



SPARK Tobacco-Free Campus Project Application 2019-2020 Academic School Year

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

Important: 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

APPLICATION DEADLINE: JUNE 28, 2019!

SPARK Tobacco-Free Campus Project Application

August 19, 2019 – May 31, 2020

Campus Name: Click or tap here to enter text.

Campus Address: Click or tap here to enter text.

County: Click or tap here to enter text.

Staff Advisor: Click or tap here to enter text.

Title: Click or tap here to enter text.

Campus Program/Fiscal Agent: Click or tap here to enter text.

Address: Click or tap here to enter text.

Phone: Click or tap here to enter text.

Fax: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Mailing Address for SPARK Supplies:

Name/ATTN: Click or tap here to enter text.

Street Address: Click or tap here to enter text.

City: Click or tap here to enter text.

Zip Code: Click or tap here to enter text.

Background Information & Questions

Please answer these questions thoughtfully and thoroughly.

College Demographics: Gather the following information about the student population. Provide the number of students enrolled for the most recent year available.

Number of Campuses Policy Will Affect

Click or tap here to enter text.

Total Number of Students Policy Will Affect

Click or tap here to enter text.

Full-time Students Enrolled

Click or tap here to enter text.

Part-time Student Enrollment

Click or tap here to enter text.

Faculty and Employees

Click or tap here to enter text.

(Provide the number of faculty and staff at your institution. Include full-time, part-time and adjunct faculty in all campuses that will be affected by a policy.)

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.

Click or tap here to enter text.

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

Click or tap here to enter text.

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

Click or tap here to enter text.

Project Requirements:

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

- **SPARK Taskforce:**

- If SPARK Taskforce already exists,
 - Address plan to keep momentum going
Click or tap here to enter text.
- If SPARK Taskforce does not exist,
 - Address how you plan to create a taskforce and get others at the table
Click or tap here to enter text.

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

Outline your plans for education around tobacco and tobacco-related disparities
Click or tap here to enter text.

- **Participate In Tobacco Education/Tobacco-Free Campus Activity Per Semester:**

Outline your plans for reaching your additional activity per semester
Click or tap here to enter text.

- **Participate in SPARK Networking Call, 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: September 26, 2019 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

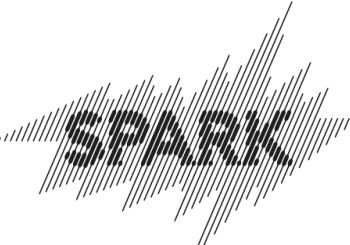
- **Communicate With Local And State Leaders**

Please address the way in which you plan to communicate with your local or state leader. This can be done via meetings, hearings, written communication, or letters to the editor, etc.

Click or tap here to enter text.

- **Completed SPARK Workplan**

Complete the follow SPARK workplan on the following pages or individual copies of the workplan are available at www.sparkwi.org under Partnering with SPARK webpage.



SPARK Tobacco-Free Campus Project Workplan Example

INSERT NAME OF COLLEGE

1st Semester Work Plan

Objective: Complete Outlined SPARK Project Deliverables						
Activity/Deliverables (Outline/Describe Below)	Staff Responsible (SPARK Advisor, SPARK Interns, SPARK Taskforce)	Semester Timeline				
		August	September	October	November	December
Recruit Taskforce Members	SPARK Advisor	X	X			
Tabling at Student Org Fair	SPARK Interns		X			
Campus Survey	SPARK Taskforce			X	X	
Participate in Great American Smokeout	SPARK Interns				X	
Conduct Taskforce Meetings	SPARK Taskforce		X	X	X	X
Mid Year Report (Due December 15th)	SPARK Advisor					X



SPARK Tobacco-Free Campus Project Workplan Example

INSERT NAME OF COLLEGE

2nd Semester Work Plan

Objective: Complete Outlined SPARK Project Deliverables							
Activity/Deliverables (Outline/Describe Below)	Staff Responsible (SPARK Advisor, SPARK Interns, SPARK Taskforce)	Semester Timeline					
		January	February	March	April	May	June
Analyze Campus Survey Results	SPARK Taskforce	X	X				
Meet With Campus Leaders About Policy	SPARK Taskforce		X	X			
Introduce Policy To Governing Bodies	SPARK Taskforce			X	X		
Participate in Kick Butts Day	SPARK Interns			X			
Conduct Taskforce Meetings	SPARK Taskforce		X	X	X	X	
SPARK Project Ends & Complete End of Year Report (Due June 14th)	SPARK Advisor					X	X

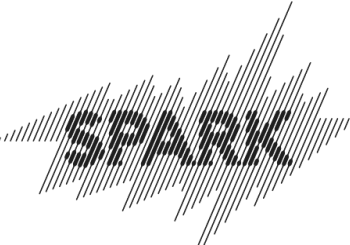


SPARK Tobacco-Free Campus Project 2018-2019 Workplan

INSERT NAME OF COLLEGE

1st Semester Work Plan

Objective: Complete Outlined SPARK Project Deliverables						
Activity/Deliverables (Outline/Describe Below)	Staff Responsible (SPARK Advisor, SPARK Interns, SPARK Taskforce)	Semester Timeline				
		August	September	October	November	December



SPARK Tobacco-Free Campus Project 2019-2020 Workplan

INSERT NAME OF COLLEGE

2nd Semester Work Plan

Objective: Complete Outlined SPARK Project Deliverables							
Activity/Deliverables (Outline/Describe Below)	Staff Responsible (SPARK Advisor, SPARK Interns, SPARK Taskforce)	Semester Timeline					
		January	February	March	April	May	June

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 expenses. If proposing funds for staff/intern, provide the name (if identified), base salary/hourly pay, and amount of time devoted to the project.

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

Personnel Costs

(cannot exceed 75% of total requested budget)

1. **Stipends** 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.

Programmatic Costs

2. **SPARK Meetings** Total: \$100
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

Project funds must be spent by May 31, 2020.

No recipient of funds distributed may be used for administrative costs. Administrative costs might include indirect costs, Administrative and Support Services (internal services, administrative costs, audit expenses, etc.).

Approval from SPARK staff is required if funds need to be move from programmatic to personnel category. No formal approval is required if funds need to be shifted within the programmatic cost category. Keep SPARK staff notified as budget changes.

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 listed under each category. 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.

Personnel Costs

(cannot exceed 75% of total requested budget)

1. **Stipends**

Click or tap here to enter text.

Total: \$Click or tap here to enter text.

Programmatic Costs

2. **SPARK Meetings**

Click or tap here to enter text.

Total: \$Click or tap here to enter text.

3. **Educational Materials**

Click or tap here to enter text.

Total: \$Click or tap here to enter text.

4. **Events:**

Click or tap here to enter text.

Total: \$Click or tap here to enter text.

5. **Surveys:**

Click or tap here to enter text.

Total: \$Click or tap here to enter text.

6. **Promotion:**

Click or tap here to enter text.

Total: \$Click or tap here to enter text.

7. **Tobacco-Free Signage:**

Click or tap here to enter text.

Total: \$Click or tap here to enter text.

Total Budget: \$Click or tap here to enter text.

Project funds must be spent by May 31, 2020.

No recipient of funds distributed may be used for administrative costs. Administrative costs might include indirect costs, Administrative and Support Services (internal services, administrative costs, audit expenses, etc.).

Approval from SPARK staff is required if funds need to be moved from the programmatic to personnel category. No formal approval is required if funds need to be shifted within the programmatic cost category. Keep SPARK staff notified as budget changes.

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 28, 2019. Once the completed application is received by SPARK staff, a confirmation email will be sent.

Completed Application:

Application Includes:

- Completed Budget Narrative
- Completed SPARK Workplan

For inquiries or questions, please contact:

Nicholas Surita
Coordinator, Health Promotions
American Lung Association in Wisconsin
Nicholas.Surita@Lung.org
262-703-4836