

## Attachment II: Application Template

This attachment is not a fill-in form. Use the application template below to create this portion of the application in a word processing program. All content in the template must be addressed. Include section headings from the template below. Applicant **should adhere to stated formatting requirements in RFA section 6.2 Submission Methods and to page limitations** for each section and save it as a PDF document. Include the applicant lead agency, applicant name and county applied for in a header as the top of each page. Failure to adhere to requirements will result in rejection of the application.

### Attachment II: Application Template

Lead Agency: \_\_\_\_\_ Applicant Name: \_\_\_\_\_ County: \_\_\_\_\_

## REQUIRED CONTENT OF THE APPLICATION

All applicants must complete Sections 5.1, 5.2, 5.3, 5.4 and 5.5 of this application. To successfully complete this application, each applicant must refer to the County Policy Infrastructure Assignments, contained in Appendix II, to determine their required, assigned policy types and the number of additional policy areas, if any, that they are required to add from the choices provided. Each applicant is required to complete application questions only for the policy types assigned / additional policy areas selected. All applicants must complete application questions for required Outcomes in Goal 4.

### 5.1 Project Summary

Applicants shall provide a concise one-page summary of the proposed project. The proposed project should identify the main purpose of the project, activities related to building partnerships in the community, population to be served, policy areas to pursue, and expected outcomes. If a grant is awarded, the summary may be used by the Department in publications and on public websites to describe this project. The Project Summary may also be used to brief state officials and others about the proposed project.

### 5.2 Statement of Need (2-page limit)

BTFF is seeking qualified applicants to:

- Establish and/or maintain a Community Tobacco Free Partnership
- Establish and/or maintain one county chapter of the Students Working Against Tobacco organization.
- Authentically engage and work in partnership with community members and representatives of populations experiencing tobacco-related disparities. Build or maintain strategic partnerships within the community that maximize opportunities to advance tobacco policy change.

## Attachment II: Application Template

- Continue policy advocacy. Policy advocacy activities will be directed toward the following goals.
  - Preventing initiation among Florida’s youth and young adults
  - Eliminating Floridian’s exposure to secondhand smoke
  - Promoting quitting among Florida’s adults and youth
  - Sustaining the infrastructure for Tobacco Free Florida
  - Identifying and eliminating tobacco-related disparities

The Statement of Need shall be used to describe the need for the proposed project specific to each county where funds are being sought. The Statement of Need is not to exceed two pages. Applicants shall identify in narrative form the following information

1. Target county demographics: Describe the target county, including the number of cities and towns and characteristics of the population: education, income, health status, demographics including socioeconomic status, and prevalence of all forms of tobacco use by youth and adults.
2. Describe the need for funding to address tobacco prevention in the target county including strengths and challenges of tobacco prevention and control, the prevalence of tobacco free environments, existing tobacco-related disparities, and the attitudes and behaviors related to tobacco use.

Applicants shall cite source(s) of all data and statistics used to validate the need. State surveillance data is available to all applicants at the following locations

<http://www.flhealthcharts.com/charts/Brfss.aspx>

<http://www.flhealthcharts.com/charts/YouthTobacco.aspx>

### **5.3 Objectives**

The program SMART objectives are included as part of the response in section 5.4.

### **5.4 Program Plan (12-page limit)**

The Program Plan shall be used to describe proposed strategies and activities to achieve local policy change in all targeted areas as requested below. This program plan should outline activities that will occur during the initial five fiscal year grant term, 2021-2026. All counties are assigned specific policy areas in which they must work. In addition to the areas assigned, some counties must conduct additional policy work and are given the option to select to additional policy areas from a list of policy options. Refer to Appendix II County Policy Infrastructure Assignments, to ensure responses are only provided for the policy types which are applicable to the county for which you are

## **Attachment II: Application Template**

applying. The specific required policy and infrastructure areas for each county and selected optional policy areas for some counties as listed in Appendix II must be addressed.

### **Goal 1: Prevent Initiation of Tobacco Use Among Florida's Youth and Young Adults**

#### **Outcome 1.2: Prevent initiation of tobacco use among Florida's youth and young adults.**

##### **Outcome 1.2 Required Policy: Policy to Counteract Tobacco Industry Influences at the Retail Point of Sale (POS)**

- A. Provide current status of policies impacting tobacco industry influences at the retail point of sale in the county.
- B. Identify specific localities (cities and/or county) targeted and reasons for selecting the targets.
- C. List intended three-year outcomes or specific changes expected because of program activities. Objectives must be written to be Specific, Measurable, Achievable, Realistic, and Timebound. Applicants can provide more than one SMART Objective for the three-year period.
- D. Identify the target decision makers(s) for each SMART Objective.
- E. Describe the strategies and activities necessary in achieving and implementing the policy for each SMART Objective.
- F. Describe how population groups disparately affected by tobacco industry influences in the retail environment are to be impacted by implementing required policy changes.
- G. List each collaborative partner, including youth and/or youth-oriented organizations. Explain how relationships will be developed and maintained, and the expected roles and responsibilities of each partner.

##### **Outcome 1.2 Optional Policy: Policy to Reduce Tobacco Product Promotions in Community Settings**

The focus of this area is to enact public policy to restrict or prohibit sampling and other activities used to promote tobacco products.

- A. Provide status of policies impacting tobacco product promotions in the county.
- B. Identify specific localities (cities and/or county) targeted and reasons for selecting the targets.
- C. List intended three-year outcomes or specific changes expected because of program activities. Objectives must be written to be Specific, Measurable, Achievable, Realistic, and Timebound. Applicants can provide more than one SMART Objective for the three-year period.
- D. Identify the target decision makers(s) for each SMART Objective.
- E. Describe the strategies and activities necessary in achieving and implementing the policy for each SMART Objective.

## Attachment II: Application Template

F. Describe how population groups disparately affected by tobacco industry influences in the retail environment are to be impacted by implementing required policy changes.

G. List each collaborative partner, including youth and/or youth-oriented organizations. Explain how relationships will be developed and maintained, and the expected roles and responsibilities of each partner.

### **Outcome 1.3 - Implementation of Model Tobacco Free Policies in Schools: Outcome 1.3 Required Policy: Policy to Implement Tobacco Control Model Policies in K-12 Schools**

All grantees will work to achieve and/or assist in the effective implementation of comprehensive school policies. Some grantees will actively pursue improvements to policy in districts that have not implemented model policy which address the use and promotion of tobacco. In districts that have implemented model policy, the grantee will conduct policy maintenance activities to ensure effective implementation. “Maintenance” or “Active Policy Area” is indicated on the County Policy Infrastructure Assignments document, Appendix II.

- A. Provide current status of tobacco free school policies in the county.
- B. Identify specific tobacco free school policy components, if any, that must be pursued to obtain comprehensive policy coverage for all schools within the county. Include organization(s) targeted and reasons for selecting the policy components and targets.
- C. List intended three-year outcomes or specific changes expected because of program activities. Objectives must be written to be Specific, Measurable, Achievable, Realistic, and Timely (SMART). Applicants can provide more than one SMART Objective for a three-year period.
- D. Identify the target decision maker(s) for each SMART Objective.
- E. Describe the strategies and activities necessary in achieving and implementing the policy for each SMART Objective.
- F. Describe how population groups disparately affected by tobacco use are to be impacted by implementing required policy changes.
- G. List collaborative partners that you will work with and why they are relevant. Explain how relationships will be developed and maintained and the expected roles and responsibilities of each partner.

### **Outcome 1.3 Optional Policy: Policy to Implement Tobacco Control Policies in Higher Education Institutions**

- A. Provide current status of tobacco campus policies for higher education institutions in the county.

## Attachment II: Application Template

- B. Identify specific institutions to target for the implementation of tobacco free campus policies. Include reasons for selecting the targets and prior efforts to work with the institution on tobacco free campus policies.
- C. List intended three-year outcomes or specific changes expected because of program activities. Objectives must be written to be Specific, Measurable, Achievable, Realistic, and Timely (SMART). Applicants can provide more than one SMART Objective for a three-year period.
- D. Identify the target decision maker(s) for each SMART Objective.
- E. Describe the strategies and activities necessary in achieving and implementing the policy for each SMART Objective.
- F. Describe how population groups disparately affected by tobacco use are to be impacted by implementing required policy changes.
- G. List each collaborative partner. Explain how relationships will be developed and maintained and the expected roles and responsibilities of each partner.

### **Goal 2: Eliminate Floridian's exposure to secondhand smoke**

#### **Outcome 2.1 Creation of Smokefree Policies**

##### **Outcome 2.1 Required Policy for Specified Counties: Policy to Create Smoke-Free Multi-Unit Housing (SFMUH)**

- A. Provide current status of multiunit housing policies in the county.
- B. Identify the multiunit housing sectors to be targeted in this county (i.e. condominiums, subsidized housing, market rate housing).
- C. List intended three-year outcomes or specific changes expected because of program activities. Objectives must be written to be Specific, Measurable, Achievable, Realistic, and Timely (SMART).
- D. Identify key messages to use in targeting decision makers in each housing sector.
- E. Describe the strategies and activities necessary in achieving and implementing the policy for each SMART objective.
- F. Describe how population groups disparately affected by tobacco use are to be impacted by implementing required policy changes.
- G. List each collaborative partner. Explain how relationships will be developed and maintained and the expected roles and responsibilities of each partner.

#### **Outcome 2.2 Creation of Tobacco Free Policies**

##### **Outcome 2.2 Optional Policy: Policy to Implement Public Tobacco Free Policies**

##### **Outcome 2.2 Optional Policy: Policy to Implement Organizational Tobacco Free Policies**

NOTE: Public policies are those enacted by a county or city government; voluntary policies are enacted by private entities such as employers, associations, or community organizations. The components below apply to work in either Public or Organizational policies.

## **Attachment II: Application Template**

- A. Provide current status of local level public or organizational tobacco free policies in the county. This may include policies covering bars/restaurants, workplaces, educational institutions, large community events, venues, etc.
- B. Identify specific policy or policies that will be pursued. Include organization(s) targeted and reasons for selecting the policy and targets.
- C. List intended three-year outcomes or specific changes expected because of program activities. Objectives must be written to be Specific, Measurable, Achievable, Realistic, and Timely (SMART). Applicants can provide more than one SMART Objective for a three-year period.
- D. Identify the target decision maker(s) for each SMART Objective.
- E. Describe the strategies and activities necessary in achieving and implementing the policy for each SMART Objective.
- F. Describe how population groups disparately affected by tobacco use will be impacted by implementing required policy changes.
- G. List each collaborative partner, including youth and/or youth organizations. Explain how relationships will be developed and maintained and the expected roles and responsibilities of each partner.

### **Goal 3: Promote quitting among Florida's adults and youth**

#### **Outcome 3.1 - Increase Utilization of Cessation Services**

##### **Outcome 3.1 - Optional Policy: Policy to Increase Cessation Referrals**

Work in this policy area focuses upon working with organizations to facilitate changes to improve systems that increase access to cessation. Targets may be healthcare related or organizations associated with priority populations to increase health equity.

- A. Provide current status of work to establish organizational policies implemented to increase access to cessation services.
- B. Identify specific organizations targeted and reasons for selecting the targets.
- C. List intended three-year outcomes or specific changes expected as a result of program activities. Objectives must be written to be Specific, Measurable, Achievable, Realistic, and Timebound. Applicants can provide more than one SMART Objective for the three-year period.
- D. Identify the target decision makers(s) for each SMART Objective.
- E. Describe the strategies and activities necessary in achieving and implementing the policy for each SMART Objective.
- F. Describe how population groups disparately affected by tobacco industry influences in the retail environment are to be impacted by implementing required policy changes.
- G. List each collaborative partner, including youth and/or youth-oriented organizations. Explain how relationships will be developed and maintained, and the expected roles and responsibilities of each partner.

## **Attachment II: Application Template**

### **Goal 4: Sustain a Statutorily Mandated Comprehensive Statewide Tobacco Education and Use Prevention Program**

#### **Outcome 4.1 - Required Infrastructure Area: Establish and/or Maintain Tobacco Free Partnerships**

Since 2008, a community tobacco free partnership has operated in each county. Maintenance of this community tobacco free partnership is a requirement of this grant. This section shall be used by the applicant to describe the agency's efforts to partner with other organizations within the local community to deliver the proposed project as described in the Program Plan. Collaboration may also be considered as a means of ensuring program sustainability once grant funding ends. Applicants shall identify in narrative form the following information:

##### **Community Tobacco Free Partnership Details:**

This section shall be used by the applicant to describe the agency's approach for building collaborative partnerships to deliver the proposed project as described in the Program Plan. Partnerships may vary by grantee, community need and scope of work, but all should be strategic and maximize opportunities. Collaboration may also be considered as a means of ensuring program sustainability once grant funding ends.

Applicants shall identify in narrative form the following information:

1. Identify and describe existing partnerships. Include the sector the partner represents, the nature of your collaboration, and their relevance to your organization's efforts.
2. Describe tools used by your organization to assess the readiness of potential partners to collaborate.
3. Describe your organization's plan to engage community leaders who can elevate tobacco prevention and control issues as well as identify community, elder, or youth ambassadors and champions.
4. Describe your organization's plan to identify and engage existing and new partners, including those within the community who may not work in tobacco prevention and control.
5. Describe your organization's plan to engage and work in partnership with community members experiencing tobacco-related disparities.
6. Describe the tools used by your organization to identify the training needs of new and existing partners.
7. Describe your organization's plan to leverage partner organizations to extend programmatic reach and increase program sustainability.

## Attachment II: Application Template

8. Describe your organization's plan to engage prospective and existing partners throughout the grant period.

### **Outcome 4.2 - Required Infrastructure Area: Maintain a Students Working Against Tobacco (SWAT) Chapter**

Florida's Students Working Against Tobacco organization was formed in 1998. Currently, one SWAT Chapter operates in each of Florida's 67 counties. Maintenance of the county Students Working Against Tobacco Chapter is a requirement of this grant. This section shall be used by the applicant to describe the agency's efforts to engage youth partners within the SWAT organization in policy advocacy while delivering the proposed project as described in the Program Plan. Applicants shall identify in narrative form the following information:

- Describe your knowledge of the current county SWAT Chapter including but not limited to structure of the organization, number of schools with active clubs, members represented, frequency of county level chapter meetings, activities of the organization, and successes and challenges.
- Describe how youth will be mobilized to address policy change in the county.
- Describe how SWAT members will be integrated into the Community Tobacco Free Partnership and its activities. Identify changes that will be made to the existing SWAT structure if any to enhance the opportunity for success in achieving required outcomes and targeted policy change objectives.
- Describe how SWAT will collaborate with other organizations in the community to promote the de-normalization of tobacco use.
- Describe your training plan for the SWAT organization including skills and abilities you wish to build and strategies for achieving this outcome.

### **Health Equity Special Project (3-page limit)**

This section is only required of applicants in Broward, Duval, Hillsborough, Miami-Dade, Orange, Palm Beach, and Pinellas counties.

Applicants shall identify in narrative form the following information:

1. Plan to implement evidence-based tobacco control strategies and activities targeted to low socioeconomic status (SES) populations. These activities should include but are not limited to:
  - a. Engage community leaders, stakeholders, and organizations
  - b. Conduct data collection
  - c. Build new relationships and strengthen current relationships



## Attachment II: Application Template

2. Demonstrate track record of successfully working with low SES and their impact/improvement in at least one of the social determinants of health. Examples include the following:
  - a. Access to health care services
  - b. Access to social support services
  - c. Safe housing
  - d. Access to healthy food options
  - e. Access to transportation
  - f. Job opportunities
  - g. Active living opportunities
  - h. Public Safety
3. Provide results from a community health needs assessment that provides specific information about the community and selected population. The needs assessment should have been completed within the last five (5) years and should include demographic characteristics, health status, community profile, existing tobacco control policies, and available health care systems. Data sources used to define and describe the selected population must be cited. Examples of data sources include:
  - a. Florida CHARTS - <http://www.flhealthcharts.com/charts/default.aspx>
  - b. County Health Rankings <https://www.countyhealthrankings.org/>.
  - c. City Health Dashboard <https://www.cityhealthdashboard.com/>.
  - d. Census <https://www.census.gov/>.
  - e. Community Commons <https://www.communitycommons.org/>.
4. Provide a description of how, upon award, the applicant will accomplish the following:
  - a. A five-year strategic plan for decreasing tobacco consumption among the local low SES population.
  - b. Detailed workplans and culturally appropriate policy, systems, and environmental (PSE) strategies and activities which seek to improve health equity.

### **5.5 Management Plan (10-page limit)**

This section shall be used to describe the applicant's approach to managing the project including proposed staffing for the project and plans to sustain the program once grant funding ends.

Applicants shall identify in narrative form the following information:

1. Background information about the organization and previous grant related experience, if any, including a brief description of projects similar to the one proposed in response to the RFA. Describe the administrative structure of the organization, its overall mission and how it relates to the statement of purpose for this RFA.
2. To demonstrate prior work experience, the successful Grantee shall submit for its organization's Current and Prior Funded Projects in Attachment V.

## Attachment II: Application Template

- a. A list of currently funded projects by subject, project dates, project location such as county, city, or region, amount awarded, funding entity including contact information, and anticipated project outcome.
  - b. A list of previously grant funded projects from the year 2014-2020 by subject, project dates, project location such as county, city, region, amount awarded, funding entity including contact information, and project outcome.
  - c. A list of all revoked grants.
3. Demonstrable evidence of the organization's experience related to policy change activities. Also describe applicable experience of other member organizations of the current or proposed tobacco prevention community partnership.
  4. Demonstrable evidence of the organization's experience related to developing and implementing tobacco prevention and control initiatives, especially those at the county or city level, including activities, dates, scope and results.

### **Organizational Chart:**

Provide an organizational chart that includes the project staff, subcontractors and local partner organizations and indicate how each member relates to each other. The chart should label key staff, partner organizations and core partner contacts necessary to achieve the program objectives. Labels should also include the functional role of contributors.

### **Staffing Plan:**

Describe how the program will be staffed (e.g, paid staff and/or volunteers) Identify the number and type of positions needed, which will be full-time and which will be part-time, and qualifications proposed for each position including type of experience and training required. Identify the key staff that will be involved with the project operations and include staff qualifications, duties and experience delivering the proposed activities for this project. Appendix II shows minimum required staffing level for each county. In many cases, funding provided will allow the county to hire more than the minimum number indicated and BTFF recommends prioritizing the acquisition of staff at a level sufficient to effectively and efficiently accomplish program objectives. (Note: Staff Qualification Surveys (Attachment VI) and resumes are required for all staff who will work on the project. Completed surveys are not to exceed **three pages** per staff member).

All staff receiving payment through this grant must be tobacco free and must not use electronic nicotine delivery systems. A letter on agency letterhead certifying staff for this grant will be tobacco free is required with submission of application.

### **Subcontractor Use and Experience:**

## **Attachment II: Application Template**

Describe any agencies or individuals that would be subcontracted along with their role in implementation of the project and their experience with similar funded initiatives.

Subcontracted staff receiving payment through this grant must also be tobacco free and must not use electronic nicotine delivery systems.

### **Training Plan:**

Describe the organization's plans to provide orientation and on-going training to ensure that staff and volunteers are properly trained to reach project outcomes.

### **Long-term Financial Project Sustainability:**

- Describe the organization's plans for financially sustaining the local project once the funding period ends.