**Legacy’s Tobacco-Free HBCU Grant Program**

**Grant Program Guidelines**

**Cohort 2**

**DEADLINE FOR APPLICATIONS:**

**Friday, October 30, 2015 at 6:00pm EST**

[SmokeFreeHBCU@legacyforhealth.org](mailto:SmokeFreeHBCU@legacyforhealth.org)

Welcome. Thank you for your interest in Legacy’s Tobacco-Free HBCU Grant Program. Below you will find detailed information on the grant requirements, key dates, and grant application process.

**Overview**

Support for 100% smoke-free or tobacco-free policies on college campuses has skyrocketed in recent years. The number of college and universities with 100% smoke-free or tobacco-free policies tripled from 446 campuses in 2010 to 1,514 campuses in 2015.[[1]](#footnote-1) Much of that progress has been achieved by four-year universities. There are 105 federally recognized and operational Historic Black Colleges and Universities (HBCUs). [[2]](#footnote-2) Out of 1,514 smoke-free or tobacco-free colleges presently confirmed with comprehensive policies by Americans for Nonsmoker Rights, 36 represent HBCUs. As these numbers indicate, a majority of HBCUs do not have comprehensive smoke-free or tobacco-free policies needed to protect their students, employees and faculty.

**Legacy is proud to announce the first-of-its-kind effort to engage Historically Black Colleges and Universities (HBCU) throughout the U.S. to address the important public health issue of tobacco. The Tobacco-Free HBCU Campus Initiative is a multi-organizational[[3]](#footnote-3) collaborative project in conjunction with nine partner organizations that supports HBCUs in developing and implementing a comprehensive smoke-free or tobacco-free campus policy. Legacy’s grant opportunity is a component of the overall initiative to have 40 additional HBCUs adopt a smoke-free or tobacco-free policy by December 2017. Led by Former U.S. Surgeon General Dr. Regina Benjamin, the initiative aims to bring together interested HBCUs and provide funding, technical assistance and support as schools go tobacco-free.**

In support of the Tobacco-Free HBCU Campus Initiative, Legacy is offering semester-long grants of $2,500 to support creative, promising approaches to effect policy change. Grantees may be invited to apply for an additional year of funding after the initial grant period.

Grantees will receive technical assistance throughout the policy planning and implementation process. General technical assistance will be provided through program and communications toolkits, gear, webinars, learning communities, and limited one-on-one consultations.

**About Legacy**

Legacy envisions an America where tobacco is a thing of the past, where all youth and young adults reject tobacco use. Legacy’s proven-effective and nationally recognized public education programs include **truth**® and **EX**®. Legacy also develops research initiatives and programs– with a focus on priority populations disproportionately affected by the toll of tobacco – through alliances, youth activism, training and technical assistance. Located in Washington, D.C., the foundation was created as a result of the November 1998 Master Settlement Agreement reached between attorneys general from 46 states, five U.S. territories and the tobacco industry.

Legacy recognizes and honors the fact that tobacco may have a sacred cultural place in American Indian life. Many Native American tribes use tobacco for spiritual, ceremonial, and traditional healing purposes. Legacy, therefore, distinguishes traditional, ceremonial, and spiritual use of tobacco from its commercial use. Legacy promotes tobacco control efforts that are not geared toward targeting traditional tobacco.

**Who May Apply**

Eligible institutions may apply by invitation only. If you are interested in applying, please contact Denise Smith at [SmokeFreeHBCUs@legacyforhealth.org](mailto:SmokeFreeHBCUs@legacyforhealth.org). Funding is available only to those institutions that are a part of the 105 federally recognized and operational historically black colleges and universities (HBCUs) in the United States and do not currently have a comprehensive [100% smoke-free or tobacco-free policy](http://www.legacyforhealth.org/100-smoke-free-or-tobacco-free-policy-definition). The Higher Education Act of 1965, as amended, which defines HBCUs as: “…any historically black college or university that was established prior to 1964, whose principal mission was, and is, the education of black Americans, and that is accredited by a nationally recognized accrediting agency or association determined by the Secretary [of Education] to be a reliable authority as to the quality of training offered or is, according to such an agency or association, making reasonable progress toward accreditation.”[[4]](#footnote-4)

**Comprehensive** means that the smoke-free [[5]](#footnote-5)and tobacco-free policy applies to all of the college’s or university‘s facilities, property, and vehicles, owned or leased, regardless of location. Smoking and the use of tobacco products shall not be permitted in any enclosed place, including, but not limited to, all offices, classrooms, hallways, waiting rooms, restrooms, meeting rooms, community areas, performance venues and private residential space within the college or university housing. Smoking and the use of tobacco products shall also be prohibited outdoors on all campus property including, but not limited to, parking lots, paths, fields, sports/recreational areas, and stadiums. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit[[6]](#footnote-6).

Any official entity – department, administrative unit, sanctioned group or club, etc. – within an eligible HBCU may apply with authorization of the college administration. For example, the President’s Office, Science Department, Nursing Department, the college or university health center, facilities management department, or student government may apply with Administration authorization. Applicants will be required to provide a letter of support from an authorized representative of the HBCU administration.

All applicants must identify a project lead. The project lead must be a member of the college or university faculty or staff. Students may not be the project lead but are encouraged to be heavily involved with coordination of project activities.

To avoid any real, potential, or perceived conflict of interest between Legacy’s grant recipients and any tobacco-related entities, Legacy will not award funding to any applicant that is in current receipt of any grant monies or in-kind contribution from any tobacco manufacturer, distributor, or other tobacco-related entity. In addition, Legacy requires that an awardee will not accept any grant monies or in-kind contribution from any tobacco manufacturer, distributor, or other tobacco-related entity over the duration of the grant.

**Project Goal and Objectives**

The Tobacco-Free HBCU Campus Initiative has two main goals:

1. To reduce the burden and prevalence of both tobacco use and secondhand smoke exposure amongst students, faculty and staff at HBCU campuses.
2. To educate and increase awareness amongst HBCU students, faculty and staff on menthol tobacco products and other emerging products impacting the African American community.

For up to a two-year period, grants will support efforts to advocate for, adopt, and implement a 100% smoke-free or 100% tobacco-free policy at HBCUs throughout the United States. The policy must be institution-wide, affecting all campuses. Awardees may be invited to apply for up to one year of additional funding, not to exceed $5,000, after the initial grant period. Any funding beyond the first grant year is not guaranteed.

This application is focused on the activities of the Year One grant only.

**Required Project Elements**

In order to ensure a strong foundation for policy adoption, proposals will be considered that address five core project elements. At a minimum, applicants **must** address the first two elements, marked with an asterisk below, in the current proposal.

**1.\* *Form*** a college ***taskforce*** with broad representation of the campus including students, staff, faculty and administration. The purpose of the taskforce is to spearhead the smoke-free or tobacco-free campus project and carry out project activities including policy development. You may want to consider including credible sources and spokespeople on the campus; those who can make policy decisions; those who will be in charge of enforcement; and smokers themselves. This may include student leadership; campus health center/wellness center staff; environmental health & safety; campus safety/security; human resources; facilities/maintenance/grounds; student services; President‘s Office; faculty (nursing, health, etc.).

***2.\* Assess*** tobacco-related issues including behavior, attitudes and support among students, faculty and staff. This assessment is highly encouraged. Understanding the nature of the problem is the first step in any policy process. Please note that Legacy will provide a survey with core questions to be conducted at your college. Additional assessments such as environmental scans or key informant interviews are encouraged.

***3. Educate and engage*** students, staff, faculty, and decision-makers on the need for and benefits of a 100% smoke-free or tobacco-free policy and secure *their support*. Educational and engagement strategies could include social media, social marketing campaigns, earned media, letters of support, petitions, personal stories, public education events, etc.

***4. Identify a plan to address tobacco treatment*** for those students, faculty, and staff who are interested in quitting. Sample activities include promotion of the statewide quit line/web-based resources or referring to existing, local services.

***5. Develop a policy recommendation*** for a 100% smoke-free or 100% tobacco-free policy to present to key decision makers. The policy must be institution -wide, affecting all campuses. A strong policy should address implementation and compliance issues.

**Budget and Use of Funds**

Applicants may request up to $2,500 for an 8-month grant period (January 15 – August 31, 2016. Funds must support activities related to the program development, implementation, and coordination of the proposed project. Legacy will not provide indirect costs. Legacy funds may not be used for capital expenditures, equipment expenses, or as substituted support for existing staff. Grant funds may not support any efforts to engage in any political activities or lobbying, including, but not limited to, support of or opposition to candidates, ballot initiatives, legislation, referenda, or other similar activities.

**Project Start and End Dates**

Projects will begin around January 15, 2016, and end August 31, 2016. Please use these start and end dates in your application. During summer 2016 we will ask grantees to draft and submit their progress reports and, upon invitation, application for renewal.

**Online Application Process and Format**

All applications **must** be submitted using Legacy’s [online application system](https://www.grantinterface.com/legacyforhealth/Common/LogOn.aspx). Applicants will be required to register and create a user name and password. After registration, you will be directed to the grant application.

In the online system, you will have the opportunity to preview and print all of the grant application questions. Main sections of the application will include:

* Basic project information
* College demographics
* Background and rationale for project (including smoke-free and tobacco- free college policy experience)
* Project description (executive summary, project activities including required project elements, timeline and deliverables, staffing plan)
* Budget and budget narrative
* Two letters of support (one required, one optional)
* Copy of the letter received from the IRS exempting your college from taxation as described in Section 501(c) (3), Section 170(c)(1) or Section 511(a)(2)(B) of the Internal Revenue Code. **For those colleges categorized as a government entity under Section 170(c)(1) or Section 511(a)(2)(B) that do not have a letter from the IRS, please submit a letter on the institutions letterhead from the college administration (such as a Vice President of Finance and Administration or President/CEO) to verify the college is a government entity or political subdivision and tax exempt.**
* For institutions required by law to conduct an OMB A-133 audit, also known as a single audit, please provide a copy of your institution’s most recent A-133 audit. For institutions NOT required by law to conduct an OMB A-133 audit, please provide a copy of your institution’s most recent audited financial statements. Institutions that received and expended more than $500,000 in Federal Government funds for the reported period are typically required to conduct an A-133 audit. Those that received and expended less than this amount are typically not required to conduct an A-133 audit.

**Technical Assistance**

Please refer to the resources below for further clarification on the grant guidelines or online application system:

[Applicant Tutorials](https://community.foundant.com/foundant/topics/training_video_applicant_tutorials)

If you have questions, please contact Denise Smith at 202-454-5555 or [SmokeFreeHBCUs@legacyforhealth.org](mailto:SmokeFreeHBCUs@legacyforhealth.org).

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1. Americans for Non-Smokers’ Rights website. Accessed May 15, 2014. <http://www.no-smoke.org/goingsmokefree.php?id=447>. Americans for Non-smokers’ Rights website. April, 2014. <http://no-smoke.org/pdf/smokefreecollegesuniversities.pdf>. [↑](#footnote-ref-1)
2. White House Historically Black College and University Initiative website. Accessed January 22, 2015. http://www.ed.gov/edblogs/whhbcu/one-hundred-and-five-historically-black-colleges-and-universities/ [↑](#footnote-ref-2)
3. African American Tobacco Control Leadership Council (AATCLC), Americans for Nonsmokers Rights Foundation (ANRF), Campaign for Tobacco Free Kids (CTFK),Delta Sigma Theta Sorority, Inc.\*, U.S. Department of Health and Human Services (Office of Surgeon General and Office of the Asst. Secretary for Health),American Legacy Foundation (Legacy), National African American Tobacco Prevention Network (NAATPN), The Louisiana Campaign for Tobacco Free Living (TLCTFL), Tobacco Control Network (TCN) [↑](#footnote-ref-3)
4. White House Historically Black College and University Initiative website. Accessed January 22, 2015. <http://www.ed.gov/edblogs/whhbcu/one-hundred-and-five-historically-black-colleges-and-universities/> [↑](#footnote-ref-4)
5. Americans for Non-Smokers’ Rights website. Accessed January 27, 2015. <http://no-smoke.org/goingsmokefree.php?id=447> Americans for Non-smokers’ Rights website. http://no-smoke.org/pdf/modeluniversitypolicy.pdf [↑](#footnote-ref-5)
6. Americans for Non-Smokers’ Rights website. Accessed January 27, 2015. <http://no-smoke.org/goingsmokefree.php?id=447> Americans for Non-smokers’ Rights website. <http://no-smoke.org/pdf/modeluniversitytobaccofreepolicy.pdf> [↑](#footnote-ref-6)