



**TOBACCO FREE KANSAS**  
COALITION



**TASK TOBACCO-USE PREVENTION**  
**Project for Kansas Youth**  
**February – April 2011**  
Mini Grant Application Form

Financial support for this program is provided by the **Kansas Health Foundation**.

**TASK** is the youth-led movement in Kansas to promote tobacco free teens and unite communities to create one strong voice standing against the tobacco industry. Tobacco Free Kansas Coalition announces another opportunity to expand youth-led efforts for Kansas teens to design and implement tobacco prevention projects that can help young people avoid the addiction to tobacco products that causes widespread disease and death.

**What:** Mini Grants of up to \$1,250 are awarded on a competitive basis to youth group applicants who submit proposals for creative, youth-led media projects and other tobacco prevention activities that focus on protecting themselves and their peers from experimenting with and becoming addicted to cigarettes and tobacco products. Youth group grantees will become new TASK Companies.

**Who:** Youth groups of 8 to 18-year olds from Kansas may apply for grants by 1) submitting a well designed application, 2) including an adult sponsor to assist with their efforts, and 3) designating an organization that can receive, monitor and distribute grant funds expenditures.

**When:**

- Mail, fax or email your grant application (with signatures) by close of business by **Jan. 10' 2011**. Note: emailed versions must have scanned signatures on the applications.
- Grant awards are announced by Jan. 28, 2011.
- Grant activities take place between February 1<sup>st</sup> and April 30<sup>th</sup> 2011.
- Successful applicants will submit a final report and copies of all media by May 31' 2011.

**Why:** Currently 17.1% of Kansas youth say they smoke. Kansas studies show most adult smokers began using cigarettes as teens. This grant project has Kansas teens designing their own youth-led projects to help at-risk youth avoid addiction to tobacco and also to identify and counter the influence tobacco has in their communities. These mini-grants also support the expansion of TASK, the statewide network of teens working to help their peers remain tobacco free.

**Special Consideration:** One objective of this program is to increase the number of tobacco free schools and unified school districts as a way of helping Kansas youth grow up tobacco free.

**Need More Help?** Requests for assistance in developing grant proposals should be addressed to:

Erica Anderson, Adult and Youth Community Outreach Coordinator  
[eanderson@tobaccofreekansas.org](mailto:eanderson@tobaccofreekansas.org)

Mary Jayne Hellebust, Executive Director  
[mjhellebust@tobaccofreekansas.org](mailto:mjhellebust@tobaccofreekansas.org)  
Tobacco Free Kansas Coalition  
5375 SW 7<sup>th</sup> Street, Suite 100  
Topeka, Kansas 66606  
785-272-8396 Fax 785-272-5870

Additional applications are available on the Kansas TASK and Tobacco Free Kansas websites; [www.kstask.org](http://www.kstask.org), [www.tobaccofreekansas.org](http://www.tobaccofreekansas.org). You can also become a fan of [Kansas TASK on Facebook](#) and connect with other individuals involved in the state.



Mini Grant Application

1. Name of youth group: \_\_\_\_\_ County: \_\_\_\_\_

2. Name of youth contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_

Signature: \_\_\_\_\_

3. Name of adult sponsor: \_\_\_\_\_ Organization: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email and Phone: \_\_\_\_\_

Alternative Contact \_\_\_\_\_ Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

**Sponsor**

Signature: \_\_\_\_\_

**Fiscal agency** (The organization that will manage the funds for the grant. Example: SADD chapter may be awarded the grant, but the award check is made out to the school district.)  
\_\_\_\_\_

4. Name of Financial officer: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email address: \_\_\_\_\_ Fax #: \_\_\_\_\_

Signature: \_\_\_\_\_

4. Please indicate who should receive grant correspondence: \_\_\_\_\_

5. How did you hear about this RFP? \_\_\_\_\_

7. Does your school have a tobacco free school grounds policy for students, staff and visitors? Yes  No



Mini Grant Application Narrative and Outline

**Applicants:** Please answer the following questions as to how they relate to your grant request. This narrative proposal and the outline on the following page should be typed with not more than five pages. Youth must participate in the preparation of this narrative description to demonstrate that these are “youth-led” project(s). Note that development of at least three media products (e.g. Video, Television or radio PSA, Posters, Bulletin Boards, Drama, Power Point, Poetry Contest, etc.) needs to be a significant part of the proposal. The activities/events and media products are not limited to any one type of tobacco product (cigarettes, smokeless tobacco, pipes, cigars, etc.) Youth should to decide what tobacco use issues need to be addressed in their community and particularly among their peer groups. Projects that cover the majority of the grant time frame will be given priority over a one-day event that does not have follow-up potential or significant preparation time.

1. What do you want to accomplish as the result of your project? What is your goal(s)? (2-3 sentences)

2. How will you know that you have met the goal(s) set out for your project? (2-3 sentences)

3. What are the names of the active members for the youth group/coalition? (A core group of five members is required to begin the project.)

**Outline of Activities/Events:** Please list each activity/event separately (planning and preparation time does not need to be included)

<b>Activity</b> What are the main activities/ events you will be doing?	<b>Description</b> What will your primary focus for this activity/event be? (e.g. education, recruitment of members, awareness)	<b>Who</b> Who will be facilitating the activity? List individuals or organizations assisting with the event/activity.	<b>Target Population</b> Include location, approximate number of participants and age	<b>Start and End Dates</b>	<b>Media Products</b> This can be the primary activity and/or part of capturing, promoting or recording other activities/events.	<b>Evaluation Method (e.g. survey, interview, focus group, narrative summary)</b>
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**EXAMPLE**

Educational presentation to on the importance of tobacco free school grounds polices.	Our primary focus will be to educate students and community people on the health and prevention benefits that occur when tobacco free campus policies are in place.	Three TASK members will due the actual presentation, but all members will help with organizing the facts and putting together the presentation. We will get help from KDHE for the latest statistics and facts.	Community forum at XYZ high school with approximately 50 participants' age range from 12 years old and up	2/15 2/15	Video taping of presentation to be edited and available on TASK facebook page Press release announcing event	We will follow up the presentation by a random selection of 20% of the attendees by asking them to complete a short survey. We will also have a focus group for the TASK members to discuss the event.
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Mini Grant Budget Form

Under each category of expenditures, itemize the type and cost of components you plan on using in your project. Provide a brief explanation for the need for the item and how it will be used in your project. Funds may not be used to purchase equipment such as computers, digital or video cameras. Funding up to \$1,250 may be requested. However, grants are awarded competitively, and funding may be allocated at lesser amounts depending on the scope of the project. Youth groups may also ask for lesser amounts.

Category	Total
<b>Educational Items</b> <i>not to exceed 15% of budget</i>	
<b>Promotional Items</b> <i>Possible giveaways or advertising pieces for the youth members- list what will be given away.</i>	
<b>T-Shirts, bags, hats to identify youth members</b>	
<b>Media</b> <i>Possible cost of supplies for posters, ads, flyers, printing of photos, paying for ads to be run or displayed, etc.</i>	
<b>Travel</b> <i>Training or going to events. (Allocate \$100 for TASK regional trainings that require the attendance of at least two of your TASK youth members.)</i>	
<b>Food</b> <i>As part of planning/implementation meetings: not to exceed 10% of the budget</i>	
<b>Stipends</b> <i>Nominal fees for youth participants or for adult sponsor not to exceed 10% of budget.</i>	
<b>Other (could be cooperative efforts or speaker fee)</b> <i>Explain fully</i>	



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**Total Budget for Project  
(up to \$1,250)**



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Past Project Examples

**Although a variety of youth-led activities can be set up for this mini-grant, each project must also include the design and development of at least three media products that can be shared with the community and with other youth groups. These products could be print media (including local newspapers or magazines), radio or electronic public service announcements, including television or Internet video; Power Point presentations, contest materials, blogs, online groups and other social networking systems, etc. Here are some sample ideas for tobacco prevention projects.**

- Organize a short film contest with a tobacco free theme.
- Organize a tobacco-free day for a specific event in your community or at a specific place and advertise the effort.
- Develop a resolution with a tobacco-free teen message for presentation to your local city council or commission, your county commission, your school board, a PTA group, or local citizens' group and arrange for the presentation to be videotaped and presented in other venues.
- Organize a series of flash mobs—and ensure that you have media coverage. (A flash mob is a large group of people who assemble quickly in a public place, perform an unusual action for a brief time, and then quickly disperse.)
- Work with wellness or prevention coalitions on projects related to ensuring that the new Food and Drug Administration regulations on labeling and sales of tobacco products are being followed.
- Organize a parent/teen meeting in the community to discuss spit tobacco use or smoking by young people and the ways that youth are fighting back. Get the newspaper to report on the meeting. Invite local residents and policy makers to come to the meeting.
- Develop a tobacco free script for a radio public service announcement and work with local radio stations to have it aired.
- Develop a series of newspaper ads with a tobacco-free message for either the local paper or your school paper.
- Prepare an educational presentation on the youth tobacco prevention project for a series of community forums, town hall meetings, school assemblies, PTO organizations, local youth groups, and church assemblies.
- Arrange panel discussions or dramatic presentations to air on school news channels or at a school-wide event. (e.g. Kick Butts Day, Great American Smokeout, World No Tobacco Day)
- Work with local health department and prevention agencies to set up tobacco-free informational events/activities associated with community health or tobacco-free days
- Develop video/photo materials for placing on Facebook, MySpace, YouTube, or other social networking systems, including Flickr, blogs, AIM icons, widgets and other logos.



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General Information

**Mail, fax, or email proposal TO:**

**Hard copy of fax or email proposals must be received by  
January 12<sup>th</sup>, 2011.**

Tobacco Free Kansas Coalition  
5375 SW 7<sup>th</sup> Street, Ste. 100  
Topeka, KS 66606  
[eanderson@tobaccofreekansas.org](mailto:eanderson@tobaccofreekansas.org)  
Fax 785-272-5870

<b>Application Proposal Due Date</b>	<b>Jan. 10<sup>th</sup>, 2011</b>
<b>Grant Announced/Awarded</b>	<b>Jan. 28<sup>th</sup>, 2011</b>
<b>Activities should take place sometime between February and April 2011.</b>	
<b>End of Project Date</b>	<b>April 30<sup>th</sup>, 2011</b>
<b>Project Reports Due Date</b> <i>including copies of media products</i>	<b>May 31<sup>st</sup>, 2011</b>

**COMPLETED PROPOSALS MUST INCLUDE:**

- Applicant Information Sheet, complete with **three** signatures (if you chose email the application, please note it will still need to have signatures on the application. We will need you to mail hard copies of the application.)
- Application Narrative and Activities Outline
- Budget – Using attached form
- Submit a copy of your school’s smoke-free or *tobacco free school grounds* policy with this application (if you have one)

**Other Grant Requirements:**

As part of the grant application and funding process all applicants agree:

- 1) To avoid any real, potential or perceived conflict of interest between the applicant and any tobacco-related entities. Applicant affirms that there is no current contractual or other employment relationship or funded relationship with tobacco manufacturers, distributors, or other tobacco-related entities, and for the duration of this grant agreement period no such relationship will be established.
- 2) That funds provided through this contract will not be used for any political activities or lobbying, including but not limited to, support or opposition to candidates, ballot initiatives, voter registration drives, attempting to influence legislation, referenda and/or similar activities.
- 3) That they will provide no services or activities in fulfillment of grant activities that involve any personal attack on, or vilification of any person (by name of business affiliation), company, or collectively.
- 4) All media products resulting from this project must be submitted to Tobacco Free Kansas Coalition for approval **PRIOR** to distribution. Once approved, your products may be distributed and or published.

*The program is presented by Tobacco Free Kansas Coalition and TASK, the youth movement in Kansas against tobacco use. Financial support for this program is being provided in part by the Kansas Health Foundation.*

*The Kansas Health Foundation is a philanthropy dedicated to improving the health of all Kansans. For more information about the Kansas Health Foundation, visit [www.kansashealth.org](http://www.kansashealth.org).*