



SPARK Mini-Grant Guidelines for 2018/2019 Academic School Year

Deadline for Applications: *Friday, June 29, 2018*

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

Below you will find detailed information regarding the mini-grant requirements, important dates and the application process.

Please read these instructions carefully before submitting your application.

Overview:

Approximately 90% of smokers start before the age of 18, and 99% start before the age of 26. This underlines the need to implement effective tobacco prevention programs that eliminate secondhand smoke and tobacco exposure where students live, learn and work.

SPARK works to address tobacco prevention and control with the commitment to partner with Wisconsin colleges and universities to make campuses safer, healthier and cleaner. SPARK aims to support campuses where students, faculty and staff can live, learn and grow tobacco free. That's why the American Lung Association and Wisconsin's Tobacco Prevention and Control Program came together in 2011 and created SPARK. Since its inception, SPARK has awarded over 74 mini-grants and worked with 26 different colleges and universities to educate their campuses and communities about tobacco and promote a tobacco-free campus policy.

Along with mini-grants, SPARK also provides training and technical assistance and other resources to its applicants, grantees and other partners who work on tobacco control initiatives. Technical assistance is provided through specific and customized online resources, networking calls, one-on-one meetings and communications in accordance with the unique needs of each school receiving a grant.



Who May Apply:

SPARK mini-grants are available to any Wisconsin college or university. Mini-grants are available up to \$1,500 to assist campuses with their tobacco-free campus efforts or to maintain their policy awareness.

Grant funding is available to any two- or four-year public, private or non-profit higher educational institutions in the state of Wisconsin. These institutions include state community and technical colleges, vocational schools, tribal colleges and universities, and other minority serving institutions of higher education.

Any official entity – department, administrative office, or university approved student organization group or club (with the approval of organization advisor) within the institution may apply. For example, Chancellor's/President's Office, University Health Services/Counseling Center, Communications Department, Facilities Management Department, Student Government Association may apply. Applicants are strongly encouraged to partner with their local multi-jurisdictional tobacco coalition and/or disparity network. Contact SPARK staff to identify and be introduced to local coalition or network contacts.

Applicants must identify a SPARK campus advisor. The advisor must be a member of the institution, either faculty or staff. Students may **NOT** serve as an advisor but are strongly encouraged to be involved with all SPARK projects and initiatives.

**SPARK will only accept applications from institutions in Wisconsin.
SPARK will award only one mini-grant per campus.**

SPARK Mini-Grant Objectives

Mini-grants are provided to educate campus communities that tobacco in all its forms is a threat, and to assist campuses with their tobacco-free campus efforts or to maintain their policy awareness. The mini-grant's purpose is to support advocacy and education efforts for adoption and implementation of a 100% tobacco-free campus. The policy should be campus-wide, including all university-owned property buildings and vehicles, both indoors and outdoors, and applicable for all students, faculty, staff and visitors.

Grantees are not expected to implement & adopt a tobacco-free policy within the grant timeline, however they are expected to provide documentation that there is meaningful work done towards policy adoption.

For institutions with an existing tobacco-free policy, the mini-grant is available to assist with promotion and compliance of policy and/or education surrounding tobacco use and its dangers.

Mini-Grant Requirements:

In order to create a solid foundation for a tobacco-free campus movement, grantees are required to address these topics:

- **SPARK Taskforce:**

The Taskforce will spearhead SPARK project activities and build a coalition that has broad representation on campus. This should include students, staff, faculty, and administration. Roles of the Taskforce include:

- Identify key stakeholders in campus tobacco-free initiatives
- Leverage the connections in different departments/areas of campus for new ideas and synergistic opportunities
- Sustain existing and recruit new coalition members

(Think outside of the box! Coalition building is about inviting many different partners to the table. Tobacco also disproportionately affects certain populations underlining the importance to have a broad and diverse coalition.)

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

Appropriate and relevant messaging is key to building and sustaining the tobacco-free campus movement. Successful education messages should:

- Utilize/create SPARK PLUG ideas provided by SPARK or through mini-grant funding
- Incorporate SPARK messaging into outreach and education activities
- Include other tobacco products (OTP) presentation provided by SPARK
- Garner earned media using templates provided by SPARK

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

Additional educational activities could take place as one of the following:

- Great American Smokeout (GASO)- Third Thursday in November
- Kick Butts Day (March, TBD)
- SPARK One Day Stand (Second Semester, TBD)
- Other ideas must be pre-approved by SPARK staff

- **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. Participation is expected for SPARK Mini-grant recipients. If you are not able to participate, SPARK staff can provide additional technical assistance.

- 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
- SPARK Campus Summit:
 - October, 11, 2018 – Sheraton Madison Hotel, Madison WI.

- **Communicate/Meet with local and state leaders**

As part of tobacco prevention and control sustainability efforts, campuses should outreach to local and state leaders at least once per school year in collaboration with local tobacco coalition.

- This should be done via meetings and/or hearings with legislators, written communication to legislators, and/or letters to the editor, etc.

Budget and Use of Funds:

Mini-grantees may request up to \$1,500 for the grant period (August 15, 2018- May 31, 2019). Mini-Grants will be paid out in two installments of \$750 per semester, contingent on the completion of deliverables and mid-year report.

Mini-grant funds can be used for:

- Stipends (student, staff, intern) payment of individual cannot exceed 75% of total grant.
- Surveys (participant raffle prize, handouts with survey link)
- Educational materials (handouts for students/faculty fairs, posters and informational sheets)
- Promotional items for tabling or outreach/educational activities
- Events (refreshments, venue)
- SPARK meetings (food, supplies, travel) may be used to help subsidize cost of travel to SPARK Tobacco-Free Campus Summit in October 2018.
- Signage (tobacco-free campus)
- Printing of SPARK branded materials

Funds **cannot** be used to: purchase:

- Purchase office equipment
- Fund the activities of another organization
- **Mini-Grant funds CANNOT be used for pharmacotherapies, cessation materials, quit kits or cessation programs.**

Mini-grant funds must be expended by the end of the grant cycle and are contingent on the funding from the Wisconsin Tobacco Prevention and Control Program, and is subject to change. Unspent funding may result in forfeiture of any remaining funds.

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:

Using the project budget narrative template please provide a line item explanation and reasoning for expenses. The budget must be cost-effective and appropriate to the scope and nature of the project.

Entire Budget Must Be Spent By May 31, 2019

Important Dates:

Mini-grants will begin August 15, 2018 and continue through May 31, 2019.

Activity:	Date:
Applications Announced	April 16, 2018
Application Deadline	June 29, 2018
Application Review & Edit Process	July 2018
Award Notifications	August 1, 2018
Mini-Grant Begins	August 15, 2018
SPARK Networking Call	August 20, 2018 10:00 a.m. -11:00 a.m.
SPARK Tobacco-Free Campus Summit	October 11, 2018
Mini-Grant Cycle Ends	May 31, 2019

All applications will be reviewed by SPARK, the American Lung Association, and the Wisconsin Tobacco Prevention and Control Program. Applicants will be notified of the decision electronically by August 1, 2018.

Grantees are required to sign a Memorandum of Understanding (MOU) agreeing to the terms and conditions of the award.

Reporting Requirements:

In addition to regular communication with SPARK staff, mini-grantees are required to fill out two formal reports (templates provided by SPARK).

Report:	Due Date:
Mid-year report	December 28, 2018
Final mini-grant report	June 14, 2019

To Apply:

Submit all documents together, via email or mail to:

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

Email: Nicholas.Surita@Lung.org

DEADLINE FOR APPLICATION: JUNE 29, 2018!!

Resources:

SPARK:

SPARK is Wisconsin's tobacco prevention program aimed at helping college campuses and universities educate about the dangers of tobacco and assist them in tobacco-free policies. Since 2011, SPARK has awarded 84 Mini-grants to over 26 different college campuses in Wisconsin. For more information visit: www.SPARKWI.org SPARK is managed by the American Lung Association in Wisconsin and funded by the Wisconsin Tobacco Prevention and Control Program.

American Lung Association:

The American Lung Association is the leading organization working to save lives by improving lung health and preventing lung disease, through research, education and advocacy. Our work is focused on five strategic imperatives: to defeat lung cancer; to improve the air we breathe; to reduce the burden of lung disease on individuals and their families; to eliminate tobacco use and tobacco-related diseases; and to accelerate fundraising and enhance organizational effectiveness to support the urgency of our mission. www.Lung.org

Wisconsin Tobacco Prevention and Control Program:

Tobacco is Wisconsin's leading cause of preventable death and costs the state more than \$4.5 billion annually in health care and lost productivity expenses. The Wisconsin Tobacco Prevention and Control Program (TPCP) is dedicated to reducing tobacco's burden. For more information on the TPCP's comprehensive efforts as well as fact sheets and quitting resources for tobacco use visit: <https://www.dhs.wisconsin.gov/tobacco/index.htm>

Contact:

Nicholas Surita
Tobacco Control and Lung Health Coordinator
American Lung Association in Wisconsin
Nicholas.Surita@Lung.org
262-703-4836