



## **SPARK Tobacco-Free Campus Mini-Grant Application 2018/2019 Academic School Year**

Thank you for your interest in the SPARK Tobacco-Free Campus Mini-Grant managed by the American Lung Association in Wisconsin and funded by Wisconsin's Tobacco Prevention and Control Program.

**Important:** Please fill out all information in this application to the best of your ability. There are required signed documents that **MUST** accompany your application in order for it to be considered completed. We look forward to reviewing your application.

Submit all documents together via mail or email to:

**Attn: SPARK  
American Lung Association  
13100 West Lisbon Road, Suite 700  
Brookfield, WI 53005-2508**

**Email:** [Nicholas.Surita@Lung.org](mailto:Nicholas.Surita@Lung.org)



# SPARK Tobacco-Free Campus Mini-Grant Application

August 15, 2018 – May 31, 2019

Campus Name: \_\_\_\_\_

Campus Address: \_\_\_\_\_

County: \_\_\_\_\_

Staff Advisor: \_\_\_\_\_

Title: \_\_\_\_\_

Campus Program/Fiscal Agent: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address for SPARK Supplies:

Name/ATTN: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_

Zip Code: \_\_\_\_\_

## **Background Information & Questions**

Please answer these questions thoughtfully and thoroughly.

**Previous Experience:** Provide a summary of action on campus taken to work towards a tobacco-free campus and/or education around tobacco, health equity or health disparities.

**Local Partnerships:** Describe any new or existing relationships with local tobacco control coalitions/networks, student organizations, agencies, or departments.

**Policy Process:** Describe the approval process for passing a tobacco-free campus policy on your campus.

## **Mini-Grant Requirements:**

Provide details about your plan to address the core elements outlined in the SPARK Mini-Grant Guideline document.

- **SPARK Taskforce:**

- If SPARK Taskforce already exists,
  - Address plan to keep momentum going
- If SPARK Taskforce does not exist,
  - Address how you plan to create a taskforce and get others at the table

- **Education Around Tobacco, Health Equity & Tobacco-Related Disparities:**

Outline your plans for education around tobacco and tobacco-related disparities

- **Participate in ONE additional tobacco education/tobacco-free campus activity per semester:**

Outline your plans for reaching your additional activity per semester

- **Participate in SPARK Networking Call, Campus Summit and One on One Meetings/Calls:**

These calls are meant to connect all SPARK schools together to discuss new topics, provide updates, and learn from other campuses. Please mark these dates on your calendars.

- First Call: August 30, 2018 from 10:00 a.m. -11:00 a.m.
  - Call in information will be distributed as date nears
- Second Call: TBD
  - Call in information will be distributed as date nears
- SPARK Campus Summit
  - October, 11, 2018 – Sheraton Madison Hotel, Madison WI.

- **Communicate With Local And State Leaders**

Please address the way in which you plan to communicate with your local or state leader. More specific technical assistance will be given to SPARK grantees to address this requirement. This can be done via meetings, hearings, written communication, or letters to the editor, etc.

## **Budget Narrative Overview and Example:**

The Budget Narrative should provide a line item explanation and justification for expenses identified in the Budget Request Form. The budget must be cost-effective and appropriate to the scope and nature of the project. In the Budget Narrative, provide details regarding each expense. If proposing funds for staff/intern, provide the name (if identified), base salary/hourly pay, and amount of time devoted to the project, and total amount of funds requested in the grant.

**Note: The examples below are a loose guideline to help you develop this document and DOES NOT reflect actual costs.**

1. **Stipends** (cannot exceed 75% of total requested budget) Total: \$800  
*One Student Intern: The student intern will coordinate and help execute project activities. The intern's salary will be \$10/hour for approximately 80 hours of work throughout the project period for a total of \$800.*
2. **SPARK Meetings** Total: \$100  
*The SPARK Taskforce will travel to the SPARK Tobacco-Free Campus Summit in Madison, WI. on October 11, 2018. Roundtrip mileage – 182 miles @ \$.55/mile = 100.*
3. **Educational Materials** Total: \$100  
*To address education around tobacco requirement, the SPARK Taskforce group will print informational handouts. The cost of printing 1,000 flyers (@ \$.10 per flyers) will be \$100.*
4. **Events:** Total: \$200  
*The SPARK Taskforce will host an educational learning session for students, faculty and staff about a tobacco-free campus. The cost of refreshments will be \$200 (estimated 20 @ \$10 per person)*
5. **Surveys:** Total: \$100  
*We will promote a drawing for participants who complete and take our campus wide survey about tobacco use and tobacco-free campus. The prizes will cost \$100.*
6. **Promotion:** Total: \$200  
*As part of our marketing plan, we will print flyers and advertise in school newspaper to promote a tobacco-free campus policy. We will also order our campus co-branded SPARK PLUG materials to do creative messaging to support the activity.*
7. **Tobacco-Free Signage:** Total: \$0  
*We do not plan to use any budget for tobacco-free signage, since the policy is not in place.*

Total Budget: \$1,500

***Mini-grant funds must be spent by May 31, 2019.***

Prior approval from SPARK staff is required for expenditures not listed above **OR** for changes to the approved budget during the course of the grant.

## **Budget Narrative Template:**

The Budget Narrative should provide a line item explanation and justification for expenses. The budget must be cost-effective and appropriate to the scope and nature of the project. In the Budget Narrative, provide details regarding each expense. If proposing funds for staff/intern, provide the name (if identified), base salary/hourly pay, and amount of time devoted to the project, and total amount of funds requested in the grant. A total of \$1,500 may be requested.

1. **Stipends** (cannot exceed 75% of total requested budget) Total: \$
  
2. **SPARK Meetings** Total: \$
  
3. **Educational Materials** Total: \$
  
4. **Events:** Total: \$
  
5. **Surveys:** Total: \$
  
6. **Promotion:** Total: \$
  
7. **Tobacco-Free Signage:** Total: \$

Total Budget: \$

***Mini-grant funds must be spent by May 31, 2019.***

Prior approval from SPARK staff is required for expenditures not listed above **OR** for changes to the approved budget during the course of the grant.

**Memorandum of Understanding (MOU):**

Complete and sign the MOU in order for your application to be complete.

**SPARK Mini-Grant Memorandum of Understanding**

**August 15, 2018 – May 31, 2019**

Name of campus:	
Name of staff advisor for the fiscal agent:	
Staff advisor job title:	
Name of the fiscal agent organization on campus:	
Address of fiscal agent organization on campus:	
Phone number of staff advisor for the fiscal agent:	
E-mail address of staff advisor for the fiscal agent:	

*As the administrator of the SPARK Mini-Grant, I assume responsibility for all programmatic oversight of implementation of the SPARK Mini-Grant requirements.*

*I recognize that all activities must be completed between **August 15, 2018 and May 31, 2019**, mini-grant funds must be expended by **May 31, 2019**; and any unspent funding may result in forfeiture of any remaining funds. In addition, final report and documentation for requirements must be submitted by **June 14, 2019**.*

*I understand that mini-grant funds are contingent on funding from the Wisconsin Tobacco Prevention and Control Program and are subject to change at any time.*

*I understand that failure to comply with mini-grant requirements will result in forfeiture of the 2018-2019 SPARK Mini-Grant.*

Campus staff advisor signature

Date

SPARK staff signature

Date

13100 West Lisbon Road, Suite 700  
Brookfield, WI 53005-2508  
262-781-5180 (fax)

## **W9**

In order to issue payment for an awarded SPARK mini-grant, the American Lung Association requires a W9 form from the university/institution. Contact SPARK staff if you need a W9 blank form for completion.

## **Final Note:**

Be sure that you have completed all of the application and required documents (checklist below). Once complete, send this application and supporting documents to the address or email listed below. Deadline for application is June 29, 2018. Once the completed application is received by SPARK staff, a confirmation email will be sent.

### Required Documents:

- Completed Application
- Budget Narrative
- Signed MOU
- W9 from College/University

For inquiries or questions, please contact:

Nicholas Surita  
Tobacco Control and Lung Health Coordinator  
American Lung Association in Wisconsin  
[Nicholas.Surita@Lung.org](mailto:Nicholas.Surita@Lung.org)  
262-703-4836