

College students have the power and influence to lead positive change on campus. We call upon students interested in taking a **STAND** against tobacco use.



The American Lung Association in Washington is excited to announce a grant opportunity of \$750 to fund student-led tobacco prevention and control projects at three colleges, universities, or vocational schools across Washington State.

**Application Deadline**  
5:00pm Wednesday  
**October 10, 2018**

We are looking for students eager to raise awareness to support strengthening anti-tobacco policies on campus. Through activism and advocacy, students have the opportunity to engage with stakeholders and decision makers to improve the health of their campus community.

100% smoke and tobacco free environments are one of the most effective interventions for reducing tobacco use. All K-12 campuses in Washington state are smoke and tobacco free environments – why not keep all places of learning free of tobacco use?

99% of all tobacco users start smoking by the age of 26. Tobacco may sound less dangerous than other issues facing college students, such as illicit drugs, alcohol abuse, car accidents, and suicide—but tobacco will kill more people this year than all of those other factors combined. In fact, if current trends continue, **104,000 young people alive in Washington today will die prematurely due to the effects of tobacco.**

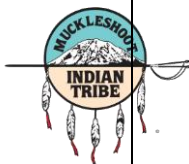
The tobacco industry invests heavily in marketing its deadly products to young people. Each year in Washington State, the tobacco industry spends over \$88 million on advertising alone, influencing young people to start smoking and making it harder for people to quit.

**Students Together Against Nicotine Dependence (STAND) empowers students to engage in anti-tobacco advocacy and activism on campus.**

No previous experience necessary. Your responses to the questions in this application will help us learn about your student group, your ideas for anti-tobacco activities on campus and how **STAND** can support your plans for the 2018-2019 Academic year.

This document contains everything needed to successfully apply for the **STAND** grant; (1) 2018 Grant Application Instructions; (2) 2018 Student Grant Application; (3) 2018 Staff/Faculty Advisor Grant Application. **Application Deadline is 5:00pm on Wednesday October 10, 2018.**

Questions or requests for technical assistance can be made to: Lora Mednick at [Lora.Mednick@lung.org](mailto:Lora.Mednick@lung.org) or 206-512-3291.



# 2018 Grant Application Instructions

## ABOUT **STAND**:

**Purpose:** College students are known to be effective change agents. This opportunity engages Washington students in a statewide movement against tobacco use on campus. Student engagement is the cornerstone of this initiative.

## HOW IT WORKS:

**Description:** Grant recipients will be awarded funding to conduct projects that combat tobacco use on campus. To fulfill the grant, projects must include two components:

- **Advocacy:** Take action to strengthen your campus's tobacco-related policy to improve campus community health.
- **Activism:** An activity, project, or event to raise awareness about the threat tobacco poses to young people and to encourage stronger tobacco-control policies for their campus. The event must support the group's advocacy goal.

## WHO'S INVOLVED?

**Student Groups:** Students are at the forefront of healthy change-making on campus. This grant opportunity provides training, tools and resources to help students take action and make their voices heard. Students take the lead role in completing the grant application, planning and implementing activism and advocacy projects and completing the final Year-End grant report.

**Staff/Faculty Advisor:** Each student group must have one designated Staff/Faculty Advisor whose role is to ensure grant funds are used appropriately, according to the grant funds spending guidelines described in the next section. Advisors oversee submission of expense receipts. Students take the leading role in completing the student grant application, planning activism and advocacy efforts and completion of the final Year-End grant report.

## HOW GRANT FUNDING CAN BE USED:

**Grant funds must be used to support tobacco prevention and control efforts on campus.** Students will develop a project plan clearly outlining specific activism and advocacy activities for the 2018-2019 academic year. Advisors will review the project plan and sign-off to approve activities before final submission to American Lung Association staff. All spending of grant funds must directly support activities outlined in the project plan. Funding may be used for meetings, trainings, materials, supplies, food and refreshments; photocopies; transportation to project activities or events; postage and shipping; equipment rental or purchase.

Grantees will be awarded \$750 with which to complete their project.

All grant activities must be completed by **May 17, 2019** and Year-End final grant reports will be due by **May 31, 2019**. Extensions will not be given and grantees will be expected to spend all allocated funds within the grant timeline.

## STAND WORKSHOP:

If awarded, two to three student representatives from each student group are asked to attend a two-day workshop designed to provide tools, resources and direct support to your group, as well as an opportunity to connect with peers from campuses throughout Washington State. We ask representatives to commit to attend both days of the workshop.

**STAND** Workshop, scheduled for November 3-4 **OR** December 1-2 (*Location TBD*) Travel expenses will be paid for by the American Lung Association.

### **Workshop Overview**

Day One: involves training in "Tobacco 101" and networking activities to provide students the chance to work with **STAND** group representatives from across the state, learn about campus-based anti-tobacco efforts and share ideas for improving campus community health.

Day Two: will be centered on training in anti-tobacco advocacy, policy change, health promotion and community engagement. There will also be time dedicated to proactive project planning of **STAND** activities in advocacy and activism. American Lung Association staff will provide tools and resources to support the planning process.

### **REQUIREMENTS TO APPLY:**

1. All grantees must be affiliated with a registered student organization or officially sponsored by a campus department. Sponsoring organization or campus department must be willing to assume fiscal responsibility for the funds awarded and complete and submit a W-9 in order for grant funds to be distributed.
2. All grantees must have a Faculty/Staff Advisor that works with and supports the student group and who acts as the primary contact. The Advisor ensures submission of the final report by the deadline, appropriate use of grant funds and submission of expense receipts.
3. All grantees must have a minimum of 5 students and 1 Advisor involved in the project.
4. Each grantee must send two to three student representatives to the **STAND** Workshop, scheduled for November 3-4 **OR** December 1-2 (*Location TBD*)

### **REPORTING:**

Grantees must implement a minimum of two activities or events on campus; one advocacy-focused and one based on activism to elevate tobacco-related issues on campus and for the campus community. Other reporting requirements are the following:

1. **Project Plan due December 17, 2018** signed by Faculty/Staff Advisor.
2. **Quarterly Check-in Meetings** via telephone or in-person with American Lung Association staff.
3. **Mid-Project Update due March 15, 2019** asks STAND groups to describe accomplishments and ongoing anti-tobacco efforts.
4. **Year-End Report due May 31, 2019**; final report with a description of all activities and documentation of grant spending and receipts, copies of materials produced, photographs taken and media coverage earned as a result of grant activities.

**Notice to Applicants:** Student groups and advisors who receive funding or have affiliations or contractual relationships with any tobacco company, its affiliates, or subsidiaries, or its parent company are not eligible to apply for funding or participate in the program.

**Application Process:** The grant application has two parts - PART 1: Student Application and PART 2: Faculty/Staff Advisor Application. The Student Application must be completed by a designated member of the student group and the Faculty/Staff Advisor Application must be completed by a designated Faculty/Staff Advisor from the same institution. Both parts of the application must be submitted together in a single document. Only complete applications will be considered.

**Submitting the Application: Application deadline is at 5:00pm on Wednesday October 10, 2018.** E-mail submission to [Lora.Mednick@lung.org](mailto:Lora.Mednick@lung.org) is preferred. If you are unable to submit your application electronically, please notify our office in advance that you will be sending your application by mail. Mailed applications must be postmarked by Wednesday October 10, 2018 to the following address in order to be considered:

American Lung Association in Washington  
Attention: Lora Mednick  
5601 6th Avenue South, Ste 460  
Seattle, WA 98108

Grant award decisions will be made by a Grants Committee comprised of individuals with tobacco advocacy experience. American Lung Association staff are available to provide technical assistance to interested applicants prior to submission. Student groups will be notified via e-mail to the representative named on the application.

**Optional:** To accompany your application, you are welcome to provide us with additional materials and/or documentation to tell us about your group and your interest in **STAND**, including pictures, letters of support, stories, news articles or videos. Materials submitted will not be returned. The American Lung Association reserves the right to use submitted materials for purposes of program promotion, development and evaluation.

**STAND Project Timeline/Important Dates and Deadlines:**

1. Grant Application Deadline is 5:00pm Wednesday October 10, 2018.
2. Notification of Award by Wednesday October 17, 2018.
3. **STAND** Workshop: November 3-4, 2018 OR December 1-2, 2018, Location TBD.
4. Project Plan due December 17, 2018 in order for grant funds to be distributed.
5. Mid-Project Update due March 15, 2019.
6. All grant activities and projects completed by May 17, 2019.
7. Year-End Report due May 31, 2019.

**Questions?** Please contact: [Lora.Mednick@lung.org](mailto:Lora.Mednick@lung.org) or 206-512-3291.



# 2018 Student Grant Application

## PART 1: Student Application

Please submit Student Application with completed Faculty/Staff Advisor application and any additional attachments by email or mail (with advanced notice) to [Lora.Mednick@lung.org](mailto:Lora.Mednick@lung.org) by **5:00 pm on Wednesday October 10, 2018.**

### Registered student organization or sponsoring campus department info:

Name

Address

Phone

School

### Which date(s) works for your group to attend a **STAND** Workshop?

We are looking at holding **STAND** workshops in central locations for those who are accepted. Please check one or both dates you would be able to attend:

- November 3-4, 2018 (Location TBD)
- December 1-2, 2018 (Location TBD)

### Student Leader Name:

The designated student leader agrees to serve as lead on this grant and commits to:

- Ensure completion of all project activities.
- Attend 2018 **STAND** Workshop with **STAND** group member representatives.
- Ensure all required reporting is completed on time; participate in check-in meetings, submit Mid-Project Update and Year-End Report.
- Serve as main contact for American Lung Association staff and Grants Committee
- Ensure appropriate use of grant funding and retain financial records and receipts
- Not accept any funding from the tobacco industry or any of its affiliates

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## Tell us about your group:

1. Describe your organization, including what you do at typical group meetings and past activities and/or projects.
  
2. Does your group have access to (select all that apply):
  - Phone
  - Speakerphone
  - Computer
  - Internet
  - Social Networking Site
  - Camera
  - Meeting Space
  
3. How many students are active in your group/organization?
  - a. At the beginning of the school year
  - b. At the end of the school year
  - c. Over the summer
  
4. What are the Academic degree level(s) (Bachelors, Masters) and major(s) of your group members?
  
5. How often and where does your group meet?
  
6. How long has your group been active?
  
7. How does **STAND** fit into the activities you have planned for this year?

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**8.** Why do you believe your group should be part of **STAND**? Please feel free to be creative. Please send any relevant content outside of written material in an email attachment along with your completed application. Optional: You may include additional content as outlined on page 5 to support your response to this question. Please indicate in writing if additional materials are included in your submission.

## **Tell us about your project ideas:**

**9. STAND projects** involve two components: activism and advocacy. Please tell us what activities you would look to conduct as part of your project in both programming areas.

**Activism** – An activity, project, or event to raise awareness about the threat tobacco poses to young people and to encourage stronger tobacco-control policies for their campus. Activism efforts must support your group’s advocacy goal.

- a) What idea(s) do you have for raising awareness and encouraging stronger tobacco-control policies on your campus?

**Advocacy**— taking action to strengthen your campus’s tobacco-control policies to improve campus community health. Advocacy efforts help improve decision-makers’ understanding of and increase support for a specific campus tobacco policy change.

- b) What ideas do you have for working towards a specific tobacco-control policy change to benefit your campus community?

**10.** Please name the student who completed this application by listing a full name, phone number, e-mail and school address:



# 2018 Faculty/Staff Advisor Grant Application

## PART 2: Faculty/Staff Advisor Application

Please submit PART 1: Student Grant Application in a single document together with completed PART 2: Faculty/Staff Advisor Grant Application by e-mail or mail (with advanced notice) to [Lora.Mednick@lung.org](mailto:Lora.Mednick@lung.org) by **5:00 pm on Wednesday October 10, 2018**.

**Name of student group, organization or sponsoring campus department:**

### Faculty/Staff Advisor Role

The Advisor agrees to serve as the main contact for student **STAND** group members. Faculty/Staff Advisor must commit to support this project through the end of the grant period on May 31, 2019. Faculty/Staff Advisor also commit to:

- Support student group activities; review and approve Project Plan
- Ensure timely submission of expense receipts, Mid-Project Update and Year-End Report
- Cooperate with American Lung Association staff and Grants Committee
- Ensuring appropriate use of grant funds
- Not accept funding from the tobacco industry or any of its affiliates

### Faculty/Staff Advisor Information

Name

Phone

Email

Campus department affiliation

1. In what capacity do you work with this student group?
2. How long have you worked with this group?
3. This project is a student-led initiative. Please describe your experience and comfort with supporting student-led projects and initiatives.

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4. How does this grant opportunity fit into the mission and activities of the campus department and/or student group this year?

5. Can you commit to supporting this student group's efforts to advocate for change of a campus anti-tobacco policy? (Please note: advocacy involves education and promotion around a desired policy change, and is distinct from lobbying, which is asking for specific action such as voting a certain way on a certain bill.)

Yes Comment:

No Comment:

6. Does this student group have an organization or other fiscal agent that we can send a check to?

Yes Make check out to:

No

**\*American Lung Association requires a W-9 be completed and submitted to staff before grant funds can be distributed for **STAND** projects\***

**Questions?** Please contact: [Lora.Mednick@lung.org](mailto:Lora.Mednick@lung.org) or 206-512-3291.