

Mini Grant Packet Includes

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Memo

To: Worcester County Local Health Improvement Coalition, Community Based Organizations, Potential Grantees

From: Mimi Dean, MS, Director of Prevention Services

cc: Crystal Bell, MPA, Chronic Disease and Tobacco Supervisor

Date: July 8, 2024

Subject: Request for Proposals- Community Tobacco and Enforcement Mini Grants

The Worcester County Health Department is pleased to be requesting mini-grant proposals from community-based organizations, churches, or other interested organizations. Funds are available in the area of Tobacco Control as a result of receiving the Cigarette Restitution Funds. Funds will be used for the implementation of youth and/or adult community tobacco prevention and control. To be eligible for funding, your organization must serve Worcester County residents and/or employees. Organizations will be able to request up to \$4000 and awards will depend upon the quality of proposals received and number of requests. This year we also have the opportunity to fund one non-governmental entity to provide tobacco retailer education about the laws related to youth tobacco access. The selected organization will receive \$7,000 to provide one on one education to 30 Worcester County tobacco retailers, providing 2 education sessions per retailer for a total of 60 education sessions total.

Proposals are due in to the Worcester County Health Department, Prevention Services Department by 4:30 pm on August 2, 2024. Interested parties may call the Worcester County Health Department Prevention Office at 410-632-1100 ext. 1108 to receive an application package. All awards will be made after August 23, 2024 and funds must be spent by June 30, 2025.

Please feel free to contact me or Crystal Bell at 410-632-1100 extension 1108 or email crystal.bell1@maryland.gov if you have any questions or would like additional information. A pre-proposal orientation meeting will be held through Google Meet on July 18, 2024 at 2:00 pm.

WORCESTER COUNTY HEALTH DEPARTMENT
IS NOW ACCEPTING **MINI-GRANT APPLICATIONS**

FOR

**WORCESTER COMMUNITY-BASED and ENFORCEMENT-BASED TOBACCO
CONTROL PROGRAMS**

To be eligible for **community-based** funding, your program must:

- Be an organization which serves Worcester County residents and/or employees
- Provide Health Promotion; education and/or risk reduction for Tobacco control.
- Organizations can request up to \$4000.
- Submit a **Mini Grant Application to the Worcester County Health Department by 4:30 p.m. on August 2, 2024.**

Proposal must include:

- A. Program Need, Purpose, and Brief Description
- B. Prevention Strategies
- C. Proposed Activities
- D. An Itemized Budget
- E. An Evaluation Plan

Interested parties may call the Worcester County Health Department Prevention Department at 410-632-1100 ext. 1108 to receive a grant package. All awarded grant recipients will be expected to submit an annual narrative report as well as an accounting report no later than July 5, 2025. Grant recipients will be expected to provide a narrative report describing progress quarterly. These reports are due no later than October 5, 2024, January 5, April 5, and July 5, 2025.

Completed grant applications will be accepted **NO LATER** than 4:30 p.m. on August 2, 2024. Applications may be mailed to:

The Worcester County Health Department
Prevention Services
6040 Public Landing Road
Snow Hill, MD 21863

All awards will be made after August 23, 2024. For more information, call 410-632-1100 ext. 1108.

To be eligible for **enforcement-based** mini grant funding, your program must:

- Be a non-governmental entity which serves Worcester County residents
- Provide one on one tobacco retailer education about youth tobacco access laws to thirty (30) Worcester County stores that sell tobacco and/or vape products, providing 2 education sessions per retailer for a total of 60 education sessions total.
- Organizations can request \$7,000
- Submit a Mini Grant Application to the Worcester County Health Department by 4:30 pm on August 2, 2024.

Proposal must include:

- A. Program Need, Purpose, and Brief Description
- B. Prevention Strategies
- C. Proposed Activities
- D. An Itemized Budget
- E. An Evaluation Plan

Interested parties may call the Worcester County Health Department Prevention Department at 410-632-1100 ext. 1108 to receive a grant package. All awarded grant recipients will be expected to submit an annual narrative report as well as an accounting report no later than July 5, 2025. Grant recipients will be expected to provide a narrative report describing progress quarterly. These reports are due no later than October 5, 2024, January 5, April 5, and July 5, 2025.

Completed grant applications will be accepted NO LATER than 4:30 p.m. on August 2, 2024. Applications may be mailed to:

The Worcester County Health Department
Prevention Services
6040 Public Landing Road
Snow Hill, MD 21863

All awards will be made after August 23, 2024. For more information, call 410-632-1100 ext. 1108.

Mini Grant Program Areas

Tobacco Control (Up to \$4000)

Proposals should address prevention, reduction of tobacco use or initiation of tobacco use, electronic cigarettes, reduction in vaping, cessation of tobacco and/or environmental change strategies. Activities may include promotional efforts or awareness campaigns, community mobilization, support groups, recruitment and referral for cessation programs, educational programs, advocacy, or training. Multiple sessions and/or multi-strategy approaches are encouraged. Funds may be used for stipends, educational materials, promotional materials, incentives, and training.

Tobacco Enforcement (\$7,000)

Proposals should address one on one tobacco and vape retailer education about the youth tobacco and vape access laws, youth tobacco use prevention, reduction of tobacco use and vaping. Provide tobacco retailer education to 30 businesses, providing 2 sessions for each retailer for a total of 60 education sessions in total.

MINI GRANT APPLICATION GUIDELINES

To be eligible for Community Tobacco Mini Grant funding, applicants must:

- 1) Be a community organization serving Worcester County residents and/or employees.
- 2) Provide health promotion, education, and/or risk reduction activities related to tobacco use prevention, exposure, dangers of electronic nicotine delivery systems (electronic cigarettes), and cessation of tobacco use.
- 3) Submit a **Mini Grant Application to the Worcester County Health Department, 6040 Public Landing Road, Snow Hill, Maryland 21863 by 4:30 p.m. on August 2, 2024.**

Proposal must include:

- A. Program Need, Purpose, and Brief Description
- B. Prevention Strategies
- C. Proposed Activities
- D. An Itemized Budget
- E. An Evaluation Plan

4) The Mini Grant application text:

A. Program Need, Purpose & Brief Description:

State clearly the need for the program, the program's purpose/goal, the population targeted, and briefly describe the scope of the overall program.

B. Short Summary of Past Experience & Knowledge of Prevention/Health Education Activities:

Summarize briefly your organizations past history, if any, and focus on risk factors among the targeted population that will be addressed.

C. Proposed Project Activities:

Describe your program's activities in terms of objectives. Keep in mind that your program's purpose/goal stated earlier under "Program Need, Purpose & Brief Description" should be a long-term goal and may understandably NOT be achieved during the funding period. However, the proposed activities/objectives stated in this section should be achievable and measurable during the funding period. For example: # of people reached, # of programs conducted, and # of brochures distributed.

D. Project Overall Budget (Itemized):

List the program's overall budget including all expected funding amounts and sources, an itemized list of projected expenditures and the program's requested

amount. If applicable, please list other funding supporting this project.

E. Proposed Evaluation Plan:

Describe how your program will measure the success of its purpose/goal, and its objectives related to its activities.

MINI GRANT APPLICATION GUIDELINES

To be eligible for Enforcement-Based Mini Grant funding, applicants must:

- 1) Be a non-governmental organization that serves Worcester County residents and/or employees.
 - 2)
 - 3) Provide one on one tobacco retailer education about youth tobacco access laws.
 - 4) Submit a **Mini Grant Application to the Worcester County Health Department, 6040 Public Landing Road, Snow Hill, Maryland 21863 by 4:30 p.m. on August 2, 2024.**
Proposal must include:
 - A. Program Need, Purpose, and Brief Description
 - B. Prevention Strategies
 - C. Proposed Activities
 - D. An Itemized Budget
 - E. An Evaluation Plan
- 4) The Mini Grant application text:
- A. **Program Need, Purpose & Brief Description:**
State clearly the need for the program, the program's purpose/goal, the population targeted, and briefly describe the scope of the overall program.
 - B. **Short Summary of Past Experience & Knowledge of Prevention/Health Education Activities:**
Summarize briefly your organizations past history, if any, and focus on risk factors among the targeted population that will be addressed.
 - C. **Proposed Project Activities:**
Describe your program's activities in terms of objectives. Keep in mind that your program's purpose/goal stated earlier under "Program Need, Purpose & Brief Description" should be a long-term goal and may understandably NOT be achieved during the funding period. However, the proposed activities/objectives stated in this section should be achievable and measurable during the funding period. For example: # of people reached, # of programs conducted, and # of brochures distributed.
 - D. **Project Overall Budget (Itemized):**
List the program's overall budget including all expected funding amounts and sources, an itemized list of projected expenditures and the program's requested amount. If applicable, please list other funding supporting this project.
 - E. **Proposed Evaluation Plan:**
Describe how your program will measure the success of its purpose/goal, and its objectives related to its activities.

Worcester County Health Department
Prevention Services
6040 Public Landing Road
Snow Hill, Maryland 21863
410-632-1100

Mini Grant Application FY'25

Type of Proposal, check below:

Community-Based Mini Grant

Enforcement- Tobacco Retailer Education

1. Project Title:
2. Name of Organization:
3. Contact Person:
4. Address:

5. Phone:
6. Email Address:
7. Program Need, Purpose & Brief Description:

FY25 Mini Grant Application- Page 2

8. Short Summary of Past Experience & Knowledge of Tobacco Prevention and Education Strategies:

9. Proposed Project Activities:

10. Project Budget & Other Funding Sources:

FY25 Mini Grant Application- Page 3

11. Proposed Evaluation Plan (How will you measure success):

FY'25 MINI GRANT RECIPIENT RESPONSIBILITIES

I. EXPENDITURE RESPONSIBILITIES

- A. All grant money must be spent by June 30, 2025 or it will be returned to the Maryland Department of Health.
- B. Grant money cannot be used as a donation to another program.
- C. The majority of grant funding must be used for direct services.
- D. Grant money cannot be utilized for church related materials such as: religious materials, etc.
- E. Any equipment purchased with grant money remains the property of the State of Maryland for five years. Adequate identification and inventory record of the purchased equipment in whole or in part using grants funds must be kept. Funds cannot be used to purchase equipment costing more than \$100 per item without approval from Worcester County Health Department prior to its purchase.

II. REPORT AND ACCOUNTING RESPONSIBILITIES

A. Narrative Activity Report. (See Attachment A)

- 1. The activity Report is a “Short Narrative Sheet” describing program activities during the award period (**Due October 5, 2024 January 5, April 5, and July 5, 2025**) and progress towards meeting objectives.

B. Financial Reports

- 1. A grant payment Request Form should be submitted with the budget and budget justification in order to receive the funds. (See Attachment B)
- 2. A budget page is provided to assist you in documenting expenditures. (See Attachment C)

___ Community-Based Mini Grant

Attachment A

___ Enforcement- Tobacco Retailer Education

Activity Report

Short Narrative Sheet

Grant Program: _____

Report Due
October 5, 2024
January 5, 2025
April 5, 2025
July 5, 2025

Please provide a brief description of progress during this period. (Include progress in meeting objectives, number of programs, number of education materials distributed, number of referrals to Health Department programs, number of tobacco retailers educated one on one about youth tobacco access laws, etc.)

Signature of Person Completing Report

Date

GRANT PAYMENT REQUEST FORM

Attachment B

Name of Organization: _____

Federal Identification # or Grantee social security #: _____

Contact Person: _____

Address: _____

Telephone: _____

REQUESTED AMOUNT: _____

BREAKDOWN OF REQUESTED AMOUNT

Category	Amount Requested	Other Funding
Salaries/ Stipends/Consultants		
Travel		
Operating Supplies		
Telephone		
Postage		
Printing and Reproduction		
Program Material/ Education supplies		
Other		

COMMENTS: _____

CRF FY'25 Mini Grant

Dates to Remember

Release of news release and mailing	July 8, 2024
Pre-Proposal Meeting (virtual)	July 18, 2024 @ 2pm
Application Deadline	August 2, 2024 by 4:30 pm
Review of Applications	August 9, 2024
Announcement of Awards	August 23, 2024
Request for Funds	After August 23, 2024
First Report Due	October 5, 2024
Second Report Due	January 5, 2025
Third Report Due	April 5, 2025
Funds Expended By	June 30, 2025
Final Report Due	July 5, 2025