

**Request For Funding Application YCCTPP:
Community Based Prevention Capacity Building Grant**

Table Of Contents

1. Background

- Mission
- Purpose
- Core Values
- Goals

2. Overview

- Eligibility
- Award Information
- Project Period
- Funding Priorities
- Eligible Strategies
- What is PSE?

3. Expectations for Grantee's

4. Roles and Responsibilities of Department of Health

5. Funding Guidance

6. Billing

7. Evaluation and Scoring

8. Application and Submission

9. Glossary

Attachments

- 1. About YCCTPP**
- 2. Community Grant Applicant Packet**
- 3. Community Grant Scoring Rubric**
- 4. Community Grant Budget Template**
- 5. EXAMPLE: Community Grant Project Timeline**
- 6. EXAMPLE: Budget Example**

Youth Cannabis & Commercial Tobacco Prevention Program (YCCTPP)

Community Based Prevention Capacity Building Grant

Grant Title: Community Based Prevention Capacity Building Grant

Intent to Apply Due: May 1st, 2023

Grant Application Due: May 29th, 2023

Project Period: 9/1/2023 – 6/30/2025

Estimated Total Available Funding: \$600,000

Estimated Number of Awards: 15

Estimated Award Amount: Range from \$20,000 - \$100,000

Overview: The Department of health announces a *Request for Funding Application* for the *Community Based Youth Cannabis & Commercial Tobacco Prevention Grant*. The *Community Based Youth Cannabis & Commercial Tobacco Prevention Grant* is an expansion of The Department of Health's Youth Cannabis and Commercial Tobacco Prevention Program (YCCTPP). This funding is intended to support and expand community-based youth cannabis and commercial tobacco use prevention through policy, systems, and environmental change (PSE) efforts.

Want to Know More About YCCTPP? [See attachment 1.](#)

Eligibility: Eligible applicants are- 501(c)(3) public charities, community-based organizations, local health jurisdictions, city governments, local health jurisdictions, government entities, schools, school districts, educational service districts, coalitions, or collaboratives. Applications from organizations that do not have 501(c)(3) status will be accepted if the organization has a fiscal sponsor and can produce a completed sponsorship agreement.

*A fiscal sponsor is a third-party organization that handles various financial and administrative duties on behalf of another party. Fiscal agents are frequently used by nonprofits who do not have the experience or capacity to handle certain financial duties unaided. *

***Special Considerations:**

Special considerations will be given to applicants proposing projects that will impact communities/ school districts indicated with higher needs and greater risks based upon high levels of risk for youth alcohol and other substance use as determined from the healthy youth survey.

Request for Funding Application (RFA) Schedule/Timeline:

The following are estimated due dates. The terms and dates listed are subject to change at the sole discretion of the Department of Health (DOH). DOH reserves the right to change the schedule at any time and for any reason. Any such amendment will be distributed in the same manner as the original offering. Vendors/entities are responsible for downloading any amendments as they are sent out. DOH is not responsible for any misplaced or misdirected documentation. Applicants are encouraged to submit questions at any time, up to 5:00 PM. PST Frequently asked questions will be answered during the optional Q & A call, recordings are available upon request. After May 1st DOH will email responses to Frequently Asked Questions (FAQs) to all applicants who indicate intent to apply.

Timeline	
Request for Funding Application (RFA) Release Date	Monday April 17th, 2023
Optional Q& A Call	Monday April 24th 9:30-10:30- Register Here Tuesday April 25 th 6:30-7:30 pm- Register Here
Intent to Apply must be submitted by:	Monday May 1 st
Mandatory Applicant Call:	Tuesday May 16 11:30-12:30
Funding Application Due Date	Monday May 29th at midnight
Notification of Awards	By Monday June 26th
Response to all Applicants by	By Friday July 21st
Anticipated Start Date	September 1 st 2023

RFA Coordinator:

Katherine Zavala

Katherine.zavala@doh.wa.gov

Department of Health, Office of Healthy & Safe Communities

*All communication about this RFA must be via email and directed only to the RFA Coordinator listed above. All email correspondence must include “*Response to Community Prevention Capacity Building-RFA*” in the subject line.

1. Background

Mission: The mission of YCCTPP is to prevent and reduce the onset of cannabis and commercial tobacco use in youth, ages 12-20, support adults who influence these youths, leverage resources for promoting and supporting commercial tobacco dependence treatment, and to reduce cannabis and commercial tobacco-related inequities within Washington State.

Purpose: The purpose of the Community Based Grants program is to provide funding to community-based initiatives to build, plan, and implement cannabis and commercial tobacco (including vaping products) prevention activities that target Policy, Systems and Environmental change.

Core Values- YCCTPP centers equity through the utilization of these core values:

- **Collaboration** -we are committed to our partners in this work and understand to best serve Washingtonians; we must practice transparency and work with our communities.
- **Excellence-** We strive to demonstrate best practices, high performance, and compelling value in our work every day.
- **Innovation-**we are committed to being adaptable and flexible with our approach, looking to new ways to address the needs of Washingtonians.
- **Seven Generations-** inspired by Native American cultures, we seek wisdom from those who came before us to ensure our current work protects those who will come after us.
- **Stewardship-** we are committed to ensuring funds are spent in a way that prioritizes those in Washington State with high need.

Goals of the Community Grants program:

- To foster collaboration and innovation in youth cannabis and commercial tobacco use prevention.
- Promote equity through centering voices of those who endure inequities, building a space for those with lived experience, while acknowledging past oppression and the harm it has caused to communities.
- Utilize upstream prevention approach by drawing from existing science-based frameworks to create policy, systems, and environmental change.
- To support growth of new and emerging community-based prevention initiatives and support project sustainability through evaluation, program, and personnel development, and establishing relevancy to current issues.

Commercial Tobacco vs. Sacred Tobacco

Some American Indian tribes use tobacco as a sacred medicine and in ceremony to promote physical, spiritual, emotional, and community well-being. This traditional tobacco is different from commercial tobacco, which is tobacco that is manufactured and sold by the commercial tobacco industry, and is linked to addiction, disease, and death. “Commercial” tobacco has been added to the Washington State Tobacco Prevention Program’s name, and is used throughout this document, to acknowledge and honor the use of traditional tobacco while distinguishing between the two.

*Commercial tobacco includes any product that contains tobacco and/or nicotine, such as cigarettes, cigars, electronic cigarettes, hookah, pipes, smokeless tobacco, heated tobacco, and other oral nicotine products. Commercial tobacco does not include FDA-approved nicotine replacement therapies such as nicotine patches or gum. Additionally, the term “e-cigarettes” in this report refers to any electronic nicotine delivery device.

2. Overview

Eligibility:

Eligible applicants are:

- 501(c)(3) public charities, community-based organizations
- Local health jurisdictions
- City governments
- Government entities
- Schools
- School Districts
- Educational Service Districts
- Coalitions
- Collaboratives.

Applications from organizations that do not have 501(c)(3) status will be accepted if the organization has a fiscal sponsor and can produce a completed sponsorship agreement. Successful Applicants must demonstrate they are trusted by and have experience providing youth prevention and health promotion services and/or other support services for their identified community (experience in youth substance use prevention is preferred but not required).

Fiscal Sponsors:

A **fiscal sponsor** is a third-party organization that handles various financial and administrative duties on behalf of another party. Fiscal agents are frequently used by nonprofits who do not have the experience or capacity to handle certain financial duties unaided.

Applicants must demonstrate organizational capacity and experience managing financial duties. Organizations who cannot demonstrate these requirements are still encouraged to apply but should consider applying with the support of a fiscal sponsor.

Organizations utilizing a fiscal sponsor must produce a fiscal sponsor agreement.

Fiscal sponsors can charge indirect rates of no more than 10% of the total amount requested.

***Special Considerations:**

Special considerations will be given to applicants proposing projects that will impact communities/ school districts indicated with higher needs and greater risks based upon high levels of risk for youth alcohol and other substance use as determined from the healthy youth survey.

Award Information

The number of awards given will be determined based on submissions received, a maximum of 15 awards will be granted. The range for awards is \$20,000- \$100,000 annually.

Project Period:

Successful applicants will receive the amount requested for two consecutive years. The project period is September 1, 2023- June 30th, 2025. With project start date no earlier than October 1, 2023.

Funding Priorities:

- Capacity building efforts for new and emerging organizations. These efforts include creating an infrastructure to support applying for other state and national prevention opportunities.
- Capacity building efforts for current prevention coalitions and other prevention professionals actively implementing prevention programs and strategies to leverage funding to allow for continued capacity building and expansion.
- Developing culturally appropriate, effective, and sustainable prevention practices appropriate for the population being served
- Addressing the disproportionate impact of cannabis and commercial tobacco on people of color
- Collaboration from cross-sector partners, including youth and other community partners.
- Applicants that work with communities' members with intersecting identities
- Address social determinants of health, that can change community-level conditions to create more opportunities for healthy living including the Physical Environment, Education, Employment, and Socio-Cultural Environment
- The Disrupt the Root Causes of Health Inequities including Institutional and Structural Racism and other forms of oppression – and its effects on well-being and health outcomes.

Eligible Strategies:

Funding is available for but not limited to the strategies listed below. Please also propose other prevention strategies based on community needs/priorities. Organizations do not need to currently work on youth cannabis and commercial tobacco prevention. However, proposals must be able to connect proposed activities to a PSE strategy (see PSE Strategies below) that ties to either the root causes of use, youth cannabis and commercial tobacco prevention and cessation, or both. Successful proposals will describe how the proposed approach will create a policy, systems or environmental change that will reduce the impacts of youth cannabis and commercial tobacco use.

Applicants may also include resources for capacity building to strengthen organizational infrastructure, fiscal and human resources management in addition to implementation of strategies as outlined below. May also include capacity building for regional infrastructure where organizations are not yet present.

Strategies may include:

- Community-led initiatives that address inequities that might lead to youth cannabis and commercial tobacco use.
- Development of community skills in advocacy for policy change, including those addressing social determinants of health.
- Strategies that help limit youth access to cannabis or commercial tobacco products.
- Strategies that address social and community norms around youth cannabis and commercial tobacco use.
- Opportunities and spaces for people to positively socialize, challenge social norms that promote misuse, share cultural traditions, and build community.
- Strategies that address consequences associated with youth use & focus on addressing equitable & holistic approaches.

What is PSE?

PSE is short for Policy (P), Systems (S), and (E) Environmental Change.

- **Policy Change-** approaches that address law, regulation, procedure, administrative action, or voluntary practices of government or other institutions.

Examples:

- Addressing School Discipline policies surrounding youth struggling with substance use
- Passing a no smoking/vaping in public parks policy
- Passing Zoning Ordinances that establish how close smoke or vape shops can be to schools, daycares, and other childcare establishments.

- **Systems Change-** approaches that address impact of all elements including social norms of an organization, institution, or system.

Examples

- Identifying community members to engage in a creating a community plan to implement strategies, evaluate impacts of projects, and identify future funding opportunities to sustain efforts.
- Implementing a prevention program in schools.
- Creating a Peer-to-Peer certification youth advocates/youth ambassadors

- **Environmental Change-** approaches may include physical changes to the social, physical, or economic environment.

Examples

- Installing tobacco-free signage in public parks or worksites.

**For more information about PSE: [PSE Refresher](#) Password: ycctpp2022*

3. Expectations for Grantees

Expectations for Grantees:

Successful applicants will be required to meet certain deliverables. The number of deliverables will be based on the amount of the award. Successful applicants will be required to meet the minimum deliverables below:

For Awards Ranging from:

\$20,000 – \$49,999 per year:
<ul style="list-style-type: none">• Participate in Annual training event.• Check-ins with project manager- 4x per year• Creating and updating an annual workplan, budget, and sustainability plan• Progress reporting- 2x per year• Annual impact form
\$50,000 - \$74,999 per year:
<ul style="list-style-type: none">• Participate in annual training event• Check-ins with project manager-4x per year• Creating and updating an annual workplan, budget, and sustainability plan• Progress reporting- 4x per year• Annual impact form
\$75,000 - \$100,000 per year:
<ul style="list-style-type: none">• Participate in annual training event• Check-ins with project manager- 6x per year• Creating and updating an annual workplan, budget, and sustainability plan• Progress reporting- 6x per year• Annual impact form

***Other requirements for all successful applicants include:**

- Assure all staff and adult volunteers working with youth have an acceptable criminal background check on file.
- Maintain participant Confidentiality.
- Participate in performance measure data collection activities in collaboration with DOH.
- Participate in project evaluation activities developed and coordinated by DOH.

4. Roles & Responsibilities of Department of Health

DOH will support lead organizations by providing:

- Contract oversight and point of contact for overall project coordination, technical assistance, and facilitation of project communication.
- Templates for work plan and other project deliverables with reporting requirements.
- Technical assistance on meeting project goals, objectives, and activities related to:
 - Technical assistance developing and adapting project materials, so they are culturally and linguistically appropriate using Cultural and Linguistically Appropriate Services (CLAS) standards
<https://minorityhealth.hhs.gov/omh/browse.aspx?lvl=2&lvlid=53>
 - Providing relevant resources and training.
 - Developing work plans and meeting performance measure, evaluation, and data collection requirements.

Sustainability and Support

Successful applicants will also have ongoing support from project managers, opportunities to participate in Statewide trainings, networking opportunities with other YCCTPP grantees, and more. Community Grant contract manager will work with successful applicants to develop and support a sustainability plan.

5. Funding Guidance

This section provides some guidance on how the funding may be utilized. This section should support in building your budget narrative. An example of a project budget, and a budget template are included in the attachments.

Electronic Equipment:

Applicants may include the purchase of electronic equipment in their budget if the equipment is essential to the project.

Food:

Funds may be utilized to provide food on a limited basis outlined below.

- To provide a light refreshment when a meeting, training, or event lasts two to four hours. Light refreshments cannot exceed \$5.50 per person.
- A meal may be provided when a meeting or training lasts longer than four hours (excluding the mealtime). Meal costs cannot exceed the state per diem rates within the county that the meeting or event takes place. [Find per diem rates here.](#)

Indirect Rates:

Applicants may charge indirect rates of no more than 10% of the total amount requested.

Incentives:

- ***Monetary Incentives***- are gift cards or checks (cash incentives are never allowed). Monetary incentives should be utilized strategically and should not exceed more than 10% of the overall project cost.
- ***Non-Monetary Incentives***- larger promotional items are larger items that could be used in place of a monetary incentive. Promotional items must clearly relay a prevention theme (ex. T-shirts and Camelback water bottles with You Can Logo)
- ***Promotional Items***- Smaller promotional items or “swag” items that include message relates to youth cannabis and commercial tobacco use prevention. Consider items that promote healthy coping, social connection, physical activity, etc. Some examples include colored pencils & coloring books, fidget toys, jump ropes, pencils, stickers, etc.

Rental Space for Trainings/Events

- Funds can be used to rent space to host training courses or meetings.

Subscriptions

Funds can be utilized for subscriptions that will help support capacity building (ex. Newsletter platforms, website domains, etc.).

Funds May not be used to:

- Purchase curriculum or conduct evidence-based practices included on the WSIPP list for marijuana prevention.
- Purchase cannabis, commercial tobacco, or vaping products. This includes purchasing these items for training or demonstration purposes.

Carryover:

Funds must be spent within the designated fiscal year. Unspent project funds may not be carried over into the next fiscal year.

6. Billing

DOH awards funding through a reimbursement for completed work. Successful applicants will bill based on completed deliverables. The reimbursement schedule will be detailed in the contract.

Example: *this example is subject to change

- 20% of funding is provided on execution of contract.
- 15% of funding is provided after attendance of annual training.
- 20% of funding is provided after submitting the annual workplan /budget.
- 15% on meeting with contract manager to work on developing a sustainability plan.
- 10% of funding provided after submitting midyear report.
- 5% of funding is provided after submitting the final report.

7. Evaluation and Scoring

After the application window closes on May 29th, a scoring committee will convene to evaluate and score all applications received. Applications will be scored based on a scoring rubric (attachment 6). All applicants will receive a scoring review with feedback on their general application. Successful applicants will be notified via email by June 26th. All other applicants will receive a scoring review via email by July 21st.

[Please see attachment 3 to view the Scoring Rubric.](#)

8. Application and Submission

Intent to Apply

The first step in the application process is to complete the intent to apply form- linked below and must be received by 8:00 AM on May 1st, 2023. A confirmation email will follow with a link to the mandatory applicant call on Tuesday May 16 11:30-12:30. Please contact Katherine Zavala if you have completed the Form and do not receive a follow-up confirmation by Friday May 5th. Organizations must complete the Intent to apply Form to be considered for funding. Applications received without completing and intent to apply will not be considered.

Intent to Apply Form: <https://forms.office.com/g/4Na7jy3XPB>

RFA Submission

Completed applications should be emailed to Katherine Zavala at Katherine.zavala@doh.wa.gov by **May 29th, 2023, by 11:59 PM** with the subject line “**YCCTPP Community Prevention Capacity Building Grant**”. Please use the checklist below to ensure you have completed the applications and attached all required documentation. ***Late and/or incomplete applications will not be considered.***

Checklist for Submission:

I. Applicant Packet (attachment 2)

- a. **YCCTPP Request for Funding Face sheet**
- b. **Community Grant Application Questions**
 - i. Applicants should thoroughly read and answer each part of each question. Applicants are encouraged to share links to social media accounts, video representation and/or other links that will help reviewers gain a better understanding and overview of your organization.
- c. **Project Timeline**
 - i. Applicants must utilize the template included to create a project timeline that details activities and outcomes for each quarter. Successful applicants will work with project manager to update project timeline upon receiving award.
- d. **Delegation of Signature of Authority**
- e. **COVID Vaccination Verification**

II. Budget Proposal (attachment 4)

- a. Applicants must submit an itemized budget and a budget narrative for Budget Year 1. Applicants must use the excel template attached to the RFA. Please see the example Budget (attachment) for reference. Applicants should include relevant costs and estimate proposed costs associated. Costs included in the budget should be reasonable and consistent with the purpose and outcomes included in the proposal. Please see section 5 for funding guidance. The budget must include the following categories. (Each category does not need to have a budget allocated):
 - i. Salaries and wages
 - ii. Fringe benefits
 - iii. Equipment
 - iv. Supplies
 - v. Travel
 - vi. Goods & Services
 - vii. Admin Costs
 - viii. Total Costs

III. Other Attachments to include in submission:

- **Resumes of relevant project staff**
- **Letters of Support:** All applicants must submit **at least two letters** of support from partners.

Optional:

- Applicants may submit additional materials that support the applicants.

Application Submission:

Email your completed application in PDF form to DOH no later than **May 29th, 2023, by 11:59 PM** to Katherine Zavala, Katherine.zavala@doh.wa.gov. **Subject line:** *Community Prevention Capacity Building Grant*. Please use the ***checklist for submission*** to ensure your application is complete.

If you are unable to send via PDF you may mail your application to the address below. Please plan for delivery time, hard copy applications must be delivered to DOH by **May 29th, 2023**.

Katherine Zavala
Department of Health
PO Box 47855
Olympia, WA 98504-7855

Late or incomplete applications will not be accepted

9. Glossary

Activities: The actual events or actions that take place as a part of the program.

Award: Financial assistance that provides support or stimulation to accomplish a public purpose. Awards include grants and other agreements (e.g., cooperative agreements) in the form of money.

Contract/ Grant: a contract is a legally enforceable agreement between two parties that creates an obligation to perform (or not perform) a particular duty.

Contract Manager/ Grant Manager: DOH staff member who supports successful applicants in project oversight.

Evaluation: (program evaluation): The systematic collection of information about the activities, strategies, characteristics, and outcomes of programs (which may include interventions, policies, and specific projects) to make judgments about that program, improve program effectiveness, and/or inform decisions about future program development.

Fiscal Year: The year for which budget dollars are allocated annually.

Health Disparities: Differences in health outcomes and their determinants among segments of the population as defined by social, demographic, environmental, or geographic category.

Health Equity: Striving for the highest possible standard of health for all people and giving special attention to the needs of those at greatest risk of poor health, based on social conditions.

Health Inequity: Systematic, unfair, and avoidable differences in health outcomes and their determinants between segments of the population, such as by socioeconomic status (SES), demographics, or geography.

Indirect Cost: Costs that are incurred for common or joint objectives and not readily and specifically identifiable with a particular sponsored project, program, or activity; nevertheless, these costs are necessary to the operations of the organization. For example, the costs of operating and maintaining facilities, depreciation, and administrative salaries generally are considered indirect costs.

Intent to Apply: A preliminary, non-binding indication of an organization's intent to apply.

Lobbying: Direct lobbying includes any attempt to influence legislation, appropriations, regulations, administrative actions, executive orders (legislation or other orders), or other similar deliberations at any level of government through communication that directly expresses a view on proposed or pending legislation or other orders, and which is directed to staff members or other employees of a legislative body, government officials, or employees who participate in formulating legislation or other orders. Grassroots lobbying includes efforts directed at inducing or encouraging members of the public to contact their elected representatives at the federal, state, or local levels to urge support of, or opposition to, proposed or pending legislative proposals.

Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA):

Document that describes a bilateral or multilateral agreement between parties expressing a convergence of will between the parties, indicating an intended common line of action. It is often used in cases where the parties either do not imply a legal commitment or cannot create a legally enforceable agreement.

Nonprofit Organization: Any corporation, trust, association, cooperative, or other organization that is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; is not organized for profit; and uses net proceeds to maintain, improve, or expand the operations of the organization. Nonprofit organizations include institutions of higher education, hospitals, and tribal organizations (that is, Indian entities other than federally recognized Indian tribal governments).

Project Period: The time during which the recipient must carry out the work outlined in their workplan.

Strategies: Strategies are groupings of related activities, usually expressed as general headers (e.g., Partnerships, Assessment, Policy) or as brief statements (e.g., Provide information, enhance skills, Formulate policies).

Statement of Work: The official document that notifies the recipient of the award of a grant; And contains or references all the terms and conditions of the funding limits and obligations.

Social Determinants of Health: Conditions in the environments in which people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality-of-life outcomes and risks.

Technical Assistance: Advice, assistance, or training pertaining to program development, implementation, maintenance, or evaluation that is provided by DOH.

Workplan: The summary of period of performance outcomes, strategies and activities, personnel and/or partners who will complete the activities, and the timeline for completion. The work plan will outline the details of all necessary activities that will be supported through the approved budget.

Community: School District/High School Attendance Area (HSAA) *Please note, HSAA includes feeder schools.	County
Curlew	Ferry
Bridgeport	Douglas
North Beach	Grays Harbor
Grand Coulee Dam	Grant
Raymond	Pacific
Finley	Benton
Methow Valley	Okanogan
Kittitas	Kittitas
Winlock	Lewis
Grandview	Yakima
Chewelah	Stevens
Deer Park	Spokane
Hockinson	Clark
Brewster	Okanogan
Colville	Stevens
Warden	Grant
Lind	Adams
Tacoma: Mount Tahoma HS	Pierce
Nooksack Valley	Whatcom
Ridgefield	Clark
Tacoma: Lincoln HS (Tacoma)	Pierce
Battle Ground	Clark
Eatonville	Pierce
Medical Lake	Spokane
Eastmont	Douglas
Yelm	Thurston
Adna	Lewis
Waitsburg	Walla Walla
Ocosta	Grays Harbor
La Conner	Skagit
Sequim	Clallam

This is a list of communities/school districts indicated with higher need and greater risk based upon high levels of risk for youth alcohol and other substance use. In this process, a biennial statewide survey of adolescents (known as the Healthy Youth Survey) and archival data on key substance use and consequence indicators are used to create a county-level risk profile and a community-level composite risk score for each community where school district service areas are the proxy. Communities are indexed statewide and assigned a percentile score according to their risk level based on the composite risk score. This information was provided by HCA/DBHR as part of collaboration between HCA and DOH for this RFA. These communities may be eligible for upcoming HCA prevention funding opportunities including Community Prevention and Wellness Initiative and Community-Based Organization grants, depending upon availability of funding and funding priorities. Source: Substance Use Disorder Risk Index – April 2022.

PROGRAM OVERVIEW

Tobacco: Program funding comes from the Office of Smoking and Health's National and State Tobacco Control Program and retail licensing fees. With these funds, the Department of Health (DOH) aims to 1) Eliminate exposure to secondhand smoke, 2) Promote quitting among adults and youth, 3) Prevent initiation among youth and young adults, and 4) Advance health equity by identifying and eliminating commercial tobacco product-related inequities and disparities by:

- Establishing a state tobacco program that includes state and community interventions, treatment, mass communications, and surveillance and evaluation
- Establishing and maintaining a partnership with LCB to administer the retail licensing system
- Managing a grants program for local health departments or local community agencies

Cannabis: Program funding comes from the State's Dedicated Cannabis Account, directing the DOH to create, implement, operate, and manage a cannabis, vapor product, and commercial tobacco education and public health program that contains the following:

- A grants program for local health departments or other local community agencies
- A cannabis use public health hotline
- Media-based education campaigns for youth and adults
- Outreach to priority populations regarding commercial tobacco; vapor product; and cannabis use, prevention, and cessation

YCCTPP PURPOSE, MISSION, AND IMPACT

Purpose: To provide state and federal funding for regional and priority population networks in order to plan, implement, and evaluate cannabis and commercial tobacco (including vaping products) prevention, control, and cessation activities.

Mission: To prevent and reduce the onset of cannabis and commercial tobacco use in youth, ages 12-20, support adults who influence these youths, leverage resources for promoting and supporting commercial tobacco dependence treatment, and to reduce cannabis and commercial tobacco-related inequities within Washington State.

Impact: The YCCTPP hopes to reduce initiation and use of cannabis and commercial tobacco by youth, ages 12-20, specifically among populations most adversely affected by cannabis and commercial tobacco use throughout Washington State.

YCCTPP GOALS

- Establish networks that foster collaboration and innovation in youth cannabis and commercial tobacco use prevention.
- Promote sustainability through evaluation, program, and personnel development, and establishing relevancy to current issues.
- Promote equity through centering voices of those who endure inequities and building a space for those with lived experiences, while acknowledging past oppression and the harm it has caused to communities.
- Utilizing an upstream prevention approach by drawing from existing science-based frameworks to create policy, systems, and environmental change.
- Leverage partnerships and resources to have universal barrier-free access to commercial tobacco dependence treatment.

HEALTH EQUITY

Enhancing health equity is a core value for YCCTPP. Working towards health equity requires an understanding of diverse cultures and systems and recognizing the existence of systemic and institutional discrimination and bias.

To guide health equity work, YCCTPP contractors are required to complete a health equity assessment and center their work around the social determinants of health which will help to address substance use in the community.

Scoring Rubric

Total Score /100

Does the Applicant have all Required Documents	Totals	/1
<ul style="list-style-type: none"> • YCCTPP Request for Funding Face Sheet • RFA Questions for Applicants • Project Timeline • Budget Proposal • Delegation of authority • COVID Vaccination Certification • CV's For Project Staff • At least two letters of support for partners 		/1

Applicant Information:

Section Total:	/9
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Did applicants answer each of the relevant questions below?

1. Lead Organization Name	/1
2. Lead Organization Address	/1
3. Type of Organization (government, nonprofit, coalition, school, etc.)	/1
4. Fiscal Sponsor Name (if applicable)	No Point Value
5. Fiscal Sponsor Address (if applicable)	No Point Value
6. Tax ID of lead Organization or Fiscal Sponsor	/1
7. State Vendor Number	/1
8. Highest Ranking Official Contact Person	/1
9. Contact Person for this application:	
Name	/1
Email	/1
Phone Number	/1

11. (Optional) Bonus points up to: +2

Did the applicant include links to social media, website, or video submissions that helped reviewers better understand the organization or project proposal?

Organizational Background

Organizational Background Section Total:	/18
Reviewer Comments:	

12. Please share agency/program Mission Statement	Total:	/1
Do they provide a mission statement?		/1
Reviewer Comments:		

13. Please Describe the history of the organization and the impact it has had on addressing youth substance use in their community (if a new organization or new to prevention, please indicate how this project will approach youth substance use prevention) (3,500 Character Limit)	Total:	/6
Based off what is shared can you identify how long has this organization been in existence?		/2
Did the applicant explain how their entity will meaningfully address prevention by engaging with communities and/or populations at populations at higher risk for poor health outcomes and risk factors?		/2
Did the applicant describe their experience with addressing youth substance use in their community?		/2
Reviewer Comments:		

14. Please describe your organization's leadership structure, please include Board/Advisory Board structure if applicable. How are decisions made and what roles do community partners and community members play in the decision-making process?	Total:	/6
Does the applicant describe their organizational leadership structure?		/2
Does the applicant provide a description of their organization's planning and decision-making process?		/2
Does the applicant describe the role of community partners and community members in the decision-making process?		/2
Reviewer Comments:		

15. What are your organization's current efforts and/or plans to ensure equity within your organizational policies and practices?	Total:	/4
Did the applicant describe current efforts and plans to ensure equity within their organizational policies and practices?		/2
Does the applicant demonstrate strong understanding of equity and provide clear and feasible implementation strategies?		/2
Reviewer Comments:		

16. Please indicate your organization's capacity to speak and/or write in languages other than English. Also indicate whether the language capacity comes from someone who speaks that language as their first language or someone who learned the language, or if you would use a translation service.	Total:	/1
Does the applicant describe their capacity to speak and/or write in languages other than English?		/1
Reviewer Comments:		

Project Approach

Project Approach Section Total:		/42
Reviewer Comments:		

17. Project Title	Total:	/1
Does the applicant provide a project title?		/1
Reviewer Comments:		

18. Geographic Area- Describe the geographic area your project will impact?	Total:	/4
Does this applicant provide zip codes for project?		/1
<i>*) Is this applicant proposing to work within one of the identified communities/school districts with higher needs and at greater risk communities for youth alcohol and other substance use as indicated in the HYS* View List Bonus (3 point)</i>		
Does the applicant provide voting districts in which their project will take place?		/1
Does the applicant describe the geographic area of impact their project will take place?		/2
Reviewer Comments:		

19. Describe the population(s) you intend to serve, how long you have worked with that population and your relationship with this community/communities.	Total:	/6
Does the applicant identify what population/community they intend to serve with this project?		/2
Does the applicant identify how long applicant has worked with the population they intend to serve?		/2
Does the applicant identify the relationship with the population/community they intend to serve?		/2
Reviewer Comments:		

20. Which of the funding priorities will your project address	Total:	/1
Did applicant choose at least one of the funding priorities to address?		/1
Reviewer Comments:		

21. Total Amount Requested	Total:	/1
Did the applicant list a total amount requested?		/1
Reviewer Comments:		

22. What do you propose to do with this funding? Please detail the project. What is the goal of your project? Is this a new project or an expansion of work that you are currently doing? What is the specific policy, systems, or environmental change(s) you expect to achieve? How will your approach directly address the priority above?	Total:	/10
Does the applicant explain how they intend to utilize the funding?		/2
Does the applicant identify the goal of their project?		/2
Does the applicant clarify if the funding will benefit a new process or an expansion of their current work?		/2
Does the applicant identify how their project will address the priority above?		/2
Does the applicant specify the policy, systems, and environmental change their project will address?		/2
Reviewer Comments:		

23. How will you track progress & measure outcomes?	Total:	/2
Does the applicant provide a method for tracking project progress?		/2
Reviewer Comments:		

24. Who else will you engage in this work and what will they contribute to your partnership? Are there other organizations that you would like to engage? (Priority will be given to those who demonstrate strong partnership and collaboration.) Partners could include other community-based organizations, local public health authorities, schools and school districts, or partners in other sectors.	Total:	/6
Does the applicant describe what partners will be involved in this project?		/2
Does the applicant describe the roles of their partners on the project?		/2
Does the applicant indicate engaging in the work in multiple sectors other than their own? Or partnership with agencies with services that would attribute to their work?		/2
Reviewer Comments:		

25. Who will be the lead on project execution? Describe the composition of your project staff and decision-making body (staff, volunteers) and how these reflect the communities you are proposing to work with	Total:	/6
Does the applicant identify a project lead?		/2
Are the project staff and decision-making body reflective of the communities in which the project is proposing to work with?		/2
Does the applicant describe the project staff and decision-making body?		/2
Reviewer Comments:		

26. Describe how communities you serve will continuously guide and shape this work over the project's life cycle. Include how you will address challenges, conflicts and/or power dynamics.	Total:	/4
Does the applicant describe how the community will continuously guide and shape this work over the project's life cycle?		/2
Does the applicant provide methods to address challenges, conflicts and/or power dynamics?		/2
Reviewer Comments:		

27. What kind of technical assistance would your organization benefit from? What kind of support would your organization need to carry out proposed activities? (2500 Character Limit)	Total:	/1
Does the applicant identify support needed to carry out the proposed activities?		/1
Reviewer Comments:		

Timeline Questions

	Section Total:	/6
Does the applicant provide quarterly activities to achieve project goal?		/2
Does the applicant include outcomes for each activity described in the project timeline?		/2
Does the applicant outline a feasible timeline for project proposed?		/2
Reviewer Comments:		

Budget Review Questions

	Section Total:	/6
Does the amount requested in the application mirror the budget narrative?		/1
Does the Line-item Costs mirror the Budget Narrative?		/1
Does the applicant provide a breakdown of how the allocated funds will be spent?		/2
Does the Applicant provide a realistic budget narrative for year 1?		/2
Reviewer Comments:		

Final Review Questions

These questions pertain to the application as a whole:

	Section Total:	/16
Does the application proposed address the funding priority identified in their application?		/4
Does the applicant display organizational readiness to complete the proposal?		/4
Does the applicant demonstrate an organizational capacity to manage the requested state funds?		/4
Does the applicant describe how this proposal would contribute to organizational capacity building?		/4
Reviewer Comments:		

Example
Application -Proposal Narrative Questions

Organization Information/ Background:

1. Lead Organization Name

Munsters United

2. Lead Organization Address

1313 Mockingbird Lane, Mockingbird Heights, WA

3. Type of Organization (government, nonprofit, coalition, school, etc.)

Coalition

4. Fiscal Sponsor Name (if applicable)

Council

5. Fiscal Sponsor Address (if applicable)

42 Wallaby Way, Sydney, WA

6. Tax ID of lead Organization or Fiscal Sponsor

7. State Vendor Number

8. Highest Ranking Official Contact Person

9. Contact Person for this application:

○ Name (First, Last)

○ Email address

○ Phone Number

10. Optional: (please include Name & URL)

Website:	
Facebook:	
Instagram:	
Twitter:	
Youtube	
Other:	

19. Describe the population(s) you intend to serve, how long you have worked with that population and your relationship with this community/communities.

Mockingbird Heights Community Coalition is a relatively new coalition established February 2022. Our Coalition is made up of many community volunteers including several representatives of the Mockingbird Heights School District. According to Washington State Healthy Youth survey and Local District data the make-up of Mockingbird Heights School District is:

The COVID-19 Pandemic has limited the school districts ability to support out of school time programming. The Mockingbird Heights School District has been extremely supportive of coalition efforts both partners are committed to equity and inclusion and we believe this project partnership will provide opportunities to reach students who face barriers to participation. This project would be a

20. Which of the funding priorities will your project address

- Supporting growth of new and emerging prevention partners
- Community engagement and/or cross sector collaboration
- Developing culturally appropriate, effective, and sustainable prevention efforts tailored to meet community needs
- Disrupt the Root Causes of Health Inequities including Institutional and Structural Racism and other forms of oppression by addressing the disproportionate impact of cannabis and commercial tobacco on people of color
- Provide opportunities for youth leadership and engagement

21. Total Amount Requested:

\$34,842.00 / per year

22. What do you propose to do with this funding? Please detail the project. Is this a new process or an expansion of work that you are currently doing? What is the specific policy, systems, or environmental change(s) you expect to achieve? How will your approach directly address the priority above (5000 Character Limit)

The Mockingbird Heights Youth Action Team is a new project that is a collaboration of the Mockingbird Heights Community Coalition and the Mockingbird Heights High School. The Youth Action team will be open to 9-12th grade students at the Mockingbird Heights high school interested in growing their leadership skills.

We hope to promote this opportunity through teachers and school guidance counselors. This opportunity is open to all 9-12 grade students but we really hope to engage youth who are not otherwise engaged in after school or out of school time activities.

The Youth Action Team will work closely with the Mockingbird Heights community coalition, The Mockingbird heights School Board, and other school committees to help shape policies around youth substance use prevention and promoting healthy alternatives and pro-social coping skills.

The Youth Action Team will meet bi-weekly starting October 2022. Youth leaders will research current issues surrounding youth cannabis and commercial tobacco use in their school and local community, including the vaping epidemic. The leadership team will propose ideas for solutions and develop a campaign that helps promote healthy choices and healthy coping skills. Youth will also have the opportunity to attend a youth leadership trainings.

Youth leaders will attend statewide youth in government day and meet with state representatives to

Project Timeline

Year 1		
Quarter	Activity/Activities	Outcome/Goals
Q1 Oct. 2023- Dec. 2023	Prior to Q1- promoting the invite to first meeting -First meeting to share about the group and to identify regular meeting - Meet Bi weekly with the leadership team - Attend youth prevention summit -Prepare for Youth for Youth Leadership day at the capitol	- Identify a regular meeting schedule & collect contact info for youth interested in participating (school email) -Research current issues & find which legislatures who represent the district -collect permission forms from youth attending youth day at the capitol - Prepare and practice youth elevator pitch for Day at the capitol
Q2 Jan 2024- March 2024	-Continue bi-weekly meetings - Attend Youth leadership day at the capitol -Begin campaign development	-Begin to identify what pro social activities are available for youth in the community and what resources are available to help with coping skills -Identify key messages for campaign that resonate with local youth
Q3 April 2024- June 2024	-Continue Bi-weekly meetings -finalize campaign messages and share with school district & coalition for final approval -create promotional plan & implement -Present to the school district and with local city council -Review and reflect on year one	-Order campaign materials needed for promoting campaign -Share year successes including campaign with the school district and with local city council - Take feedback and share with school district and make adjustments going into year 2 -Celebrate year one successes with youth

Year 2

Quarter	Activity/Activities	Outcome/Goals
Q1 July 2024- Sept 2024	<ul style="list-style-type: none"> -School Advisor and Adult volunteer attend Montana Institute for Positive Community Norms -Meet with school - Promote Youth Leadership Team 	<ul style="list-style-type: none"> -Plan for the year secure meeting space, program advisor etc. - share youth leadership team with prospective participants
Q2 Oct 2024- Dec 2024	<ul style="list-style-type: none"> -First meeting to share about the group and to welcome new members - Meet Bi weekly with the leadership team -Review current HYS Data - Attend youth prevention summit -Prepare for Youth for Youth Leadership day at the capitol 	<ul style="list-style-type: none"> - Share meeting schedule & collect contact info for youth participants (school email) -Review HYS data & begin to identify key points for positive community norms campaign development -Research current issues & find which legislatures who represent the district
Q3 Jan 2025- March 2025	<ul style="list-style-type: none"> -Continue bi-weekly meetings - Attend Youth leadership day at the capitol -finalize Positive Community Norms campaign messages and share with school district & coalition for final approval -create promotional plan 	<ul style="list-style-type: none"> -Develop Positive Community norms campaign.
Q4 April 2025- June 2025	<ul style="list-style-type: none"> -Continue Bi-weekly meetings -Promote Positive Norms Campaign -Present to the school district and local city council -Review and reflect on year one -End of year Celebration 	<ul style="list-style-type: none"> -Share positive community norms campaign with the school district and with the local city council - Take feedback and share with school district -Celebrate year one successes with youth roller skating party for active members