

2009-2010 Tobacco Free Sarpy Tobacco Control and Prevention Health Disparities Mini-grant Overview

What is the Tobacco Control and Prevention Health Disparities Mini-grant?

Grant funds are available to address tobacco prevention efforts that increase smoke-free environments in workplaces, homes or campuses and prevent youth tobacco initiation in Sarpy County. The grant is also designed to build partnerships with Tobacco Free Sarpy (TFS). The program is administered by PRIDE-Omaha, Inc. (Prevention Resources and Information on Drug Education), through funding made available as a result of the Tobacco Master Settlement Agreement.

Who is eligible for the Tobacco Control and Prevention Health Disparities Mini-grant Application?

Community organizations that serve health disparate populations such as ethnic minority groups, low-income individuals, youth and the Gay, Lesbian, Bisexual, Transgender, Queer, and Identifying (GLBTQI) community are eligible to apply.

How much money is available?

Grants of \$500 to \$2,000 will be awarded on a competitive basis until funds have been depleted. Applications will be reviewed and money awarded on a first-come, first-serve basis. PRIDE's website, www.prideprevention.org, will post a notification when funds are no longer available.

IMPORTANT:

➤ Payment of the awarded grant money will be in the form of reimbursements for documented expenses. Expenses incurred above the award amount will not be reimbursed.

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Guide and Contact Information

Mini-grant Application Step-by-Step Guide

STEP 1: Request an application

In order to apply, all prospective applicants **must** email Mary Crosby of PRIDE-Omaha, Inc. at mcrosby@pride.org or call (402) 397-3309.

STEP 2: Complete and submit your application

The deadline for application submissions is Friday, April 23, 2010. All applications must be mailed or hand-delivered to PRIDE-Omaha, Inc. (6143 Whitmore Street, Omaha, NE 68152). For assistance with your application, contact Mary Crosby.

IMPORTANT:

- No handwritten grant applications will be accepted. Provide the information in the order requested and number and restate the headings.
- Do not staple applications or put them in binders, notebooks, or other presentation packages.
- Only one application per agency/individual will be accepted. Do not include additional materials with the application (articles, brochures, letters, etc.).

STEP 3: Wait for award letter

Applicants will receive notification of the mini-grant committee's decision within one week of submitting the required paperwork. If you are awarded a mini-grant, you may begin implementing your plan immediately.

STEP 4: Implement your program, and document its execution and outcomes

Organizations awarded funds must implement their strategic plans and submit receipts for reimbursement by Tuesday, June 8, 2010.

STEP 5: Complete a report

Upon completion of your program, a short report shall be submitted to Mary Crosby by Friday, June 18, 2010. See *Mini-grant Program Report Guide* on page 3.

STEP 6: Attend a Tobacco Free Sarpy coalition meeting

A representative of your organization shall attend a Tobacco Free Sarpy general meeting to present your program report to coalition members on Thursday, June 24, 2010. The reporting process is informal and five to ten minutes in length.

Mini-grant Program Report Guide

Program Overview

The Program Overview shall be limited to one page or less. It must include, in paragraph form:

- Program Narrative restated
- A brief explanation of the program as implemented
- The impact of the program on target population
- Any additional information and/or comments.

Completed reports are due by Friday, June 18, 2010 and must be emailed to Mary Crosby at mcrosby@pride.org in a word document or in pdf. Your submitted report will be copied and disseminated to Tobacco Free Sarpy coalition members. Please be prepared to share this report in person on Thursday, June 24, 2010.

Contact Information

Mary Crosby
Tobacco Prevention Specialist
PRIDE-Omaha, Inc.

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Tobacco Free Sarpy
www.tobaccofreesarpy.org