

ALBERTA TOBACCO REDUCTION STRATEGY

**GRANT APPLICATION GUIDELINES
2009/2010**



**Alberta Health
Services**

Alberta Alcohol and
Drug Abuse Commission

BACKGROUND

The Minister of Health and Wellness announced the Alberta Tobacco Reduction Strategy (ATRS) in March 2002. This strategy is a 10-year plan to increase the wellness of Albertans and decrease health-care costs and other costs related to tobacco use. The goals of the ATRS are to reduce the number of young people starting to use tobacco (prevention), encourage current tobacco users to quit (cessation), and reduce non-smokers' exposure to second-hand smoke (protection).

Health Canada recently set new prevalence goals and objectives for the Federal Tobacco Control Strategy. To ensure a complementary and collaborative approach, the ATRS prevalence targets related to cessation and prevention have been aligned with those of the federal strategy.

Those targets include:

- Reduce overall smoking prevalence in Alberta from 21% (2007) to 12% by 2011.
- Reduce the prevalence of Alberta youth (aged 15-17) who use tobacco from 14% (2007) to 9% by 2011.

PURPOSE AND FOCUS OF FUNDING

AHS-AADAC invites proposals from groups that are interested in developing programs, policies or projects that address the psychosocial and environmental determinants of tobacco use. Proposed projects should support activities in the areas of prevention and education about tobacco use, reduction and cessation of tobacco use, and protection from second-hand smoke.

This grant funding is for the 2009/2010 fiscal year, and projects need to take place during April 1 2009-March 31, 2010.

Projects focusing on the following areas will be given priority:

- Youth: (High School) - aged 15-17 (i.e., peer leadership, advocacy, prevention, cessation activities)
- Young adults (i.e., targeting places where young people predominate, such as oil, gas, hospitality and seasonal industries; post-secondary institutions; and other related workplaces)
- Aboriginal groups (off reserve)
- Immigrant groups

Existing projects will only be eligible for funding if the project is clearly moving into a new phase of development.

All applicant organizations must be legal entities or in partnership with a legal entity that will accept responsibility for administering the funds.

Proposals are due December 30, 2008.

ELIGIBILITY CRITERIA**1. WHO CAN APPLY?**

Non-profit agencies with a provincial, regional or community mandate, and post-secondary institutions are eligible to submit a proposal to be considered for funding. Community groups, such as local tobacco reduction coalitions, may also submit a proposal with the support of a sponsoring non-profit agency. All applications must indicate who would be responsible for administration of the funds.

2. WHAT KINDS OF PROJECTS ARE ELIGIBLE?

To be eligible for funding, proposed activities must

- be evidence-based
- demonstrate need in the areas of prevention of and education about tobacco use, reduction and cessation of tobacco use, and/or protection from second-hand smoke
- be innovative and/or build on the work of others with proven success
- demonstrate leadership and vision
- involve members of the intended target population and the community
- have clear and measurable outcomes

The following types of activities/projects will not be eligible for funding:

- pure research
- public opinion polling
- profit-making activities
- capital costs
- social marketing campaigns (sole focus)

***Publicly funded agencies within Alberta Health Services are not eligible for grant funding.**

3. EVALUATION

Evaluation must be an integral and ongoing part of the proposed activity. It must include the changes expected as a result of the project (measurable outcomes), as well as the expected evidence (indicators) that these changes have taken place. The cost of the evaluation, including the costs and benefits of contracting evaluation services, must be included in the overall budget within the proposal. (Approximately 10%)

REVIEW CRITERIA

Each proposal will be screened, and the merit of the proposed project assessed. The results will be based on the extent to which each of the following criteria is met:

1. Applicant organization's capacity to implement the project /08

The applying organization or coalition demonstrates the ability to design, implement and evaluate a project that will educate the target population, prevent and/or reduce tobacco use by the target population, and/or reduce exposure to second-hand smoke.

2. Project Description /20

The scope, goals, activities, expected outcomes, and involvement of target population and community are clearly formulated and realistic given the length of the project and budget requested.

3. Rationale /10

The need is clearly identified, evidence-based, and involves the target population.

4. Project Evaluation /10

The evaluation of the project must identify plans in place that will be used to measure expected outcomes.

5. Project Partners /08

The participation of all partners is active and roles and responsibilities of each partner is clearly articulated (local AHS-AADAC tobacco reduction counsellor or other AHS-AADAC staff must have reviewed and signed the proposal).

6. Project Sustainability /06

The projects ability to be sustainable beyond the funding term.

7. Project Budget /08

The budget requested is reasonable for project activities and, demonstrates value for money. Budget expenditures fall within the 2009/2010 fiscal year, and other funding parties, and in-kind contributions are identified.

8. Identified Priorities /10

Project addresses one or more of the identified priorities (listed above).

Proposals must address all of the above components and be labeled accordingly. Please include organization information and project title. Proposals received without all requested contents will not be forwarded to the screening committee for consideration.

Proposals will then be reviewed by an expert panel including tobacco reduction stakeholders. Once reviewed, recommendations will be submitted for approval. Notification by mail will be sent to all applicants indicating whether the proposal was approved or did not meet sufficient criteria for funding.

SUBMITTING A PROPOSAL

Six copies of the proposal must be hand-delivered or mailed to:

AHS-AADAC Tobacco Reduction Unit
Subject: 2009/2010 ATRS Grant Funding
2nd Floor, 108 Street Building
9942 - 108 Street NW
Edmonton, AB T5K 2J5

Proposals submitted via e-mail or fax will not be accepted.

Proposals will be accepted until **4:00 p.m. MST**, December 30, 2008. If the letter is mailed, it must arrive by the December 30, 2008 deadline. Proposals received after the specified time will be ineligible for consideration for funding.

AHS-AADAC reserves the right to refuse a proposal.

QUESTIONS?

If you have any questions about the 2009/2010 ATRS grant funding process, please contact AHS-AADAC's Tobacco Reduction Unit by phone at 780-422-1350, or by email at tru@aadac.gov.ab.ca.

Proposal Guidelines are also available on the AHS-AADAC website at www.aadac.com.

APPENDIX A: ATRS Proposal for Grant Funding Year 2009/2010 - WORK PLAN (all fields required)

Project Name: _____

Organization Name: _____

Contact Person: _____

<p>Activities</p> <ul style="list-style-type: none"> • What will you do? • Who will be involved – partners/ participants? • When will you start and complete the activity? 	<p>Logic</p> <ul style="list-style-type: none"> • What is your rationale for doing each activity? 	<p>Outputs</p> <ul style="list-style-type: none"> • What will be the direct result of your activity (e.g., number of participants or sessions, type and number of resources developed, number of presentations given)? 	<p>Outcomes</p> <ul style="list-style-type: none"> • How will your target population be changed by this activity (e.g., behaviour change, increased knowledge, skill development, partnership development)? 	<p>Outcome Indicators</p> <ul style="list-style-type: none"> • What evidence will you collect to demonstrate these activities achieved these outcomes? 	<p>Data Collection Methods & Tools</p> <ul style="list-style-type: none"> • What tools will you use to collect and analyze the data (e.g., surveys, questionnaires, interviews)? • Where will you collect your data and who will be involved in the evaluation activities?

APPENDIX B: ATRS Proposal for Grant Funding Year 2009/2010 - BUDGET GUIDE

Where appropriate, please include additional details about each anticipated expense. For example, what specific expenses might be incurred during the evaluation process, or what is specifically included in the ‘promotional costs’ budget category.

April 1, 2009–March 31, 2010

AMOUNT REQUESTED

STAFFING	
• Salaries (specify amount/month, # months)	
• Wages (e.g. /hr X hrs)	
• Employer Contributions/Benefits	
Sub-Total	
SUPPLIES AND SERVICES	
• Rent/Mortgage	
• Utilities	
• Insurance	
• Repair/Maintenance	
• Food services	
• Program materials	
• Office supplies	
• Promotional costs	
• Travel	
• Telephone	
• Postage/Freight	
• Evaluation costs (approx 10% of budget)	
• Other Costs (<i>specify</i>)	
Sub-Total	
INCOME FROM OTHER FUNDERS (list all)	
•	
•	
•	
Sub-Total	
REQUESTED PROGRAM AMOUNT	

