



Mini-Grant Opportunity for Tobacco Policy – Deadline June 1, 2020

Tobacco use is still the leading cause of preventable death and disease in the United States. New state and federal laws are now in place to discourage the use of tobacco products and promote public health.

Healthy Communities of the Capital Area (HCCA) has mini grants to support community partners in Kennebec County to create smoke-free and tobacco-free policies to reflect those new laws and promote free quitting resources.

The mini-grants are available in the amount of \$250-\$1,000, depending on your needs.

Who Can Apply?

Interested businesses and organizations that support the development, adoption and implementation of new or updated smoke-free or tobacco-free policies.

- Those who do not have an existing tobacco-free/smoke-free policy
- Those that already have a tobacco-free/smoke-free policy that would benefit from review, recommendations and updates due to new laws are eligible to apply for a mini-grant if they work to strengthen the policy or their practices

Requirements:

Interested entities agree to partner with HCCA

- HCCA will provide technical assistance to develop a new or updated comprehensive tobacco-free policy
 - Resource options include policy template, free signage, policy checklists, brochures, and other free presentations, materials and training

Application process:

- Submit the application form, budget and your current tobacco/smoke-free policy to HCCA via email at e.deprey@hccame.org. (Questions prior to submission are also welcome at e.deprey@hccame.org)
- Applications are due by June 1, 2020
- Applications will be reviewed and funded on a first-come, first-served basis. Once all available mini-grant funds are gone, the application process will be closed out.
- Applications will be reviewed when received, through June 1, 2020
- Please note: This is not a competitive process. Applications will **not** be reviewed against each other. Decisions will be based on the entity's ability to pass a comprehensive policy and submit it to HCCA.



Mini-Grants Budget Guidance

Funding can be used for the following purposes:

1. Staff time dedicated to development and implementation of a smoke-free/tobacco-free policy
2. Purchase of necessary materials or supplies
3. Staff participation in training and education offered by HCCA and/or the Center for Tobacco Independence as needed/appropriate

Note: Half of awarded funds will be released at the beginning of the project, and half will be released upon submission of a comprehensive policy to HCCA. HCCA will provide guidance and review throughout the process.

Budget Form:

Request	Brief Description of Need	Cost
Total		



Please complete the application below with brief but complete responses.

Business/Organization Name:

Primary Point of Contact (Name):

Primary Point of Contact (Email & Phone):

Business/Organization Address:

1) Does your business/organization currently have a tobacco policy?

If yes does it include the following? Please check all that apply:

- Rationale for policy
- Smoke-free area defined
 - All buildings
 - Grounds
 - Includes owned, leased, rented vehicles
 - Personal vehicles
- Policy applies to all persons
- Tobacco use defined
 - Includes all tobacco products (this includes vaping products)
- Communication plan
- Enforcement plan

2) Briefly describe efforts your business/organization made in the past to address tobacco use and exposure.



3) Describe the steps your business/organization will take to develop or update your policy:

4) Briefly describe how the mini grant will help you create/update your policy

FMI, and to submit the application and budget and your current policy (if applicable): e.deprey@hccame.org. Note: Once your policy is complete, you must submit it to e.deprey@hccame.org as well.

Awarded funds will be released in two installments, at the beginning of the project and upon completion and submission of a comprehensive policy to HCCA.

Funding is available because of the Tobacco Settlement Funds, Maine Prevention Services, Maine CDC, Department of Health and Human Services.