

Tobacco Prevention and Cessation



2025-2027 Request for Applications Local Capacity Building Partnerships in Commercial Tobacco Prevention and Cessation



Tobacco Prevention
and Cessation



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LOCAL CAPACITY BUILDING GRANT OVERVIEW

GRANT DESCRIPTION

The Tobacco Prevention and Cessation (TPC) Division of the Indiana Department of Health (IDOH) seeks to fund grantees as local capacity building partnerships of Indiana's tobacco prevention and cessation program. TPC recognizes that it is imperative that partners and stakeholders from various perspectives and communities reflect and reaffirm our collective commitment to commercial tobacco control practices that reach all Hoosiers, especially those most impacted by commercial tobacco within the state of Indiana.

This RFA is an invitation for communities to join together to make the Indiana Tobacco Prevention and Cessation program's vision a reality for the state of Indiana. The RFA builds on the strategies in the 2025 Indiana Tobacco Control Strategic Plan. Coalitions should refer to TPC's 2025-2027 RFA Resource Guide for additional resources. TPC reserves the right to correct any errors and omissions in the RFA.

The purpose of the Capacity Building Grant application is to bring in new local partnerships for commercial tobacco prevention and cessation that are not currently funded. The two-year capacity building grant will allow for new partnerships to fully develop a coalition and learn evidence-based commercial tobacco control practices in communities not funded in the 2023-2025 grant period.

APPLICANT ELIGIBILITY

Any public or private entity (see Small Business Administration [13 CFR § 124.103](#)), or any state or local government entity, may apply as the Lead Agency for the local community-based capacity building partnerships for the TPC program.

TPC may fund more than one capacity building partnership application in any one county. Should TPC receive multiple applications from a county, TPC will examine whether applicants include strategies for intersectional partnerships to impact the entire community, especially those most impacted by commercial tobacco.

Local capacity building grants are not guaranteed for every county.

A Lead Agency may apply for more than one county; however, separate applications are required for each county.

TPC may seek an alternate Lead Agency should the review team not approve an application for funding and should the Lead Agency be out of compliance with program and fiscal accountability standards. An alternative application timeline will be set in this situation.

What is a Lead Agency?

- **The Lead Agency is the Fiscal Agent.** A separate Fiscal Agent and Lead Agency is not allowed.
- **The Lead Agency must have a Federal Identification Number.** In order to receive grant funds, the Federal Identification Number used must be registered to the Lead Agency. TPC will not accept a Lead Agency using another organization's Federal Identification Number.

RESPONSIBILITIES

Lead Agency

Programmatic and Fiscal Responsibilities

- Serve as the fiscal officer for the grant.
- Have a Federal Identification Number registered to the Lead Agency.
- Ensure monthly/quarterly invoices and monthly program reports are submitted by due dates.
- Respond timely to periodic information requests.
- Be registered with the Indiana Secretary of State and be a registered bidder with the State.
- Fulfill the terms of the contract.
- Establish a separate account or ledger for grant funds to ensure that TPC funds are not comingled with other funds.
- Participate in monitoring engagements to review fiscal compliance.
- Conduct an audit to be paid by grant recipient (if required by law).
- Provide additional financial information if requested.
- Participate actively in the preparation of the work plan.
- Ensure that the Lead Agency is educated on commercial tobacco control best practices.
- Implement strategies for intersectional partnerships to impact the entire community, especially populations most impacted by tobacco, and commit to a sustainability plan devised in collaboration with key partners.
- In the temporary absence of a coalition coordinator, ensure that the Lead Agency is represented at coalition meetings and TPC required trainings such as webinars and regional workshops, and ensure that program and fiscal reporting requirements are fulfilled.
- Participate in all evaluation and accountability activities including monitoring of subcontracts.
- Recruit assigned schools for the Youth Tobacco Survey, and if applicable, conduct the Youth Tobacco Survey data collection. Disseminate results to school administrators and additional school contacts.
- Designate an in-house Lead Agency staff person to serve as the Supervisor for the Coordinator. Coordinator will report directly to the Lead Agency staff person.
- Adhere to brand guidelines. This includes seeking written approval from TPC prior to using the following brands: Quit Now Indiana, Breathe Easy Indiana, Indiana Smoke-Free Housing, and VOICE.
- When working with organizations and other workplaces on tobacco-related policy change in addition to city and county ordinances, current model policies provided by TPC must be used.

Lead Agency and Coalition Responsibilities

Although the Lead Agency plays a critical coordination and leadership role in the implementation of this grant, the coalition and related partners are the local Community Program. It is through the collaborative effort of this diverse group of committed organizations, and its resources, that work is accomplished and goals met. Coalition members are responsible for selecting the Lead Agency. The Lead Agency is responsible for supporting the coalition throughout the grant. The Lead Agency should be an active member of the coalition. The coalition and its member organizations will carry out many of the activities outlined in the RFA; therefore, the Lead Agency plays an essential role in providing staff time and support to the coalition. The Lead Agency must:

- Ensure that a qualified coalition coordinator is employed full- or part-time to this program. Additional staff may be hired based on the needs of the coalition and the work plan.
- Provide oversight and management for all staff.
- Ensure that a broad-based coalition of organizations and individuals exists in the community and meets regularly to work specifically on commercial tobacco control.
- Ensure there is a level of collaboration with the local health department(s) implementing the tobacco and vaping prevention and cessation core service supporting Health First Indiana.
- Ensure that resources are available for the coalition that may include meeting accommodations and notices, logistical assistance and other necessary support.
- Ensure that hours billed to this grant for staff time are devoted solely to working on the approved work plan.
- Ensure that a communication mechanism is developed and maintained to keep coalition members informed of activities and events.
- Ensure that the coalition's member organizations are provided opportunities to develop specific experience in commercial tobacco prevention and cessation interventions.

Training Requirements

Program staff must attend required TPC trainings. Attending required training sessions and conferences is critical for building and maintaining the skills of the staff with responsibility for carrying out the program requirements and is a term and condition of this application. Program staff will accept technical assistance from TPC throughout the course of the grant period to implement their respective work plan. Program staff are required to participate in:

- **All Partner Webinars:** All grantees are required to participate in all scheduled partnership webinars typically monthly.
- **New Coordinator Training Program:** All new coordinators are required to participate in the TPC New Coordinator Training Program, including but not limited to Tobacco 101, Media & Policy Advocacy training, 90-Day Onboarding Plan, and the Coordinator-to-Coordinator (C2C) mentoring program. This training program typically includes one or two days of in-person training in the Indianapolis area, and the rest is completed virtually.
- **Regional Workshops:** Regional workshops scheduled for 2025-2027. These typically occur two to three times per year and are held in-person.
- **Kick-Off Meeting:** 1-to-2-day in-person training for all coordinators and program staff typically in the first quarter of the new grant cycle (one per grant cycle).
- **Partner Information X-change:** 2-to 3-day in-person statewide conference for program staff and coalition members typically in the second year of the grant cycle (one per grant cycle).
- **Additional Trainings as Assigned:** Recognizing emerging needs and topics, TPC may offer additional trainings that could include Indicator or Deliverable specific trainings, skills building workshops, or trainings with other experts in commercial tobacco control typically by videoconference.

IDOH-TPC

Programmatic and Fiscal Responsibilities

- Monitor the fiscal and contracted program process for each contract.
- Review and approve contracts.
- Receive and monitor required fiscal reports.

- Provide training and technical assistance to contract agencies to assure compliance with fiscal rules and procedures and to help manage budgets.
- Provide management through assigned TPC program and administrative staff.
- Review goals, work plan activities and outcomes of coalition action using reports submitted electronically as prescribed, throughout the contract.
- Provide technical assistance and training throughout the contract using site visits, telephone calls, written communication, webinars, and electronic materials and information tools to help with increasing capacity and skill building around authentic partnership building and optimal health for all.
- Communicate current commercial tobacco control events at the international, national, state and local levels.

APPLICATION CHECKLIST AND OVERVIEW

The grant application consists of five sections with several forms and attachments detailed in the checklist below.

| Application Section | Components |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Administration | Contact Information |
| | Proposal Information |
| | Lead Agency Profile |
| | Local Health Department Collab |
| | Attachments needed: <i>Organizational Chart</i> <i>Lead Agency's Tobacco Free Grounds Policy</i> |
| Coalition | Coalition Assessment |
| Agreements and Checklists | TPC Declarations |
| | Lead Agency Responsibility Checklist |
| | Contract Requirements Checklist |
| | Model Ordinance Agreement |
| | Brand Use Agreement |
| 2025-2027 Work Plans | Completed Work Plans |
| Budget and Finance Documents | Budget Worksheet |
| | Budget Narrative |
| | Scope of Work |
| | Vendor/Subrecipient Information |
| | Attachments needed: <i>Job Description of Program Coordinator and any other staff paid by grant.</i> <i>Audited financial statements, if applicable.</i> <i>Subcontract forms, if applicable.</i> |

ADMINISTRATION

This section outlines the Lead Agency's capacity to administer the 2025-2027 grant. Be succinct but demonstrate the Lead Agency's ability to oversee the grant.



COALITION

This section of the application addresses how the coalition plans to build and maintain partnerships across diverse sectors of the community in order to sustain a broad-based coalition of support for social norm changes related to commercial tobacco control.

AGREEMENTS AND CHECKLISTS

This section of the applications includes agreements and checklists that must be signed by the lead agency, coalition coordinator, and/or coalition chairperson.

2025-2027 WORK PLANS

TPC requires a work plan to be completed for each required and any selected optional Community Indicators. Community Indicators provide strategies that work to achieve the program's priority area goals. For each Community Indicator there is an expected outcome and a list of Contract Deliverables specific for the capacity building grant period. These are the minimum expectations and can be further refined upon award and technical assistance provided by TPC. The work plan should include a SMART Objective (reference the SMART Objective resource in the Resource Guide) for the Indicator.

BUDGET AND FINANCE DOCUMENTS

This section describes the operation costs to conduct tobacco control programming through June 30, 2027.

Upon approval of the grant application, new Lead Agencies will be required to submit the IRS W-9, Direct Deposit Authorization, and complete an online Bidder Registration prior to receiving a contract from the State of Indiana.

Upon approval of the grant application, existing Lead Agencies will be required to confirm their Employer Identification Number (EIN) and submit a Direct Deposit Authorization if the signatory has changed since the last grant cycle prior to receiving a contract from the State of Indiana.

NOTE: The submitted budget is not the final budget. The final budget must be approved by the Regional Program Director.

BUDGET EXPLANATION

Description of Budget Line Items

The following line items may be included. Use the budget form provided. A detailed explanation of budget items must be submitted using the Budget Narrative form. Please show the calculations used to arrive at the amount requested for each line item.

Personnel

- I. **Salaries and Wages:** For each staff position proposed, include the title of the position, percentage of time (FTE), annual salary, number of years' salary requested, and a summary of the job description or responsibilities. Staff position(s) paid by community partnership funds must be dedicated only to approved tobacco use prevention and cessation activities in the work

plan. Full-time employees may not have another full-time position outside of the TPC grant. TPC does not recommend that a Lead Agency employ a part-time person to do tobacco control work funded by this grant that currently has another full-time position. The position requires personnel to attend mandatory activities during the day and periodically during evening hours. TPC does not take exception to an incumbent employed by the grant that works two part-time positions; part-time position is defined as 20 hours or less per week or as defined by the Lead Agency.

TPC recognizes the barriers to community engagement, and the importance of recognizing community members for their invaluable time and expertise. As such, Lead Agencies may consider including in their budgets a line item for community member stipends made for services or to cover reimbursable expenses. The following are sample activities to consider:

- 1) Performance (e.g. spoken word, poetry, music)
- 2) Panel discussions
- 3) Participation in a specific project or activity (POS audits, YTS administration, etc.)
- 4) Participation in conferences or events where they represent the coalition in some official capacity
- 5) Travel costs (lodging, parking, mileage, per diem)

Variations from strict full-time (37.5 to 40 hours/week or as defined by Lead Agency) or part-time assignments (20 hours or less per week, or as defined by Lead Agency) must be reviewed and approved on a case-by-case basis. Staff should not work less than 20 hours per week.

Tobacco programming activities must occur during the calendar quarter for which the staff is being paid salaries and wages. Paid staff must document hours worked and summarize activities performed. Salaries and wages paid to staff must be for hours worked in the same calendar quarter and evidenced by the daily log.

Salary and wage increases for staff are effective only after an individual has worked toward approved plan goals for more than 12 months. A cap on annual salary increases is limited to the consumer price index – all urban consumers, as published by the U.S. Department of Labor, Bureau of Labor Statistics Data (<https://www.bls.gov/>) or 3% of the current approved salary and wages, whichever percentage is less. Please apply the percentage, not to exceed the 3% limit, as applicable, by checking the year and month that corresponds with the one-year anniversary of the staff person in question. Please remember that the earliest date staff could have been actively employed is the initial term date on the grant contract. The final signature date is the date the contract is considered fully executed, the date the contract is signed by the Indiana State Attorney General's office.

Reminder: Provide a written Job Description for all positions funded through this grant. Submission of a resume does not replace the job description requirement. If the coalition is selecting the Indicator Youth Empowerment/VOICE, personnel must be added to the budget and budget narrative. A job description must be included with the application.

- II. **Fringe Benefits:** For each position, indicate the rate and compute the amount charged for fringe benefits usually and customarily provided by the Lead Agency for employees. TPC grant funding

cannot be used to provide benefits in excess of those normally and customarily offered to all employees. If the Lead Agency does not provide fringe benefits to all employees, TPC grant dollars cannot be used to provide benefits not normally and customarily offered. Please refer to the human resources department of your Lead Agency for written guidance on this budget line item.

Travel

Expenditures for travel will be limited to the rate customarily paid by the agency or the current rate being paid by the State of Indiana, whichever is less. A chart summarizing the maximum reimbursement amounts is referenced below.

- I. **In-State versus Out-of-State Travel:** Expenses incurred to attend tobacco use prevention and cessation trainings, conferences and meetings in state are appropriate. Budget recommendations for in-state travel should include annually:
 - a. Three one-day regional workshops.
 - b. 2-3 day convening in the Indianapolis area in the fall with overnight accommodations.
 - c. Plans for on average four optional trainings located within the region or in central Indiana.
 - d. Travel for VOICE trainings, if applicable.
 - e. For new staff, new coordinator training and coordinator-to-coordinator training should also be budgeted.
 - f. Budget considerations should include mileage as well as per diem and hotel for overnight travel. On average, five overnight stays should be budgeted.
- II. **Out-of-state travel must be pre-approved in writing by TPC.** Please submit a written request to your primary contact at TPC prior to travel. Present the following for each event: Description of the event or conference; rationale for attending (this should connect directly to the partnership's vision and tobacco program activities); anticipated follow-up from the event after you return to the community; and budget estimate (travel, lodging, meals, registration fees, other expenses).

Travel and Per Diem Subsistence Guidelines

To be eligible for per diem subsistence, travel must include an overnight stay. Single-day trips are not eligible for per diem. Traveler must provide proof of lodging to claim per diem. If traveler is requesting per diem, the following times in the table will determine the amount provided:

| | In-State | Out-of-State |
|------------------------------------------|----------|--------------|
| Departure before 12:00 PM | \$41.00 | \$52.00 |
| Departure between 12:00 PM and 4:30 PM | \$20.50 | \$26.00 |
| Departure after 4:30 PM | None | None |
| Return before 12:00 PM but after 7:30 AM | \$20.50 | \$26.00 |
| Return after 12:00 PM | \$41.00 | \$52.00 |

If a conference/seminar registration fee includes meals, the provided meals must be deducted from the traveler's per diem. Traveler is to deduct from their per diem for any meal provided within a registration fee whether or not the traveler ate that meal.

| | In-State | Out-of-State |
|-----------|----------|--------------|
| Breakfast | \$10.25 | \$13.00 |
| Lunch | \$10.25 | \$13.00 |
| Dinner | \$20.50 | \$26.00 |

Traveler should select from one of three options when indicating per diem claims:

- I. All meals provided; no per diem claimed
- II. Some meals provided; some per diem claimed
- III. No meals provided; all per diem claimed

Travelers do not have to deduct continental breakfasts from per diem. Travelers are not entitled to subsistence allowance for overnight travel if travel is within 50 miles from the traveler's station or home. There may be some exceptions: talk to your TPC point of contact.

When two time zones are involved on one trip, please retain a consistent time zone when reporting departure time and arrival time. It is expected that traveler leaves from and returns to the same time zone.

Hotel Rate

Hotels may request to verify rate with TPC to verify state government rate. Ask TPC point of contact for further assistance.

The current State of Indiana maximum standard rate for overnight lodging is listed in the table below. Taxes should be paid and reimbursed if lodging is secured using a personal credit card.

If a hotel informs that their government rate is more than the allowable amount plus tax, traveler needs to find a hotel that will honor the current in-state maximum rate or contact TPC. The traveler will be required to pay the overage above the state's maximum allowable without prior approval. Some hotels may confuse the federal rate and the state rate. Please reference table below.

| Location | Rate |
|-------------------------------------------------------|----------|
| Standard Rate (all locations without specified rates) | \$110.00 |
| Indianapolis/Carmel | \$133.00 |
| Lafayette/West Lafayette | \$123.00 |

Mileage

The state mileage reimbursement rate is \$0.49 per mile.

Note: All rates are subject to change.

Supplies

Supplies may include office supplies or meeting supplies, including those supplies not specifically excluded. The purchase of tobacco use prevention educational supplies should be consistent with the goals and objectives of TPC. Include a narrative justification outlining the intended use and incorporation of the supplies into the local program. **Promotional items and other similar items must be pre-approved by TPC prior to purchase. Approval of the budget does not imply pre-approval of promotional item purchases. Submit a written request to your primary contact at TPC for consideration prior to purchase.**

Contractual

On the budget narrative form or on another page, describe for each subcontract the following information:

- I. scope of work including tasks and Deliverables,
- II. time period of the contract,
- III. person in the agency who will supervise or manage the subcontract,
- IV. name of the contractor or, if not yet known, what method will be used to select the contractor,
- V. e.g. bids, request for proposals, sole source, etc.
- VI. amount or budget for the contract,
- VII. process for contractor to secure payment,
- VIII. how the contract will be supervised, managed, or otherwise monitored by the Lead Agency.

The subcontract agreement formats provided by the TPC should serve as a boilerplate to collect information on subcontractors. If additional space is needed to explain the details of a subcontract, please attach and reference these documents within the body of the subcontract. The boilerplate subcontract documents provided are not intended to be the sole source of information for executing a contract for goods or services, but the information requested in the boilerplate must be contained in any subcontract agreement executed.

Descriptions of subcontracts for program activities must be included along with budget information. Legal professional services to be secured from outside of the unit need to be secured by contract. Legal services **must** be pre-approved by TPC. **Proposed subcontracts must be approved by the Regional Director before execution. Approval of the budget does not imply pre-approval of subcontract.**

Other

This category can include costs for items such as telephone, rent, copying, printing, postage, mailing, publications, and professional education costs.

Rent to be paid for space exclusively reserved for tobacco prevention and cessation programming activities cannot exceed the fair market value for the space. Document how the rental expense was determined and retain this documentation in the records.

Cell phone expenses paid from tobacco grant funds must be for business to conduct tobacco prevention and cessation activities. To be reimbursed, the grantee must have an approved line item in the budget for cell phone expense.

Paid Media

Advertising and communication media must utilize the media campaign imaging and the common messages developed by TPC. **All paid media must be pre-approved by TPC prior to placement. The Lead Agency is responsible for any and all costs related to paid media, if not approved by TPC. Approval of the budget does not imply pre-approval of paid media purchases.**

Furniture and Equipment

Office furniture, equipment, and computer/software upgrades are allowable, provided they are reasonable expenditures relative to the work proposed and were not purchased in a previous year. All equipment purchased with grant funds, which costs \$500 or more, shall remain the property of TPC and shall not be sold or disposed of without written consent from TPC. All office furniture, equipment and computer/software upgrades purchased which cost \$500 or more must be listed on a fixed assets ledger.

Additional Conditions

- I. Grant funds and program income shall not be expended for:
 - a. Construction of buildings and building renovations
 - b. Depreciation of existing buildings or equipment
 - c. Contributions, gifts, or donations
 - d. Entertainment
 - e. Automobile purchases, rental and/or leases
 - f. Interest and other financial costs
 - g. Fines and penalties
 - h. Bad debts
 - i. Contingency funds
 - j. Food
 - k. Political contributions.
- II. All disbursements are required by law to be fully itemized. IC 4-10-11-1 states that “vouchers shall not be approved by any officer or officers authorized to approve the same, unless so itemized, giving minutiae of detail, and when vouchers are presented to the auditor of state for warrants, they shall be accompanied by said itemized accounts and statements.” Other state statutes requiring fully itemized state payments include the following:

IC 5-11-10-1 Disbursements for claims

IC 4-10-12-1 Itemized vouchers; expenditure for purpose appropriated.

Information necessary to sufficiently itemize payments range from listing specific contract program detail to providing unit costs, quantity, and descriptions for each item or service received. Adequate information must be provided to substantiate hourly billing, such as activities performed and cost per hour. If reference is made to a vendor invoice, statement, or bill, it should be attached. Blank or incomplete invoices should never be certified or paid by Grantees.

Public funds may not be used to pay for personal items or for expenses that do not relate to the functions and purposes of the tobacco grant program.

Cellular phone service, which is paid for with grant funds, is for the sole benefit of the program for which grant funds have been received. Grantees have a responsibility to monitor cellular phone expenses to ensure they are not paying for airtime that is not needed. Cellular phone service is paid only via reimbursement with detailed billing.

Dues and subscriptions paid from public funds should be for institutional memberships; i.e. in the name of the organization, or grantee’s organization name, not an individual’s name.

No checks can be issued for cash to pay expenditures. Checks must be made out to the subcontractor and/or supplier.

No petty cash funds can be established.

No debit cards can be authorized or utilized on the tobacco grant bank account.

Grantees must reimburse staff for travel expenditures; no advance payments without specific written permission from TPC.

Grantees are responsible for collecting any overpayment or duplicate payments made. Repayment should be sought immediately once an overpayment has been identified.

Grantees are obligated to collect, document, and retain all such information necessary to certify invoices submitted for payment for goods or services received. Grantees have the duty to pay properly documented invoices in a timely fashion. With the exception of payroll expenditures for the Lead Agency employees, all contracts and other payments from the grant should be paid upon receipt of a properly documented invoice for contracts, billings, or requests for reimbursement.

- III. The Grantee will maintain a fixed assets ledger as prescribed in the budget explanation. If an internal tracking system exists within your Lead Agency, follow those prescribed procedures to document any equipment purchases.
- IV. Grantees will account for tobacco grant funds separately from other organization funds and will reconcile the tobacco grant fund account monthly. Tobacco grant funds cannot be co-mingled with other agency funds. If tobacco grant funds are deposited in an account with other funds, a separate accounting ledger **must** be maintained, including the proper division and crediting of interest to the various components of the account. At the end of the quarter the fund and account statement, including interest, must reconcile to the quarterly fiscal reports submitted to TPC.
- V. That acceptance of any services offered under this Grant Agreement shall be voluntary on the part of the individual to whom such services are offered and that acceptance of any services shall not be a prerequisite to eligibility for the receipt of any other services under the Grant Agreement.
- VI. That any proposed changes in the target population served under this Grant Agreement or any proposed changes in geographic location of service sites must be submitted in writing to TPC.
- VII. That funding is contingent upon providing individualized data files in a file structure specified by TPC. Grantee will submit said data files to TPC according to a specific schedule determined by TPC. The data provided by the Grantee will be used to perform statistical and evaluative functions, and other reporting requirements.
- VIII. That changes in line items in the budget will be requested in writing and approved by a duly authorized representative of TPC **prior to implementation**.
- IX. That payment is contingent upon timely receipt of required client data in accordance with procedures and schedules established by TPC, a copy of which is available upon request.
- X. That all income generated by grant funds shall be added to the grant fund balance in the period in which it is earned and is subject to the same requirements as the basic grant monies. All grant monies must be invested in types of investments as directed by current statute, IC 5-13-9-1 thru 5. Please refer to the current statute for guidance.
- XI. To adopt and enforce a tobacco-free policy in project facilities and grounds at all times.

FUNDING AND BUDGETING

This contract period covers State Fiscal Years 2026 and 2027. The contract period starts on July 1, 2025 and ends on June 30, 2027.

Funds budgeted for State Fiscal Year 2026 are only available July 1, 2025 through June 30, 2026. Funds budgeted for State Fiscal Year 2027 are only available July 1, 2026 through June 30, 2027. **Funds not spent during State Fiscal Year 2026 will not roll over to State Fiscal Year 2027.**

Local capacity building grants will not be guaranteed for each county. There will not be a guaranteed allotment or a suggested funding range for each county. For reference, the average funding for capacity building partnerships in the 2023-2025 funding cycle was \$104,500 for two years. Budget requests should reflect the needs of the community, the amount of work proposed in the work plan, and resources needed to be successful. The size of the county's population will be a consideration. **All grants are contingent upon the availability of funding.**

The Lead Agency serves as the Fiscal Agent; the Fiscal Agent is the Lead Agency. TPC will execute the contract with the Lead Agency, and this organization bears fiduciary responsibility over both the program activities and funding received. **Funds will be paid to the Lead Agency upon receipt and approval of invoices. Approval of the budget does not imply pre-approval of paid media, subcontracts, out-of-state travel, or promotional items.**

Upon approval of the grant application, *new* Lead Agencies will be required to submit the IRS W-9, Direct Deposit Authorization, and complete an online Bidder Registration prior to receiving a contract from the State of Indiana.

Upon approval of the grant application, *existing* Lead Agencies will be required to confirm their Employer Identification Number (EIN) and submit a Direct Deposit Authorization.

All Lead Agencies will then be required to sign the contract. All non-governmental entities are required to submit audited financial statements. All funds paid by TPC will be directly deposited into the Lead Agency's bank account.

HOW TO APPLY

The completed application forms and all attachments must be submitted electronically via email at TPCApplications@health.in.gov and **must be received before midnight EST on Monday, March 10, 2025.**

APPLICATIONS WILL ONLY BE ACCEPTED AT THE EMAIL ADDRESS ABOVE.



REVIEW PROCESS

A team consisting of TPC staff, IDOH staff, and state and national tobacco control experts will review the proposals. The Review Team will evaluate proposals to ensure that each proposal meets the minimum requirements of this grant application and will then submit funding recommendations to IDOH/TPC for final approval.

Applications will be reviewed using the following criteria:

| Scorecard Criteria | Value Points |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| Coalition & Partnerships <ul style="list-style-type: none"> • Robust description of the community, including populations most impacted by tobacco, and issues that impact optimal health for all. • Describes the burden of commercial tobacco on the community. • Provides an example of a community-level collaboration led by the Lead Agency in the past two years. • Clearly outlines how the Lead Agency and coordinator will build on existing partnerships and develop new and sustainable partnerships. • Identifies specific organizations to recruit for coalition memberships, including organizations that serve populations most impacted by tobacco, in the community. • Potential for community-wide impact in 2025-2027 grant period including populations most impacted by tobacco. • Authentic partnership approach to achieving objectives. • Demonstrates level of engagement and/or planned collaboration your organization will have with the local health department(s). | 25 |
| Work Plans <ul style="list-style-type: none"> • Work plans follow evidenced-based approaches in commercial tobacco control and are tailored to the community. • Work plans will help build the foundation for social norms change as it relates to commercial tobacco control. • Work plan objectives are S.M.A.R.T. (Specific, Measurable, Achievable, Relevant & Time-bound) at minimum. S.M.A.R.T I.E. objectives are used when possible. • Work plan activities are adequately described to ensure progress toward Contract Deliverables. • Work plans are appropriate to the experience level of the coalition/organization. • Includes required Indicators – Middle and High School Comprehensive School Strategy, Point of Sale, Quit Now Indiana, and Coalition; optional Indicators selected are appropriate for the community. • The 2025-2027 goals reflect a strategic approach with an emphasis on policy change that is realistic and practical. (Work Plan Progress and Goals) • Includes goals under each Priority Area that would have an impact on the community in 2025-2027. | 20 |

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| <p>Budget & Finance Documents</p> <ul style="list-style-type: none"> Includes appropriate staffing to accomplish the proposed work plans; staffing structure and roles are clear. Staff/personnel included in budget are all included in the work plan, with accompanying job descriptions. Budget is cost-effective and appropriate to the scope and nature of the project. Budget narrative explains the proposed expenditures in detail and connects to the work plans. No unreasonable or unallowable items or expenses are included. Subcontractor(s) agreement form(s) included, if applicable. | 20 |
| <p>Administration</p> <ul style="list-style-type: none"> The cover sheet demonstrates sufficient operating capacity to appropriately segregate duties and responsibilities. Lead Agency can serve as a leader for policy-focused and broad-based community focused interventions. Lead Agency shows commitment and capacity for commercial tobacco control and support of the coalition with respect to financial and programmatic activities and requirements. Lead Agency has a Tobacco Free Grounds Policy, and that policy is provided with the application. The application adequately describes how the program will be organized, staff, and managed. The application includes plans for local health department collaboration. | 20 |
| <p>County Metrics</p> <ul style="list-style-type: none"> Percent of adults who smoke (5 of 10). Percent of pregnant woman who smoke (2 of 10). Social vulnerability index (2 of 10). County health ranking (1 of 10). | 10 |
| <p>Application Completeness</p> <ul style="list-style-type: none"> Application followed directions. Application included all attachments. | 5 |

TIMELINE FOR SUBMITTING AN APPLICATION

| | |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| January 6, 2025 | RFA released on TPC website. |
| January 14, 2025 January 15, 2025 January 16, 2025 | Training workshop dates. Visit Grant Applications for more details about training dates and locations. *Applicants are strongly encouraged to attend one of the grant workshops. |
| January 22, 2025 | Virtual training option – abbreviated version. |
| January 24, 2025 | Deadline to submit questions in writing. |
| February 7, 2025 | FAQ Responses posted on TPC website. *Technical questions can be asked throughout. |
| March 10, 2025 | Submit completed applications. |
| March-April 2025 | Evaluation by TPC Review Teams. |
| May 2025 | Target date for award announcements and contract negotiations. |
| July 1, 2025 | Start of 2025-2027 Grant Cycle. |

CONTRACT REQUIREMENTS

The following are requirements for all TPC local capacity building grants. The Coordinator, Coalition and Lead Agency **must**:

- Work on the four required Community Indicators and their corresponding Contract Deliverables. In addition, the coalition may choose from the optional Indicators but are not required to do so. There is no limit to the number of optional Indicators that can be chosen, and the goal is to choose optional Indicators the coalition feels it can make progress on throughout the grant cycle.
- Required Community Indicators are:
 - [Middle and High School Comprehensive School Strategy](#)
 - [Point-of-Sale](#)
 - [Quit Now Indiana](#)
 - [Coalition](#)
- Optional Community Indicators are:
 - Youth Empowerment/VOICE
 - Multi-Unit Housing
 - Tobacco-Free Families
- Submit complete and accurate invoices and monthly program reports by the due date.
- Participate in all required TPC trainings. Program staff agree to accept technical assistance from TPC throughout the course of the grant period to implement their respective work plan. All new coordinators are required to participate in the TPC New Coordinator Training Program.
- Collaborate with TPC statewide and national partners on initiatives when appropriate and as directed. For a list of current statewide partners and description of projects, visit <https://www.in.gov/health/tpc/community-programs/statewide-partners>.
- When working with organizations such as school districts, hospital systems, behavioral health centers, college and university campuses, and other workplaces on tobacco-related policy change in addition to city and county ordinances, current *model policies* provided by TPC must be used.

- Provide TPC with a copy of all newly passed tobacco-free policies, including but not limited to the following settings: school districts, university/college and other post-high school training institutions, behavioral health and addictions treatment centers, public and private multi-unit housing, hospital campuses, and community health centers. When a local smoke-free air ordinance passes or is amended, provide TPC with a copy of the signed and filed (“official”) community smoke-free air ordinance.
- Provide transparency with grant budget and share with coalition on regular basis in an effort to implement principles of [participatory budgeting](#).
- Meet with Regional Director monthly to discuss and review Deliverable progress, deadlines, and technical assistance.
- If the work plan includes VOICE, meet with TPC youth program staff monthly to discuss and review Deliverable progress, deadlines, and technical assistance.
- Adhere to TPC communication requirements, which includes using all media branded materials (i.e., Swiss cheese press releases and media advisories) that TPC provides for partners to customize and distribute to local media outlets. Branding and logo use (i.e. Quit Now Indiana and VOICE) requires TPC approval before placement.
- Identify and educate state and local policymakers about the burden of tobacco use and how tobacco companies target specific populations.
- Collaborate throughout the work plan with other TPC funded partnership(s) in your community, if applicable.
- Collaborate with local health department(s) supporting Health First Indiana.
- Respond to information and data requests from TPC within the timeframe requested.

PRIORITY AREAS, COMMUNITY INDICATORS, AND CONTRACT DELIVERABLES

PRIORITY AREAS

Indiana’s state commercial tobacco control program has four priority areas:

- Decrease youth and young adult tobacco use rates
- Increase proportion of Hoosiers not exposed to secondhand smoke
- Decrease Indiana adult smoking rates
- Maintain a state and local infrastructure necessary to lower tobacco use rates

CAPACITY INDICATORS AND CONTRACT DELIVERABLES

Priority areas each have one or more Indicators. The Indicators are broad, evidence-based strategies that work to achieve the priority area goals.

Each Community Indicator has Contract Deliverables, which are major ongoing activities or milestones that work together to help the coalition make progress on the given Indicator. Coalitions must include community-specific activities in the work plans to demonstrate plans to achieve desired outcomes.

PRIORITY AREA: DECREASE YOUTH AND YOUNG ADULT TOBACCO USE RATES

MIDDLE AND HIGH SCHOOL COMPREHENSIVE SCHOOL STRATEGY - Required

Increase the proportion of Indiana middle and high schools that support and implement a comprehensive school strategy against all commercial tobacco use.

Contract Deliverables

1. Conduct a relational meeting with school administrators to understand school climate, philosophy, successes, concerns, and needs to:
 - a. Build trust
 - b. Determine barriers and opportunities
 - c. Identify champions

DUE: Within first year of grant cycle
2. Obtain a signed agreement from school administration that includes:
 - a. Copy of the school district's comprehensive 100% tobacco free policy, including e- cigarettes
 - b. Support for students to participate in VOICE initiatives within the school (if applicable)
 - c. Commitment to provide tobacco control messaging and materials to students, staff, parents, and visitors
 - d. Provide tobacco cessation resources, such as Quit Now Indiana, to all staff
 - e. Participation in Youth Tobacco Survey, if selected

DUE: Once per grant cycle
3. Provide messages (articles, fact sheets, and other resources) to communicate with the school community on tobacco prevention and cessation including Quit Now Indiana and tobacco-free policy.

DUE: Quarterly during the 2025/2026 and 2026/2027 school years
4. **As needed:** Complete the 2026 Indiana Youth Tobacco Survey in your assigned schools. This includes recruiting schools, scheduling a survey date in collaboration with TPC and the school, and then proctoring the survey in the selected schools.

DUE: Process begins in summer 2026 and data collection ends in December 2026
5. Provide at least one training or information session for school staff and for adults/parent groups on various tobacco issues such as:
 - a. point of sale and predatory tobacco marketing
 - b. flavors and menthol
 - c. policy reform around student nicotine use in schools that includes nonpunitive measures
 - d. emerging tobacco products
 - e. prevention, intervention, and cessation resources
 - f. trauma-informed care and/or adverse childhood experiences (ACEs)

DUE: Annually for each group

6. Conduct at least one adult-focused presentation per year to school board members and/or school administrators on tobacco products, including e-cigarettes, and the importance of a comprehensive tobacco-free school district policy that includes alternatives to suspension or citation.
DUE: Annually
7. Obtain current tobacco-free school policies within your county.
DUE: December 2025
8. Assess current tobacco-free school policies to determine how the policies address student tobacco use in school and opportunities for improvement.
DUE: March 2026
9. Develop a strategy chart for each school/school district identified to adopt restorative measures for students and any other policy change that is needed.
DUE: June 2026
10. If needed, upon passing a comprehensive district-wide tobacco-free policy including nonpunitive measures and citation measures, conduct an implementation strategy meeting with school administrators and offer resources including Quit Now Indiana and other tobacco cessation resources, including specific resources for youth addicted to e-cigarettes.
DUE: Within four weeks of policy passing
11. If needed, promote the passing of a comprehensive tobacco-free policy (including ENDS) which specifies nonpunitive measures and citation measures, for example, via news release to local media outlets and on social media. **DUE: Within two weeks of policy passing**

YOUTH EMPOWERMENT/VOICE – Optional

Increase community activism among youth and young adults to support community change that includes youth involved in the VOICE movement.

NOTE: Staff must be designated as a Youth Program Coordinator (VOICE ADULT ALLY) to support this Indicator and must be included in the budget. A job description must be provided with the application.

Contract Deliverables

1. Complete a recruitment plan and monthly meeting schedule for each year for established VOICE Core Team and Action Squad. Must include county specific recruitment packet creation: letter template, VOICE one pager, social media promotional post and/or video recording of the updated VOICE representation.
DUE: August 31, 2025; August 31, 2026
2. Establish a VOICE Core Leadership Team and submit online intake and roster forms.
 - a. Minimum of 5 youth for core team
 - b. Must be 13-18 years old**DUE: September 30, 2025 and ongoing as needed**

3. Utilize recruitment tools to connect with young people and recruit interested youth to action squad.
DUE: Ongoing as appropriate
4. Execute VOICE branded actions in partnership with VOICE Core Leadership Team.
DUE: Quarterly
5. Participate in ALL required VOICE statewide youth empowerment meetups and capacity building opportunities annually. Examples include statewide virtual trainings and regional events.
DUE: See VOICE Calendar
6. Hold monthly core team/action squad meetings that honor and adhere to the youth empowerment model and positive youth development best practices.
DUE: Monthly
7. Support any initiatives led by the VOICE Youth Ambassadors.
DUE: Decided by Youth Ambassadors
8. Provide a letter of recommendation for any interested youth from your core team to serve on the statewide youth leadership team/VOICE Youth Ambassador Program.
DUE: Spring 2026/2027 (if applicable)
9. Support the transition of VOICE members into the VOICE Alumni Network (young adult programming).
DUE: Annually for any senior members (if applicable)

POINT-OF-SALE - Required

Increase broad-based community support for tobacco point-of-sale strategies at the local level.

**Partners should consider mileage for completing assessments in budget.*

Contract Deliverables

1. Participate in Standardized Tobacco Assessment of Retail Settings (STARS) biennial survey to collect county-level data on tobacco products and point-of-sale advertising in retail establishments.
DUE: April 15, 2026
2. Conduct youth and adult-focused educational activities on how tobacco products are priced and marketed to target teens and populations most impacted by tobacco at the point-of-sale. Include results of local tobacco retailer assessments from the STARS annual survey. Depending on the audience, partners are encouraged to include information on how tobacco, alcohol, and unhealthy foods are all promoted, placed, and priced at the point-of-sale, how behaviors are influenced by this type of marketing, and the opportunity to address multiple factors that influence health by reforming the retail environment.
DUE: Quarterly

3. Conduct Community Education event to disseminate results of local tobacco retailer assessments from STARS biennial survey. Include information about flavored tobacco products, including menthol, and product impact on youth and communities most impacted by tobacco. Partners are encouraged to use the Community Education event as an opportunity to foster collaboration with organizations working on broader issues of healthy products in the retail environment. (Reference Community Education Toolkit.)

DUE: Once per grant cycle

PRIORITY AREA: INCREASE PROPORTION OF HOOSIERS NOT EXPOSED TO SECONDHAND SMOKE

SMOKE-FREE MULTI-UNIT HOUSING - Optional

Increase smoke-free and vape-free policies in multi-unit housing.

Contract Deliverables

1. Create or update a database of multi-unit housing properties in your community. Milestones include:
 - a. Research and identify all properties in your community to ensure a current database.
 - b. Conduct assessment of the properties current policies.
 - c. Identify contract (property manager) and initiate contact.

DUE: Within the first quarter of the grant and repeat as needed
2. Complete a strategy chart for implementing a policy in at least one multi-unit housing property. Milestones include:
 - a. Complete the strategy chart training.
 - b. Work with coalition to gather information and create strategy.

DUE: Within the second quarter of the grant and repeat as needed
3. Conduct ongoing activities to achieve the goals outlined in the strategy chart. Examples include: providing Quit Now Indiana and secondhand smoke education materials for tenants and staff, relational meetings with housing managers and owners, tenant surveys, tenant town hall meetings, recruiting a task force of tenants and other stakeholders, identifying a champion, and providing sample policy language and resources to housing managers and staff.

DUE: Quarterly

4. Assist housing management with the implementation and enforcement of smoke-free housing policies.

DUE: As needed for new or existing policies

PRIORITY AREA: DECREASE INDIANA ADULT SMOKING RATES

QUIT NOW INDIANA - Required

Increase engagements with Quit Now Indiana throughout the community.

NOTE: TPC does not fund or cover staff hours for community tobacco cessation/treatment classes.

1. Conduct ongoing Quit Now Indiana education and outreach with healthcare providers and organizations (including those that serve communities most impacted by tobacco), employers, multi-unit housing facilities, community members, etc. For example:
 - a) Promote and distribute Quit Now Indiana resources and materials.
 - b) Use Health System Tobacco Treatment Assessment to review and assess healthcare facility internal tobacco treatment processes.
 - c) Offer training or resources for tobacco treatment best practices including Ask, Advise, Refer (AAR); annual QNI service training, onboarding QNI service training, QNI referrals, and trauma-informed care.
 - d) Refer community members who use commercial tobacco to Quit Now Indiana.
 - e) Share Quit Now Indiana data (referral numbers, enrollments, return on investment (ROI)), with referral partners, coalition members, and community stakeholders.

DUE: Monthly

2. Promote the Quit Now Indiana Champions program to employers, healthcare professionals, and healthcare systems. For example:
 - a) Encourage healthcare professionals and employers to visit www.quitnowindiana.com to enroll as Quit Now Indiana Champions.
 - b) Monitor Quit Now Indiana referral reports to identify Quit Now Indiana Champions that have made at least 10 referrals.
 - c) Engage a multi-disciplinary tobacco treatment team to assess and address treatment in the health system
 - d) Obtain 100% Tobacco-Free Grounds policies from employers and healthcare facilities.
 - e) Obtain tobacco treatment workflow/policy from healthcare professionals or facilities.
 - f) Verify that an employer offers employee health insurance benefits including tobacco cessation coverage.
 - g) Verify that an employer offers incentives or support for employee tobacco treatment.
 - h) Recognize Quit Now Indiana bronze, silver, gold, and platinum level Champions locally with a Quit Now Indiana window cling, digital badge, and public recognition (social media, newspaper, annual community event, etc.)

DUE: Monthly

3. Use Quit Now Indiana enrollment numbers to guide outreach efforts.

DUE: Monthly

PRIORITY AREA: PROTECT AND MAINTAIN A STATE AND LOCAL INFRASTRUCTURE NECESSARY TO LOWER TOBACCO USE RATES

COALITION – Required

Build and maintain a tobacco-free coalition that represents the communities served, including populations most impacted by tobacco, who work collaboratively to implement comprehensive tobacco prevention and cessation efforts in the community.

Contract Deliverables

1. Conduct ongoing coalition development and maintenance activities to involve participation from all sectors of the community. Milestones include:
 - a. Conduct ongoing assessment of coalition recruitment, development, and authentic engagement with populations most impacted. (Reference Coalition Assessment Document.)
 - b. Conduct regular activities including preparing coalition agendas, conducting meetings, planning coalition activities, and sharing minutes.
 - c. Spend time building relationships in the community and among coalition partners.
 - d. Celebrate coalition successes. Recognize coalition members for their hard work and accomplishments.
 - e. Provide training to coalition members on populations and communities most impacted by commercial tobacco control issues. (Reference the Recommended Coalition Maintenance Activities.)

DUE: Recommendation is a progression of monthly activities that build a working coalition

2. Complete at least one earned media submission or placement to a local media outlet (traditional or nontraditional) and maintain active social media channels. Earned media may include letters to the editor, press releases, media coverage of coalition events, coalition appearance on local radio talk show, partners' social media, partners' newsletters or websites, podcasts, and other mass communications that reach your community where you do not pay for the message to be disseminated. (Reference the Recommended Communications Outreach in the Resource Guide.)

DUE: At least one earned media submission per month, plus coalition social media activity

3. Educate state and local policy makers about your program and tobacco control, and the burden of tobacco use on Indiana. Milestones include:
 - a. Send a letter of thanks to state policy makers for your community grant funding and goals for year one; send a letter of thanks to state policy makers outlining the coalition's accomplishments from year one and goals for year two. (By September 30th of each year.)
 - b. Conduct a face-to-face meeting with decision makers.
 - c. Send regular communications, such as newsletters and coalition successes.

DUE: Quarterly

4. Conduct relational conversations each quarter with an organization, an individual, or stakeholder, and identify a contact person for coalition recruitment. Milestones could include:
 - a. Identifying individuals for recruitment
 - b. Research and preparation for the meeting
 - c. Conducting relational conversation
 - d. Follow-up from the meeting

DUE: Quarterly

5. Engage and work in partnership with organizations serving populations most impacted by tobacco to ensure activities are co-created and welcomed by the community. Example activities include:
 - a. Join other community-based organization meetings that serve the needs those most impacted by tobacco.
 - b. Partner with a local event focused on serving those most impacted by tobacco.
 - c. Subcontract with an organization serving populations most impacted by tobacco to conduct activities related to the work plan.

DUE: Quarterly

6. Conduct at least one presentation or meeting per year with the board, administrators, or leadership of the Lead Agency to educate on evidence-based tobacco control practices, as well as coalition accomplishments and goals.

DUE: Annually

TOBACCO-FREE FAMILIES – Optional

Train organizations serving populations most impacted by tobacco on the *Breathe: Healthy Steps to Living Tobacco Free* education program.

Contract Deliverables

1. Implement the *Breathe: Healthy Steps to Living Tobacco Free* education program in at least one new Head Start Center or Alternate Organization serving families most impacted in your county.

Milestones include:

- participating in the annual *Breathe* training for trainers
- following the timeline provided in the online toolkit
- conducting relational meetings
- collecting evaluation data
- conducting *Breathe* trainings for staff of the organization
- providing appropriate resources to the organization's staff and families
- offering on-going support

DUE: Ongoing, annually

2. Maintain the *Breathe: Healthy Steps to Living Tobacco Free* education program in at least one existing Head Start Center or Alternate Organization serving families most impacted in your county.

Milestones include:

- participating in the annual *Breathe* training for trainers
- following the timeline provided in the online toolkit
- collecting evaluation data
- conducting a *Breathe Refresher* for the staff of the organization
- replenishing appropriate resources for the organization's staff and families
- offering on-going support

DUE: Ongoing, annually

3. Utilize *Breathe* materials for promotion and education outside formal trainings.

DUE: Report as needed