



CALIFORNIA RURAL INDIAN HEALTH BOARD, INC.

4400 Auburn Blvd., Sacramento, CA 95841

Phone: 916-929-9761 • Fax: 916-929-7246 • crihb.org

## **Request for Proposal**

### **California Indian Tobacco Education (CITE) Community Mini-Grant Program**

Addressing commercial tobacco use through policy, system, and environmental change to promote the good health and wellness in tribal communities throughout California.

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#### **Important Dates**

Project Period: February 12, 2016 – August 16, 2016

Funding Announcement Release: January 4, 2016

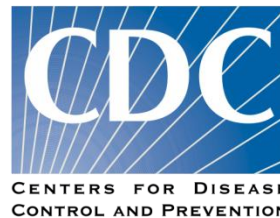
Application Deadline: January 21, 2016

Notification of Funding: February 12, 2016

Final Report Due: August 31, 2016

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Funded by the Center for Disease Control and Prevention. Grant #6 NU58DP005432-02-01



## **Summary**

Thank you for your interest in the California Indian Tobacco Education (CITE) Mini-Grant Program. Mini-grants are intended to foster the process of bringing together a broad-based group of community leaders and members to discuss local tobacco issues, explore data and indicators, set priorities and implement action strategies. This mini-grant funding has been made available as part of a California Rural Indian Health Board, Inc. (CRIHB) grant funded by the Centers for Disease Control and Prevention (CDC). The goal of the CITE program is to prevent commercial tobacco abuse among American Indians and protect tribal members from secondhand smoke through a holistic approach.

Mini-grant funds for the CITE project during FY 2015/2016 have been allocated for tribes to implement and evaluate projects that propose a combination of effective, community chosen and culturally adapted policies, systems, and environmental changes to address commercial tobacco use by educating tribal members and leaders about the burden of commercial tobacco abuse on members and the economy, reducing secondhand smoke exposure through commercial tobacco policy implementation, reducing exposure to commercial tobacco advertising, and/or increasing utilization of the California Smokers Helpline. The maximum award is \$8,000.

## **CITE REQUIREMENTS:**

### **I. Eligibility**

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Applicants must:

- Be a tribe or tribal health agency within the state of California.
- Be seeking funding to support the tribe's tobacco education and policy activities.
- Have sufficient capacity and resources to complete the planned project activities within the project timeframe.

The applicant submitting a completed application will be notified of the award on February 12, 2016.

### **II. Project Period**

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Applications are due on or before January 21, 2016. The project period to complete activities outlined in Section V is February 12, 2016 – August 16, 2016. Funded activities must be completed by **August 16, 2016**. Activities should not begin until an agreement has been completed.

### **III. Available Funding**

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The maximum award is \$8,000 for any single tribe or tribal health agency. The minimum award is \$2,500.

After a program is officially notified of funding, 50% of the award will be given upfront and the remaining award will be reimbursed upon submission of a final report along with all required documentation (e.g. invoice, required data, and activity reports). All mini-grant funds are required to be requested and invoiced by the date noted in the Mini-grant Fund Agreement. We encourage applicants to apply early. Up to five awards will be available through this funding.

### **IV. Project Activities**

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The mini-grant program objective is to support tribes throughout California in decreasing the amount of exposure to commercial tobacco and secondhand smoke through education, awareness, environmental and system changes, and policy implementation. Mini-grants will be awarded to support the activities listed below. These activities are intended to be carried out in regular communication with the CRIHB Health Education Specialists and Evaluator.

- **Expand the reach of the CDC TIPS media campaign or other federal tobacco education campaigns, Surgeon General Reports, and other tobacco related science/evidence-based publications among tribal members.**
- **Inform tribal leaders, decision makers, and tribal communities about the burden of commercial tobacco use to their tribal members and tribal economy.**
- **Implement evidence-based, culturally relevant interventions that increase the number of AI/AN protected from secondhand commercial tobacco smoke as the result of implementation of commercial tobacco-free policies.**
- **Implement evidence-based, culturally appropriate tribal interventions that decrease AI/AN exposure to commercial tobacco marketing and availability of commercial tobacco products.**

Project examples include but are not limited to developing a tribal TIPS Campaign, signage to make members aware of current commercial tobacco-free policies, assessing the burden of commercial tobacco use and secondhand smoke exposure on the community, banning commercial tobacco sponsorship of activities, developing smokefree housing, developing smokefree recreation areas, and ensuring tribal tobacco sales, advertising, and policies are compliant with federal regulations.

### **V. Project Requirements**

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Each funded tribe or tribal health agency will be required to do the following:

- Adhere to reporting requirements;
- Identify leadership and staff support;
- Develop appropriate processes to carry out action steps;
- Complete the activities indicated in the grant proposal, and as planned in the project work plan; and
- Commit to the requirements of the mini-grant program, including adhering to timelines and providing the appropriate deliverables.

## **VI. Required Reporting and Deliverables**

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Reimbursement requirements include a signed invoice and activity documentation. Submission of these documents shall be submitted to CITE staff.

- Documentation developed through use of grant funds (e.g. policies, environmental changes, TIPS videos, publications);
- Final deliverable will be based on proposed project. CITE Staff and Evaluator will collaborate with the grantee to determine final deliverable within two weeks of funding notice; and
- Final report – due August 31, 2016.

## **VII. Review Criteria**

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All proposals will be reviewed by a selection committee comprising of staff from a variety of CRIHB Departments. Individual comments on applications will not be provided. Proposals will be rated based on the following criteria:

- The degree to which the proposal activities meet all RFP requirements;
- The feasibility of achieving project objectives within the estimated schedule and budget; and
- The demonstrated willingness of the applicant to complete all project activities within the time allotted.

## **VIII. Contact Information**

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The California Rural Indian Health Board, Inc. is the lead agency for this project. The Department of Research and Public Health will administer and manage this project. Responsible staff at CRIHB:

Chris Cooper  
 Health Education Specialist II  
 Email: [chris.cooper@crihb.org](mailto:chris.cooper@crihb.org)  
 Office: 916-929-9761 x1505

## **IX. How to Apply**

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The completed application must be received by January 21, 2016. Application should be submitted to CRIHB via email (chris.cooper@crihb.org), or fax to Chris's attention at 916-263-0207.

**Please indicate in the subject line of your email:** Proposal for California Indian Tobacco Education Mini-Grant from (name of tribe/health agency).

The proposal narrative must be responsive to this RFP.

**Application Sections: All application sections are provided in the enclosed attachments. Please use the attachments for your application.**

### **Attachment A: CITE Mini-Grant Application**

**Cover Page:** Provide contact information, official project contact, and project lead.

**A. Problem Statement:** Provide a short overview of commercial tobacco use in your community, and how it relates to the burden of chronic disease in your community .

**B. Organizational Capacity:** Describe adequate staffing and experience to carry out the project. Include the systems and methods for financial reporting, budget management, and administration. Outline who will have day-to-day responsibility for key tasks such as: leadership of the project; monitoring of the project's on-going progress; preparation of reports; program evaluation, etc. Describe roles and responsibilities of existing and/or proposed partnerships in addressing tobacco issues.

**C. Budget:** A detailed budget for CITE funds is required. See X. Budget for more information.

**D. Authorizing Signature:** Individual authorized to request funds and enter into contract.

### **Attachment B: CITE Mini-Grant Workplan**

**Workplan:** Workplan to include a Policy, Systems, and Environment (PSE) goal; target population; Number of people reached; objectives; activities; timelines, deadlines, and benchmarks; staff; long term and short term outcomes, partnerships and resources; and evaluation tracking measures. A sample workplan is provided.

### **Attachment C: Sample Cite Mini Grant Workplan- Sample Only**

### **Attachment D. CITE Mini-Grantee Outcomes and Evaluation**

**Instructions:** Use instructions for guidance to complete the attachment.

**Name:** Tribe or Tribal Health Agency.

**Coverage Area:** Community.

**A. Outcomes:** Identify the outcomes that are being implemented by mini-grant.

**B. Evaluation Activities:** Describe the grantee's evaluation activities.

**C. Evaluation Methods:** Describe the types of evaluation (e.g. process, outcome) and available data sources that will be used to demonstrate the effectiveness of planned interventions and activities related to outcomes. Identify the key evaluation questions to address planned interventions, activities, and strategies, and how evaluation findings will be used for continuous local program and quality improvement.

## **X. Budget**

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A detailed budget for CITE funds is required. Grant funds may **not** be used to substitute for or replace funds already allocated or spent for the same activity. Grant funds may be used for project staff salaries, supplies, project-related travel, and other direct expenses related to tobacco activities. Funds may be used for activities such as:

- Meeting expenses (i.e. room rental, food for meetings convened over mealtime, materials for meetings).
- Conducting a community survey, community focus groups or forums, community meetings, interviews, if desired.
- Travel to attend trainings to receive technical assistance on conducting a community health needs assessment / developing a community health improvement plan.
- Publication of Tobacco Education Materials.

The mini-grant funds will be distributed as 50% of the award amount will be upfront after the executed mini-grant agreement/contract has been received at the CRIHB Office. Final payment will be distributed after CRIHB receives and reviews mini-grant final report from grantee including all required documentation (final report, invoice, implemented policies, publications made, data) within thirty days after completion of mini-grant project.

## **XI. Funding Limitations**

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All deliverables, including documents resulting from grant activities (e.g. policies, survey results, education tools) must be developed during the grant period. Grant funds may **not** be used for clinical services, purchase of furniture or equipment, to construct or renovate facilities, for lobbying, or for travel unrelated to the project.