Smoke-free campus policy - no-smoke.org/pdf/modeluniversitypolicy.pdf

- [Tobacco-free campus policy - no-smoke.org/pdf/modeluniversitytobaccofreepolicy.pdf](http://no-smoke.org/pdf/modeluniversitytobaccofreepolicy.pdf)

Project Goals and Elements

TFCCI grants will support efforts to advocate for, adopt, and/or implement a 100% smoke-free or 100% tobacco free policy at your institution of higher learning. Grantees are not necessarily expected to adopt a policy within the grant period, since it can sometimes take longer to achieve the ultimate policy goal; however, your Activity Timeline should indicate activities that move the campus closer to a 100% tobacco-free campus policy.

Project elements to consider:

To ensure a strong foundation for your policy adoption, it is recommended that your proposal include activities that are focused on one or more of the five core project elements listed below. It is okay if your campus is not ready to implement all of the five elements.

1. **Forming a college taskforce** with broad representation of the campus including students, staff, faculty, and administration. The purpose of the taskforce is to spearhead the smoke-free or tobacco-free campus project and carry out project activities including policy development. You may want to consider including credible sources and spokespeople on the campus; leaders who can make policy decisions; and those who will oversee enforcement; and smokers themselves. This may include student leadership; campus health center/wellness center staff; environmental health & safety; campus safety/security; human resources; facilities/maintenance/grounds; student services; President's office; faculty (nursing, health, etc.).
2. **Assessing tobacco-related issues** including behavior, attitudes and support among students, faculty and staff. Understanding the nature of the problem is the first step in any policy process. We can help by providing survey examples that could be conducted at your college.
3. **Educating and engaging students, staff, faculty, and decision-makers on the need for and benefits of a 100% smoke-free or tobacco-free policy** and secure their support. Educational and engagement strategies could include: presentations to student groups, open forums for public comment, social media, social marketing campaigns, earned media, letters of support, petitions, etc.
4. **Identifying a plan to address tobacco cessation** for those students, faculty, and staff who are interested in quitting. Sample activities include promotion of the free Vermont cessation services provided by 802Quits (802quits.org) or referral to existing, local services.
5. **Developing a policy recommendation for a 100% smoke-free or 100% tobacco-free policy to present to key decision-makers.** The policy should be campus-wide, affecting all areas of the college campus. A strong policy addresses implementation and compliance issues.

Budget and Use of Funds

Applicants may request funding up to \$2000 that must be awarded and spent in the grant period outlined. TFCCI Mini-Grants are awarded on a first-come, first-serve basis. You will be notified if the funding is no longer available.

The final grant award amount will be determined by the Vermont Department of Health and the TFCCI Coordinator and will depend on the strength of the application, the size of the institution, and the availability of funds.

Funds requested must support activities related to the program development, implementation, and coordination of the proposed project.

Allowable project-related costs include:

- Personnel costs - including staff time or stipends for student interns
- Costs associated with the development, creation, and printing of educational and marketing materials or smoke-free/tobacco-free policy signage
- Meeting expenses including food, room rental, AV equipment, etc.
- Incentives for survey/research participation
- Project Supplies (such as pencils, buttons, t-shirts, and squeeze balls to promote a smoke- or tobacco-free environment or the new policy)
- Photocopying and printing costs
- Postage
- Office supplies

Unallowable project-related costs include:

- Indirect or overhead costs
- Capital expenditures
- Equipment expenses
- Clinical treatment including Nicotine Replacement Therapy (NRT) and pharmaceuticals
- Political activities or lobbying