



The Louisiana Campaign for Tobacco-Free Living (TFL)

Funding Announcement for Community Advocacy Grants (CAGs): Three Scope of Work Options (SoW) Available

**Request for Applications (RFA)
Release Date: February 24, 2010**

**Fiscal Year (FY) 2010/2011
July 1, 2010 – June 30, 2011**

**TFL Community Advocacy Grants – Request For Applications
The Louisiana Campaign for Tobacco-Free Living**

Application Deadline: March 24, 2010, 4:00 pm CST

TABLE OF CONTENTS

2	Table of Contents
3	Timeline
4	Introduction
5	Who Can Apply
5	Restrictions
5	Special Considerations
6	Right to Reject Applications
6	Scope of Work (SoW) Overview
7	Scope of Work Option 1: Tobacco Prevention & Control Advocacy with Youth (11-17)
7	Required Activity 1 – Manage Defy Teams within Your Region
8	Required Activity 2 – Support the Statewide Tobacco Prevention and Control Movement
9	Optional Activity – Participate in Professional Development Related to Tobacco Prevention & Control Advocacy
10	Monitoring and Evaluation
11	Scope of Work Option 2: Tobacco Prevention & Control Advocacy with Priority Populations
11	Required Activity 1 – Engage LA Communities Disparately Impacted by Tobacco in Tobacco Prevention and Control Advocacy
12-13	Required Activity 2 – Support the Statewide Tobacco Prevention and Control Movement
13	Optional Activity 1 – Engage Priority Populations in Statewide Events
13-14	Optional Activity 2 – Participate in Professional Development Related to Tobacco Prevention and Control Advocacy
14-15	Monitoring and Evaluation
16	Scope of Work Option 3: Tobacco Prevention & Control Advocacy with Young Adults (18-24)
16	Required Activity 1 – Membership in the Louisiana Tobacco-Free College Initiative
16-17	Required Activity 2 – Engage 18-24 year olds Enrolled in Louisiana Institutions of Higher Education in Tobacco Prevention and Control Advocacy
17	Required Activity 3 – Support the Statewide Tobacco Prevention and Control Movement
18	Required Activity 4 – Recruitment and Participation of Students in Fresh Campus Student Leadership
19	Optional Activity – Participate in Professional Development Related to Tobacco Prevention & Control Advocacy
19-20	Monitoring and Evaluation
21-23	Budget Requirements
24	Application Review Criteria and Process
25	Application Instructions
(26-43)	Appendix
27	TFL Regional Coordinators' Contact List
28	Regional Tobacco Subcommittee Meetings Dates and Times
29	Louisiana's Public Health Regions
30-33	Tips for Implementing Scope of Work Option 1 – DEFY (Counter POP, Clean Sweep, and Spitfire)
34	Tips for Implementing Scope of Work Option 2 – Priority Populations
35	Tips for Implementing Scope of Work Option 3 – Fresh Campus
36	Per Diem Guide
37	Resource List
38	Key Terms
39-40	Communities of Color Network Fact Sheet
41	TFL Conceptual Model
42-43	Background Check Authorization & General Disclosure Forms

FY 2010/2011 TFL Community Advocacy Grants (CAGs) RFA Timeline

Important Dates	Important Benchmarks
Wednesday, February 24, 2010	<p>RFA Release Date – The RFA will be made available on the TFL website.</p> <ul style="list-style-type: none"> A Frequently Asked Questions (FAQ) document will also be available on the TFL website.
Wednesday, February 24 - Tuesday, March 23, 2010	<p>Technical Assistance is available by calling your TFL Regional Coordinator.</p> <ul style="list-style-type: none"> A list of TFL Regional Coordinators can be found in the Appendix.
<p>Tuesday, March 2, 2010, 10:30 a.m.</p> <ul style="list-style-type: none"> Scope of Work Option 3: Tobacco Prevention and Control Advocacy with Young Adults (18-24) <p>Tuesday, March 2, 2010, 1:00 p.m.</p> <ul style="list-style-type: none"> Scope of Work Option 1: Tobacco Prevention and Control Advocacy with Youth (11-17) <p>Tuesday, March 2, 2010, 3:00 p.m.</p> <ul style="list-style-type: none"> Scope of Work Option 2: Tobacco Prevention and Control Advocacy with Priority Populations 	<p>One TA Session will be held per Scope of Work (SoW) Option.</p> <ul style="list-style-type: none"> The RFA info sessions will be held via Adobe Acrobat Connect Pro. To register for this info session you must contact your TFL Regional Coordinator. A list of TFL Regional Coordinators can be found in the Appendix.
Wednesday, March 24, 2010	<p>Submission Deadline – Grant applications must be received, via online submission process (see <i>page 25</i>), by 4:00pm CST.</p> <ul style="list-style-type: none"> Mailed, faxed, and emailed applications will NOT be considered.
Wednesday, May 5 - Friday, May 7, 2010	<p>Award Notification – Applicants will be notified of funding decisions.</p>
Tuesday, June 15, 2010	<p>Contract Signing Deadline – Grant contracts must be signed and returned to the Louisiana Public Health Institute by this date.</p>
TBA (FY 2010/2011)	<p>Required Meetings:</p> <ul style="list-style-type: none"> Regional Grantee Orientation Meeting, Tobacco Subcommittee Meetings (see Appendix, page 29), TFL/TCP joint conference (in New Orleans, tentatively August 4-6), and Trainings and/or meetings related to your scope of work <p style="text-align: center;"><u>Meeting/training attendance is not necessarily limited to this list.</u></p>

Interested parties must complete the application process described in this packet. TFL Regional Coordinators are available to provide Technical Assistance to potential applicants in order to explain the purpose of the TFL Community Advocacy Grants and the application process.

INTRODUCTION

The Louisiana Campaign for Tobacco-Free Living (TFL) announces the availability of Community Advocacy Grants (CAGs) to foster community involvement in carrying out TFL's goals of reducing exposure to secondhand smoke, preventing tobacco initiation by youth, promoting tobacco cessation among youth and adults, reducing tobacco-related health disparities, and facilitating effective coordination of all tobacco control and prevention initiatives throughout the state of Louisiana.

These grants are a critical part of TFL's Conceptual Model (see the Appendix). TFL Community Advocacy Grants assist in the growth and development of statewide capacity and mobilization efforts for tobacco prevention and control. It is through the statewide coordination of these strengthened efforts that the goal of prevention is met through policy change.

Approximately \$ 658,000 is available for tobacco prevention and control grants throughout Louisiana communities. It is understood that the full execution of this grant award and the availability of funds are contingent upon LPHI engaging in a cooperative endeavor agreement with the Louisiana Cancer Research Consortium, duly signed by both parties, securing the total requested level of funding and the release of those funds.

TFL plans to offer three Scope of Work Options for the period of July 1, 2010 to June 30, 2011 (FY 10/11). They are:

- **Scope of Work Option 1: Tobacco Prevention & Control Advocacy With Youth (11-17 year olds)**
 - Required Activities, up to \$12,000
 - Optional Activity, up to \$2,000
- **Scope of Work Option 2: Tobacco Prevention & Control Advocacy with Priority Populations**
 - Required Activities, up to \$12,000
 - Optional Activity 1, up to \$2,000
 - Optional Activity 2, up to \$ 1,000
- **Scope of Work Option 3: Tobacco Prevention & Control Advocacy with Young Adults (18-24 year olds/ Must be a College or University)**
 - Required Activities, up to \$16,000
 - Optional Activity, up to \$2,000

The purpose of TFL Community Advocacy Grants is to engage groups/organizations in tobacco prevention and control activities. These TFL Community Advocacy Grants are for nonprofit agencies, organized groups, and/or coalitions that have experience with advocacy, reducing health disparities, youth prevention, young adult programming and/or family services that would reduce the burden of tobacco use by making policy changes at the local level (municipal ordinances and institutional policy change) through coordinated advocacy efforts.

Benefits to the TFL Community Advocacy Grantees will include:

- Funding for staff support stipends,
- Funding for community capacity building and staff professional development,
- Networking opportunities through membership in your regional tobacco subcommittee, and
- Creating positive changes in Louisiana communities.

WHO CAN APPLY?

- Louisiana Institutions of Higher Education (2 year and 4 year colleges and technical schools)
 - Please note that only Louisiana Institutions of Higher Education may apply for Scope of Work Option 3.
- Community groups or organizations (youth groups, civic associations, service clubs, shelters, PTAs, faith-based organizations, parent groups, neighborhood associations, etc.) with **501(c)3** status and schools.
 - If you are a non-profit organization applying for a TFL Community Advocacy Grant, you are required to have a **501(c)3** status. You must also attach your IRS letter stating your **501(c)3** status to your Application.
 - If you are a Junior High or High School, you must attach a copy of your organization's most recent IRS 990 report (nonprofit tax return) to your Application. If a 990 tax return has not previously been filed, explain why in your Application.
- American Indian Tribes.
- Other public and non-profit agencies with 501(c)3 status.

RESTRICTIONS

- TFL will not fund political parties, candidates or partisan political organizations, or **fundraising events**.
- Applicants must **NOT** accept funds from any **tobacco company** during the grant cycle. Grantees must sign a statement acknowledging this restriction.

SPECIAL CONSIDERATIONS FOR FUNDING

Special considerations for funding will be given to:

- Applicants who are located within the community or region to be served.
- Applicants who plan to engage more than one community within their region.
- Applicants who were TFL Grantees for the 2009/2010 fiscal year.
- Applicants who partner with other community organizations and who seek out in-kind or other sources of support to accomplish their project.
- Applicants who demonstrate a proven record of tobacco prevention and control programming.
- Applicants who demonstrate a proven record of working to eliminate health disparities (Examples of populations with health disparities include but are not limited to: low socioeconomic status, youth 11-17 years old, young adults, women, African-American, Native American, persons over fifty years old, and/or Medicaid or uninsured population).
- Applicants which have demonstrated a proven record of advocacy efforts and outreach in their community/region.

RIGHT TO REJECT APPLICATIONS

TFL has the right to: 1.) reject, in whole or in part, any or all applications, 2.) advertise for new applications, 3.) abandon the need for such services, and 4.) cancel this RFA if it is in the best interest of TFL.

In the initial **Technical Review Process**, any proposal will be **rejected outright and not evaluated** for any of the following reasons:

- The applicant fails to submit the application by March 24, 2010 at 4:00pm CST.
- The applicant fails to include required information, or fails to include sufficient information to determine whether an RFA requirement has been satisfied.
- The applicant fails to follow the application format instructions or presents information requested by this RFA in a format inconsistent with the instructions of the RFA.
- The applicant provides misleading or inaccurate information.
- The applicant states that a mandatory requirement cannot be satisfied.
- The applicant's response materially changes a mandatory requirement.
- The applicant fails to respond to TFL's request for information or documents.
- The applicant fails to include any signature, certification, authorization or stipulation requested in this RFA.
- The applicant includes Letters of Support that are irrelevant to the required activities as outlined in the RFA. (See the Partnerships and Collaborations section of the Application for a description of desired Letters of Support.)

SCOPE OF WORK OVERVIEW

TFL community advocacy activities are being funded from July 1, 2010 to June 30, 2011 to complete a variety of required activities. These activities have been chosen because they complement and extend existing tobacco prevention and control programming in Louisiana.

When reviewing these required activities, applicants are to consider their communities' needs and organizational capacities. Applicants will be required in their application to inform TFL of how their organization plans to implement these required activities; how these plans fit into their existing organizational structure; and why their organization is a good candidate for a FY 2010/2011 TFL Community Advocacy Grant.

An organization may apply for one or more Scope of Work Options. Please note that **separate applications must be submitted for each Scope of Work Option**. It will be the responsibility of the applicant to demonstrate the capacity to carry out all Scope of Work Options for which they have applied.

Scope of Work - Option 1

Tobacco Prevention and Control Advocacy with Youth (11-17)

Up to \$12,000 for Required Activities

Up to \$2,000 for Optional Activity

Required Activity 1

Manage Defy Teams Within Your Region

Defy is a Louisiana youth movement that seeks to reduce the influence of the tobacco industry and promotes tobacco-free lifestyles. Defy unifies all styles, from hip hop to alternative rock, to fight against big tobacco's presence in Louisiana. It is a youth-driven advocacy experience. The branding of the movement and its initial campaigns, Counter PoP, Clean Sweep and Spitfire, were all developed with input from Louisiana youth. Each Grantee should select one Defy Campaign (see Appendices) on which to focus. Please visit www.defythelies.com for more information on Defy.

All adults interested in becoming Defy Adult Coordinators will need to attend the Defy Adult Coordinator Training. Defy Adult Coordinators are responsible for recruiting a group of youth in their area (city, school, after school program etc.), unless the adult has already been asked to be a Defy Adult Coordinator by a group of Defy youth for which they already know.

Defy Adult Coordinators are expected to provide strategic guidance to youth during the planning of advocacy activities for Defy campaigns. This is done with an understanding that a critical component of Defy is youth empowerment and this means youth ownership.

Defy Adult Coordinators are also responsible for checking in on the progress of Defy Team members while motivating them to succeed. This is based on building positive relationships between Adult Coordinators and their Defy Team. Recognizing achievement is also a critical part of success. Remember, you are cultivating leaders!

Defy Teams are managed by Defy Adult Coordinators.

Defy Teams:

- will have a minimum of 15 active Defy Team members by the end of the fiscal year.
- will complete Defy Team orientation conducted by a Defy Adult Coordinator.
- will meet at least once a month with their Defy Adult Coordinator.
- will plan and conduct activities to achieve success in their selected Campaign.
- will demonstrate progress in their selected Campaign.

In November 2007, TFL began hosting Defy trainings for adults and youth. Therefore there are a number of youth already trained as Defy Team members. FY 2010/2011 Community Advocacy Grantees will need to incorporate these individuals into their management plan even if the youth are not in your immediate geographic area.

TFL **requires** that Community Advocacy Grantees ensure the following:

- Defy Adult Coordinators manage their Defy Team in their region.
- Defy Adult Coordinators attend the Defy Adult Coordinator Training.
 - The training will include: Working with Youth, Defy 101, and the TFL reporting system.
- Defy Adult Coordinators must have current background checks on file with their organization and TFL (**by Monday, August 16, 2010**).
- Defy Adult Coordinators will host "Branding Advocacy Event 101" for youth (**late August /early September**).

	<ul style="list-style-type: none"> • Defy Team participates in the Defy Retreat (late Summer /early Fall). • Defy Adult Coordinators participate in monthly Defy Adult Coordinator Conference Calls (first Thursday of every month/11a.m – noon). • The Defy Team will develop a Kick Butts Day event (Spring 2011). • Defy Adult Coordinators must meet with their Defy Team at least once a month to complete activities from the Defy Manual and to work on their Defy Team Campaign. • Report on Defy Team activities via a TFL reporting system. • Before receiving their 2nd payment, Defy Adult Coordinators must: <ul style="list-style-type: none"> ○ Turn in a tentative project/action plan that reflects all required events including the Defy Retreat and Youth Summit to their TFL Grant Monitor. ○ Write and submit a press release announcing the grant in their area and for at least two events. • Tips for successful Defy Campaigns and implementation can be found in the Appendix of this RFA.
<p>Required Activity 2</p>	<p>Support the Statewide Tobacco Prevention and Control Movement</p> <p>TFL is funding Community Advocacy Grants (CAGs) to foster community involvement in carrying out TFL’s goals of reducing exposure to secondhand smoke, preventing tobacco initiation by youth, promoting tobacco cessation among youth and adults, reducing tobacco-related health disparities, and facilitating effective coordination of all tobacco control and prevention initiatives throughout the state of Louisiana. The primary way to ensure that this done is to actively engage community individuals and organizations in the planning and implementing of regional and local tobacco prevention and control activities.</p> <p>In order to prepare all community partners in Louisiana for this endeavor, TFL is partnering with the Department of Health and Hospitals’ Tobacco Control Program (TCP) to offer LPHI Center for Community Capacity (LPHI CCC) trainings. TFL and TCP would like for all of their staff, Grantees and contractors to attend a series of LPHI CCC trainings in the hope that all training participants will commit to implementing evidence-based practices in their communities. This implementation will occur under the direction of the Regional Tobacco Subcommittee leads of the Regional Comprehensive Cancer Control Coalition (RCCCC).</p> <p>The Regional Tobacco Subcommittees are a part of the RCCCC. This committee is charged with working to create/advocate for stronger tobacco policies in their regions. Grantees are required to attend and participate in their monthly Regional Tobacco Subcommittee meetings. We encourage and support Grantees to also attend RCCCC monthly meetings as they are able.</p> <p>To learn more about these subcommittees and coalitions, TFL Community Advocacy Grant applicants should contact their local TFL Regional Coordinator. A listing of the TFL Regional Coordinators is in the Appendix.</p> <p>In summary, this Required Activity requires the following:</p> <ul style="list-style-type: none"> • TFL Community Advocacy Grantees attend LPHI CCC trainings (Dates and topics to be determined). • TFL Community Advocacy Grantees serve as attending members of the Regional Comprehensive Cancer Control Coalition’s Regional Tobacco Subcommittee (monthly meetings). <ul style="list-style-type: none"> ○ <u>Defy Adult Coordinators are also required to give an update on youth activities during the tobacco subcommittee meetings. This serves as a</u>

	<p style="text-align: center;"><u>proxy for youth participation.</u></p> <ul style="list-style-type: none"> • TFL Community Advocacy Grantees will advise and assist in the implementation of a Policy Change Model process through the Regional Tobacco Subcommittee. <ul style="list-style-type: none"> ○ This also includes facilitating the involvement of Defy youth members in the process. • Develop and implement a Kick Butts Day activity in Spring 2011. • Conduct Tobacco Industry Monitoring within your service area to better inform local, regional, and statewide tobacco prevention and control efforts. <ul style="list-style-type: none"> ○ TFL will provide direction and the required paperwork for this aspect of Required Activity 2. ○ Examples include, but are not limited to: <ul style="list-style-type: none"> ▪ Reporting tobacco industry sponsorship of local fairs, festivals and Events. ▪ Reporting tobacco advertisements in local publications. ○ At least one Tobacco Industry Monitoring Report required to be submitted Quarterly. • Defy Adult Coordinator must attend and participate in monthly Regional Tobacco Subcommittee meetings. • Defy Adult Coordinators must have a youth delegate from their team create a monthly youth update for the tobacco sub-committees in lieu of Defy members not being able to attend/participate in the meetings. • Grantees must attend the TFL/TCP joint tobacco conference, tentatively scheduled for August 4-6 in New Orleans.
<p>Optional Activity</p>	<p>Participate in Professional Development Related to Tobacco Prevention and Control Advocacy</p> <p>TFL is committed to our responsibility of fostering the professional development of staff, Grantees and priority populations as it relates to tobacco prevention and control. TFL allows Community Advocacy Grants to dedicate a portion of their grant funds to professional development for their staff and associated priority populations (stakeholders).</p> <p>TFL Community Advocacy Grantees interested in this option must discuss their professional development event of choice with their TFL Program Monitor and receive final approval before submitting any registration forms and/or making any travel arrangements.</p> <p>TFL Community Advocacy Grantees utilizing this option will also have a responsibility to share any information learned with their fellow staff members and the other members of their Regional Comprehensive Cancer Control Coalition's Tobacco Subcommittee. This will be coordinated by the corresponding TFL Program Monitor.</p> <p>TFL Community Advocacy Grantees may send a staff member(s) and/or Defy youth member(s) to in-state or out-of-state trainings and conferences that will increase their working knowledge of tobacco prevention and control. Recommended conferences may include, but are not limited to:</p> <ul style="list-style-type: none"> • National Conference on Tobacco or Health • National Summit on Smokeless and Spit Tobacco • Youth Development and Outcomes Conference • Louisiana Youth Summit on Tobacco and Advocacy

Monitoring and Evaluation

Quarterly Reports for TFL Community Advocacy Grants

Grantees will be required to submit quarterly and final reports via an online reporting tool (ORT) that documents all of their grant activities. Reports are due from Grantees as follows:

Quarter	Date Due to Your TFL Program Monitor
Quarter 1	Friday, October 8, 2010
Quarter 2	Friday, January 7, 2011
Quarter 3	Friday, April 8, 2011
Final Report – Includes Quarter 4	Friday, June 24, 2011

Required reporting information for Activity 1: Manage Defy Teams Within Your Region

- Grantees will document progress made toward planning and implementing their activities and Campaign policy goal.
- Grantees will document the number of activities completed.
- Grantees will document the follow-up plan(s) for their activities(s).
- Grantees will document Campaign policy status.
- Grantees will document the number of Defy Members in attendance at monthly meeting.
- Grantees will document the number of youth who have completed Defy Team orientation and are now Defy Team Members.
- Grantees will document trainings conducted, including attendance.
- Grantees will document all Defy Adult Coordinators current background checks on file with their organization and TFL.

Required reporting information for Activity 2: Support the Statewide Tobacco Prevention and Control Movement

- Grantees will document their attendance at LPHI CCC trainings.
- Grantees will document their involvement in the implementation of the Policy Change Model process.
- Grantees will document attendance of their organizational representatives (staff and volunteers) at Regional Tobacco Subcommittee meetings.
- Grantees will document their involvement in the planning and implementation of a Kick Butts Day activity.
- Grantees will document their attendance and document how they will utilize the information gained during the TFL/TCP joint tobacco conference.

Optional Activity: Participate in Professional Development Related to Tobacco Prevention and Control

- Grantees will document their attendance at an approved professional development event.
- Grantees will document how they will share the information gained during the professional development event with their fellow staff members and their fellow Regional Tobacco Subcommittee members.

Scope of Work - Option 2

Tobacco Prevention and Control Advocacy with Priority Populations

Up to \$12,000 for Required Activities

Up to \$2,000 for Optional Activity 1

Up to \$1,000 for Optional Activity 2

Required Activity 1

Engage Louisiana Communities Disparately Impacted by Tobacco in Tobacco Prevention and Control Advocacy

The TFL Community Advocacy Grantees will support the Regional Tobacco Subcommittee Policy Plan for Fiscal Year 2010/2011 set forth by the Regional Tobacco Subcommittees. Further, the title and theme for all events taking place statewide must be related to (culturally relevant) the Grantee's selected priority population. After the Grantee has selected its priority population, it will then work with TFL to tailor advocacy events to the needs of their selected priority population.

TFL Community Advocacy Grantees will choose **one** of the priority populations from the following list to develop and implement a tobacco prevention and control advocacy event. One event is required for Fall 2010 and one for Spring 2011.

- Lesbian, Gay, Bisexual and Transgender Persons
- Mental Health/Substance Abuse Professionals
- Persons Living With HIV/AIDS
- Persons Over 50 Years of Age
- Service Industry Employees (Including, but not limited to, Musicians)
- Women

It is the aim of TFL that work with these priority populations will complement and work in concert with the efforts of TFL's Community of Color Network, Regional Comprehensive Cancer Control Coalition (RCCCC) Tobacco Subcommittees, and the Statewide Tobacco-Related Health Disparities Working Group. Therefore, TFL will develop an "Advocacy Event in a Box" for each priority population. This will include the event theme, concept, and overview instructions for the Community Advocacy Grantees. TFL will also be available to provide guidance and technical assistance.

The events should convey to the priority populations that they are strongly targeted by the tobacco industry with sleek and seductive tactics. By becoming aware of this issue, we hope to build support among priority populations to support evidence-based tobacco prevention and control policies. The policies may include 1.) stronger smoke-free ordinances and 2.) an increase in Louisiana's tobacco tax.

In summary, event development and implementation should be in line with the following:

- Advocacy event(s) for your chosen priority population will share tobacco prevention and control information specific to that population and will be geared toward your regional tobacco policy push.
- The event(s) must be developed with the support and approval of your TFL Program Monitor and TFL's various component leads (Policy and Advocacy, Media and Communications etc.)
- The event(s) should also contain a 'call to action' and be developed with a follow-up plan in place.
- Tips for successfully working with Priority Populations can be found in the Appendix of this RFA.

LOCATION OF EVENTS:

Grantee organizations will coordinate Advocacy Events in their region.

ORGANIZING ROLES/RESPONSIBILITIES:

Grantees:

- Setting up meeting with and gaining approval from TFL Program Monitor at least 60 days prior to event
- Paying for any printing needs for the event (e.g. agenda, etc)
- Managing the RSVP process
- Securing the event location (including payments)
- Paying for and securing audio/visual equipment for event presenters (if applicable)
- Paying for and securing food/catering
- Paying for and securing additional guest speakers (if desired)
- Managing general event coordination/logistics
- Working closely with their TFL Program Monitor on all logistics to ensure at least 50 attendees
- Working with local businesses, to solicit event donations for door prizes, giveaways or day of event services (e.g. massages, etc)
- **All Advocacy Events must be completed by March 29, 2011!**

TFL Staff:

- Provide Grantee with an “Advocacy Event in a Box” *
- Submit to Grantee a list of desired invitees
- Design a Save the Date template
- Design an e-invitation template
- Provide TFL table skirts
- Design an agenda/program template
- Solicit publicity for the Advocacy Event
- Create a sign in sheet template
- Provide Grantee with talking points specific to the theme of the Advocacy Event
- TFL Advocacy Event giveaways (TFL provided)
- If no media coverage is garnered for day of event activities, Media and Communications will use photographs from the event to submit with a post-event press release.

**Boxed themes for priority populations are done to assist Grantees and to raise awareness and a advocacy building event that provides reinforcement of messaging that policy is an effective method in the fight against the toll of tobacco on our state.*

Required Activity 2

Support the Statewide Tobacco Prevention and Control Movement

TFL is funding Community Advocacy Grants (CAGs) to foster community involvement in carrying out TFL’s goals of reducing exposure to secondhand smoke, preventing tobacco initiation by youth, promoting tobacco cessation among youth and adults, reducing tobacco-related health disparities, and facilitating effective coordination of all tobacco control and prevention initiatives throughout the state of Louisiana. The primary way to ensure that this done is to actively engage community individuals and organizations in the planning and implementing of regional and local tobacco prevention and control activities.

In order to prepare all community partners in Louisiana for this endeavor, TFL is partnering with the Department of Health and Hospitals’ Tobacco Control Program (TCP) to offer LPHI Center for Community Capacity (LPHI CCC) trainings. TFL and TCP would like for all of their staff, grantees and contractors to attend a series of LPHI CCC trainings

	<p>in the hope that all training participants will commit to implementing evidence-based practices in their communities. This implementation will occur under the direction of the Regional Tobacco Subcommittee leads of the Regional Comprehensive Cancer Control Coalition (RCCCC).</p> <p>The Regional Tobacco Subcommittees are a part of the RCCCC. This committee is charged with working to create/advocate for stronger tobacco policies in their regions. Grantees are required to attend and participate in their Regional Tobacco Subcommittee meetings. We encourage and support grantees to also attend RCCCC monthly meetings as they are able.</p> <p>To learn more about these subcommittees and coalitions, TFL Community Advocacy Grant applicants should contact their local TFL Regional Coordinator. A listing of the TFL Regional Coordinators is in the Appendix.</p> <p>In summary, this Required Activity requires the following:</p> <ul style="list-style-type: none"> • TFL Community Advocacy Grantees attend LPHI CCC trainings (Dates and topics to be determined) • TFL Community Advocacy Grantees serve as attending members of the Regional Comprehensive Cancer Control Coalition’s Regional Tobacco Subcommittee (monthly meetings) • TFL Community Advocacy Grantees will advise and assist in the implementation of a policy change model through the Regional Tobacco Subcommittee • Conduct Tobacco Industry Monitoring within your service area to better inform local, regional, and statewide tobacco prevention and control efforts: <ul style="list-style-type: none"> ○ TFL will provide direction and the required paperwork for this aspect of Required Activity 2 ○ Examples include, but are not limited to: <ul style="list-style-type: none"> ▪ Reporting tobacco industry sponsorship of local fairs, festivals and events ▪ Reporting tobacco advertisements in local publications • At least one Tobacco Industry Monitoring Report required to be submitted Quarterly • Attendance at the TFL/TCP joint tobacco conference, tentatively scheduled for August 4-6 in New Orleans
<p>Optional Activity 1</p>	<p>Engage Priority Populations in Statewide Event(s) TFL Grantees will choose one of the Priority Populations and conduct at least one statewide event.</p> <p>Grantees must select one (or more) statewide events (below) in the workplan:</p> <ol style="list-style-type: none"> 1. Great American Smoke Out /GASO (November 18, 2010) 2. January Celebration (Celebrating Current Clean Indoor Air Law) 3. World No Tobacco Day (May 31, 2011) <p>Grantees’ messaging will need to support the TFL event theme by exposing the egregious tobacco industry tactics that target TFL’s priority population and also offer opportunities for these population’s advocates to get involved in TFL’s policy priorities.</p>
<p>Optional Activity 2</p>	<p>Participate in Professional Development Related to Tobacco Prevention and Control Advocacy TFL is committed to our responsibility of fostering the professional development of staff, Grantees and priority populations as it relates to tobacco prevention and control. Because of this we are allowing Community Advocacy Grants to dedicate a portion of their grant funds to professional development for their staff and associated priority populations.</p>

TFL Community Advocacy Grantees may send a staff member(s) and/or priority population member(s) to in-state or out-of-state trainings and conferences that will increase their working knowledge of tobacco prevention and control.

TFL Community Advocacy Grantees interested in this option must discuss their professional development event of choice with their TFL Program Monitor and receive final approval before submitting any registration forms and/or making any travel arrangements. A professional development application must be submitted to their TFL Program Monitor and approval must be received before any travel arrangements are finalized.

Recommended conferences may include, but are not limited to:

- National Conference on Tobacco or Health
- National Summit on Smokeless and Spit Tobacco
- American Public Health Association Annual Conference

TFL Community Advocacy Grantees utilizing this option will also have a responsibility to share any information learned with their priority population and the members of their Regional Coalition’s Tobacco Subcommittee. This will be coordinated by the corresponding TFL Program Monitor.

Monitoring and Evaluation

Quarterly Reports for TFL Community Advocacy Grants

Grantees will be required to submit quarterly and final reports via an online reporting tool (ORT) that documents all of their grant activities. Reports are due from Grantees as follows:

Quarter	Date Due to Your TFL Program Monitor
Quarter 1	Friday, October 8, 2010
Quarter 2	Friday, January 7, 2011
Quarter 3	Friday, April 8, 2011
Final Report – Includes Quarter 4	Friday, June 24, 2011

Required Activity 1: Engage LA Communities Disparately Impacted by Tobacco in Tobacco Prevention and Control Advocacy

- Grantees will document progress made toward planning and implementing their Advocacy Events.
- Grantees will document the number of priority population members in attendance at the events.
- Grantees will document the follow-up plans for their events.

Required Activity 2: Support the Statewide Tobacco Prevention and Control Movement

- Grantees will document their attendance at LPHI CCC trainings.
- Grantees will document their involvement in the implementation of the Policy Change Model process.
- Grantees will document attendance of their organizational representatives (staff and volunteers) at Regional Tobacco Subcommittee meetings.
- Grantees will document their involvement in the planning, implementing, and/or participating in Advocacy Events.
- Grantees will document their attendance and document how they will utilize the information gained during the TFL/TCP joint tobacco conference.

Optional Activity 1: Engage Priority Populations in Statewide Events

- Grantees will document progress made toward planning and implementing their Statewide Event(s).
- Grantees will document the number of participants (and priority population members) in attendance at the event(s).
- Grantees will document the follow-up plan(s) for their Statewide Event(s).

Optional Activity 2: Participate in Professional Development Related to Tobacco Prevention and Control Advocacy

- Grantees will document their attendance at an approved professional development event.
- Grantees will document how they will share the information gained during the professional development event with their fellow staff members and their fellow Regional Tobacco Subcommittee members.

Scope of Work - Option 3

Tobacco Prevention and Control Advocacy with Young Adults (18-24)

Up to \$16,000 for Required Activities

Up to \$2,000 for Optional Activity

Required Activity 1	<p>Membership in the Louisiana Tobacco-Free College Initiative</p> <p>The Louisiana Tobacco-Free College Initiative (LTFCI) was created to engage students, faculty, and staff at Louisiana colleges and universities in efforts to make their campuses tobacco-free. College students and young adults in particular represent the youngest legal targets for the industry's marketing efforts. Thus, in an effort to combat the \$291.5 million that's spent annually in Louisiana to market tobacco, the LTFCI employs a multi-pronged approach that includes Fresh Campus Advocacy, a Students Leadership Series, Professional Development, and Technical Assistance.</p> <p>In an effort to support team building with other LTFCI Grantees and to maintain communication with the TFL Program Monitor, technical assistance will be offered in the following ways:</p> <ul style="list-style-type: none">• Scheduled Site Visits The TFL Program Monitor will conduct site visits with each college/university throughout the fiscal year. Dates and times for site visits will be determined upon schedules and availability of both the TFL Program Monitor and grantee.• Quarterly Conference Calls The purpose of these calls is to provide any TFL program updates and for Grantees to 1.) provide updates, 2.) share successes, and 3.) problem solve issues regarding campus activities and events and policy changes. Tentative dates for these calls are listed below. These dates are subject to change:<ul style="list-style-type: none">○ October 20, 2010○ January 19, 2011○ April 13, 2011○ June 8, 2011• Annual Face to Face Meeting The Annual Face to Face Meeting will take place in conjunction with the final Fresh Campus Student Leadership Development in April 2011. The purpose of this meeting is to provide end of the fiscal year program feedback and to prepare for the upcoming fiscal year.
Required Activity 2	<p>Engage 18-24 year olds Enrolled in Louisiana Institutions of Higher Education in Tobacco Prevention and Control Advocacy</p> <p>Included within LTFCI is the college advocacy campaign branded as Fresh Campus (FC). Fresh Campus is a student-led campaign with the objective of making colleges/universities 100 percent tobacco-free. To learn more about Fresh Campus please visit: www.myfreshcampus.com . Grantees are required to interact with FC website in the following ways:</p> <ul style="list-style-type: none">• Grantee's Fresh Campus page will serve as a mechanism where students, faculty and staff can easily view upcoming activities related to tobacco advocacy, prevention and control on your campus.• The Fresh Campus website will also serve as a recruiting tool for more student involvement. Students can be recruited to assist with specific projects and events that are of interest to them, rather than commit to 'club membership'.• The TFL Program Monitor will work closely with grantees to develop a Fresh Campus media promotion plan for their campuses. This may include interviews with campus newspapers etc.

	<p>TFL will provide funds that allow for the development and implementation two Advocacy Events per semester for a total of four Advocacy Events for the year. These events are for your entire student body and/or segments of your student body in which you share tobacco prevention and control information specific to that population.</p> <ul style="list-style-type: none"> • The Advocacy Events must be developed with the support and approval of your TFL Program Monitor. • These Advocacy Events will be branded as Fresh Campus events. • The Advocacy Events must contain a ‘call to action’ and be developed with a follow-up plan in place. • A work plan must be submitted to TFL Program Monitor for approval prior to the Advocacy Event. • Grantees engaged in this Scope of Work will be required to enter all tobacco prevention and control advocacy events/activities in the TFL reporting system, Grantees will also follow up with their TFL Program Monitor after each event. • Tips for successful Fresh Campus Advocacy implementation can be found in the Appendix of the RFA.
<p>Required Activity 3</p>	<p>Recruitment and Participation of Students in Fresh Campus Student Leadership Series</p> <p>The Fresh Campus Student Leadership Series provides students with the skills necessary to become effective leaders on campus and in the future. This series is for Fresh Campus Student Leaders who are committed to policy change on campus. These students will be required to:</p> <ul style="list-style-type: none"> • Attend two in person trainings; tentative dates are: <ul style="list-style-type: none"> ○ September 2010 ○ April 2011 • Attend three webinar trainings: tentative dates are: <ul style="list-style-type: none"> ○ November 2010 ○ January 2011 ○ March 2011 • Topics for these trainings include: <ul style="list-style-type: none"> ○ Leadership Styles ○ Goal Setting ○ Facilitation, Listening and Evaluation ○ Branding ○ Marketing Public Health ○ Idea Creation ○ Planning for Action • Students must sign a Memorandum of Agreement (MOA) confirming their participation in these trainings. • Students who complete the series will be asked to recruit other students to participate in future trainings.

Required Activity 4**Support the Statewide Tobacco Prevention and Control Movement**

TFL is funding Community Advocacy Grants (CAGs) to foster community involvement in carrying out TFL's goals of reducing exposure to secondhand smoke, preventing tobacco initiation by youth, promoting tobacco cessation among youth and adults, reducing tobacco-related health disparities, and facilitating effective coordination of all tobacco control and prevention initiatives throughout the state of Louisiana. The primary way to ensure that this done is to actively engage community individuals and organizations in the planning and implementing of regional and local tobacco prevention and control activities.

In order to prepare all community partners in Louisiana for this endeavor, TFL is partnering with the Department of Health and Hospitals' Tobacco Control Program (TCP) to offer LPHI Center for Community Capacity (LPHI CCC). TFL and TCP would like for all of their staff, Grantees and contractors to attend a series of LPHI CCC trainings in the hope that all training participants will commit to implementing evidence-based practices in their communities. This implementation will occur under the direction of the Regional Tobacco Subcommittee leads of the Regional Comprehensive Cancer Control Coalition (RCCCC).

The Regional Tobacco Subcommittees are a part of the RCCCC. This committee is charged with working to create/advocate for stronger tobacco policies in their regions. Grantees are required to attend and participate in their Regional Tobacco Subcommittees. We encourage and support Grantees to attend RCCCC monthly meetings.

To learn more about these regional coalitions, TFL Community Advocacy Grant applicants should contact their local TFL Regional Coordinator. A listing of the TFL Regional Coordinators is in the Appendix.

In summary, this Required Activity requires the following:

- TFL Community Advocacy Grantees attend LPHI Center for Community Capacity (LPHI CCC) trainings.
- TFL Community Advocacy Grantees serve as attending members of the Regional Comprehensive Cancer Control Coalition's Regional Tobacco Subcommittee (monthly meetings).
- TFL Community Advocacy Grantees will advise and assist in the implementation of a policy change model through the Regional Tobacco Subcommittee
 - This also includes facilitating the involvement of student members from your campus with TFL assistance.
- Assist in the planning and implementation of a Great American SmokeOut (GASO) event Fall 2010 and Kick Butts Day (KBD) Spring 2011.
- Conduct Tobacco Industry Monitoring within your service area to better inform local, regional, and statewide tobacco prevention and control efforts:
 - TFL will provide direction and the required paperwork for this aspect of Required Activity 4.
 - Examples include, but are not limited to:
 - Reporting tobacco industry sponsorship of local fairs, festivals and events,
 - Reporting tobacco advertisements in local publications, and
 - At least one Tobacco Industry Monitoring Report is required to be submitted quarterly.
- Grantees must attend the TFL/TCP joint tobacco conference, tentatively scheduled for August 4-6 in New Orleans.

<p>Optional Activity</p>	<p>Participate in Professional Development Related to Tobacco Prevention and Control</p> <p>TFL is committed to our responsibility of fostering the professional development of staff, Grantees and priority populations as it relates to tobacco prevention and control. Because of this we are allowing Community Advocacy Grants to dedicate a portion of their grant funds to professional development for their staff and associated priority populations.</p> <p>TFL Community Advocacy Grantees may send a staff member(s) and/or student member(s) to in-state or out-of-state trainings and conferences that will increase their working knowledge of tobacco prevention and control advocacy.</p> <p>TFL Community Advocacy Grantees interested in this option must discuss their professional development event of choice with their TFL Program Monitor and receive final approval before submitting any registration forms and/or making any travel arrangements.</p> <p>Recommended conferences may include, but are not limited to:</p> <ul style="list-style-type: none"> • National Conference on Tobacco or Health • Reducing Tobacco Use Among Young Adults Conference • National Tobacco Symposium on Young Adults • National Summit on Smokeless and Spit Tobacco • American Public Health Association Annual Conference • American College Health Association Annual Conference <p>TFL Community Advocacy Grantees utilizing this option will also have a responsibility to share any information learned with their fellow staff and students and the other members of their Regional Coalition’s Tobacco Subcommittee. This will be coordinated by the corresponding TFL Program Monitor.</p>										
<p>Monitoring and Evaluation</p>	<p>Quarterly Reports for TFL Community Advocacy Grants</p> <p>Grantees will be required to submit quarterly and final reports that document all of their activities under the grant. Reports will be due from Grantees as follows:</p> <table border="1" data-bbox="337 1283 1442 1446"> <thead> <tr> <th>Quarter</th> <th>Date Due to Your TFL Program Monitor</th> </tr> </thead> <tbody> <tr> <td>Quarter 1</td> <td>Friday, October 8, 2010</td> </tr> <tr> <td>Quarter 2</td> <td>Friday, January 7, 2011</td> </tr> <tr> <td>Quarter 3</td> <td>Friday, April 8, 2011</td> </tr> <tr> <td>Final Report – Includes Quarter 4</td> <td>Friday, June 24, 2011</td> </tr> </tbody> </table> <p>Required Activity 1: Membership in the Louisiana Tobacco-Free College Initiative</p> <ul style="list-style-type: none"> • Grantees will document date and time of site visit. • Grantee will document participation in quarterly conference calls. • Grantee will document attendance to Annual Face to Face Meeting. <p>Required Activity 2: Engage 18-24 year olds Enrolled in Louisiana Institutions of Higher Education in Tobacco Prevention and Control Advocacy</p> <ul style="list-style-type: none"> • Grantees will document progress made toward planning and implementing their Campus Advocacy Events. • Grantees will document the number of students in attendance at the Advocacy Events. • Grantees will document the follow-up plans for their Advocacy Events. 	Quarter	Date Due to Your TFL Program Monitor	Quarter 1	Friday, October 8, 2010	Quarter 2	Friday, January 7, 2011	Quarter 3	Friday, April 8, 2011	Final Report – Includes Quarter 4	Friday, June 24, 2011
Quarter	Date Due to Your TFL Program Monitor										
Quarter 1	Friday, October 8, 2010										
Quarter 2	Friday, January 7, 2011										
Quarter 3	Friday, April 8, 2011										
Final Report – Includes Quarter 4	Friday, June 24, 2011										

- Grantees will document the number of Advocacy Events.
- Grantees will document their promotion of Fresh Campus.
- Grantees will document the number of students enrolled in Fresh Campus.

Required Activity 3: Recruit students to participate in Fresh Campus Student Leadership Series

- Grantees will document student participation in two in-person trainings.
- Grantees will document student participation in three webinar trainings.
- Grantees will document students who signed a Memorandum of Agreement committing to participate in trainings.
- Grantees will document how students recruit other students to participate in trainings.

Required Activity 4: Support the Statewide Tobacco Prevention and Control Movement

- Grantees will document their attendance at LPHI CCC trainings.
- Grantees will document their involvement in the implementation of the Policy Change Model process.
- Grantees will document attendance of organizational representatives at Regional Tobacco Subcommittee meetings.
- Grantees will document their involvement in planning and implementing Great American SmokeOut (GASO) in Fall 2010 and Kick Butts Day (KBD) Spring 2011 activities
- Grantees will document their attendance and document how they will utilize the information gained during the TFL/TCP joint tobacco conference.

Optional Activity: Participate in Professional Development Related to Tobacco Prevention and Control

- Grantees will document their attendance at an approved professional development event.
- Grantees will document how they will share the information gained during the professional development event with their fellow staff members and their fellow Regional Tobacco Subcommittee members.

BUDGETARY REQUIREMENTS

PAYMENT SCHEDULE

Grantees can apply for up to the maximum allowed for their chosen Scope of Work (SoW). Payments will reflect the total amount agreed to in each organization's signed Grantee Agreement.

Payments:

- Grant payments will be made in five installments of up to 1/5 of the total grant award.
- Payment numbers two through 5 are contingent upon existing expenditures and the requirements of the SoW. At least 75% or more of funds must be spent during each quarter in order to receive the entire payment (1/5 of the total grant amount). If not, you will receive the exact amount spent during the designated reporting period. In addition, there will be an actual spend down process for the 4th and 5th payments. This is based on the payments previously received and the actual expenditure amount your organization has spent.
- **Please keep in mind that this is a reimbursement-type grant process.**

Receipts should be maintained for all expenditures. **Payments will be issued based on progress made toward the Required Activities and Optional Activities and funds spent to date.**

- It is very important that the Grantee consistently communicate with their assigned TFL Program Monitor as payments will be denied and/or contracts can be terminated if Grantee does not meet the deliverables set forth in the contract and the Scope of Work (SoW).
- Detailed in the box below are steps taken when contact obligations and/or objectives are not being met, i.e. **contract violations**.

- **With the first contract violation (SoW/requirements not being met), there will be a documented verbal warning,**
- **With the second contract violation, there will be a written warning,**
- **With a third contract violation, the contract can be terminated.**

Payment Number	Amount	Payment Mailed	Report Due
1	1/5 of the total contracted amount*	Payment will be mailed upon receipt and TFL approval of signed Grantee Agreement.	Signed Grantee Agreement due June 15, 2010 (1st payment on or after July 1, 2010)
2	Up to 1/5 of the total contracted amount*	Payment will be mailed upon receipt and TFL approval of quarterly (programmatic and budgetary) report, and SOW being met.	Due to TFL Project Monitor: October 8, 2010
3	Up to 1/5 of the total contracted amount*	Payment will be mailed upon receipt and TFL approval of quarterly (programmatic and budgetary) report, scope of services/activities being met.	Due to TFL Project Monitor: January 7, 2011
4	Up to 1/5 of the total contracted amount* Based on the Actual Expenditures - Payments Received*	Payment will be mailed upon receipt and TFL approval of quarterly (programmatic and budgetary) report, and SOW being met.	Due to TFL Project Monitor: April 8, 2011
5	Up to 1/5 of the total contracted amount* Based on the Actual Expenditures - Payments Received*	Payment will be mailed upon receipt and approval of final (programmatic and budgetary) report (includes all activity for the year).	Due to TFL Project Monitor: June 23, 2011

***The actual check amount will depend on your total award as outlined in your signed Grantee Agreement, progress towards completing Required and Optional Activities and existing expenditures (as documented with receipts).**

BUDGET PREPARATION

Organizations should prepare a proposed budget using the Budget Worksheet located in the Appendix.

The budget is to be developed to cover the time period of July 1, 2010 through June 30, 2011. Budgets should be based on the best available estimates of time and expense, and expenses itemized should include all estimated expenses for the year.

A budget narrative must clearly describe each planned expenditure and indicate the role each line item will play in carrying out the Required and Optional Activities.

Applicants who partner with other community organizations and who seek out in-kind or other sources of support to accomplish their project will receive special consideration for funding.

If awarded, your organization is expected to expend funds in accordance with the negotiated line item budget as agreed upon in the signed Grantee Agreement. If shifts are needed that are more than 10% in or between line items, the Grantee must request a budget revision through their TFL Program Monitor. It is up to TFL and LPHI's discretion whether or not to approve the requested budget revision.

The following are unallowable costs specifically prohibited by the terms of this RFA.

Unallowable costs include, but are not limited to:

- The use of cash by Grantees as an incentive for their programmatic events is prohibited. Gift cards/certificates should be used as an alternative.
- Costs related to political activity. Lobbying is strictly prohibited.
- Dues to organizations or federations
- Rent/Lease or building purchases
- Interest costs, fines, penalties, lawsuits or legal fees
- Contributions, donations and sponsorships
- Salaries and fringe benefits (Stipends are allowable.)
- Workers' compensation
- Disability administrative costs
- Indirect costs
- Alcohol
- Gifts for staff
- Furniture
- Equipment
- The purchase of cessation products

APPLICATION REVIEW CRITERIA AND PROCESS

All applications will be reviewed by a panel selected by TFL. Reviewers will sign a conflict of interest statement and will recuse themselves from reviewing those submissions from applicants with whom they have a working relationship. Reviewers will be prepared in an orientation sponsored by TFL and review applications with a standardized scoring sheet to reduce the potential for reviewer bias. Scores will be determined according to the categories described below:

- Applicant Capacity (possible 15 points): Points will be awarded based on evidence of capacity to carry out the Required Activities, including past experience, staffing, and administrative capacity.
- Required and Optional Activities (possible 70 points): Points will be awarded based on demonstrated understanding of, experience with, and plans for fulfilling the Required and Optional Activities described in the RFA.
- Timeline (possible 5 points): Points will be awarded based on a clear and feasible timeline that considers the logistics and scheduling required to complete Required Activity 1 and the other Required Activities as described in the RFA.
- Budget (possible 10 points): Points will be awarded based on the inclusion of a clear, detailed, and appropriate budget that demonstrates an adequate understanding of and provision for the expenses involved in carrying out the Required and Optional Activities.

Application Review Process

The following is an overview of the process for review of TFL Community Advocacy Grant applications submitted to TFL in response to the Request for Applications (RFA) for FY 2010/2011 Community Advocacy Grants.

Community Advocacy Grant applications ***are systematically reviewed and awarded through a five step process:***

1. Technical Review by a TFL Staff – Grant applications are reviewed for compliance with application guidelines; those applications which pass review are sent to Primary Review.
2. Primary Review by a Committee Comprised of Non-TFL/LPHI Staff and Community Experts – Applications that passed initial technical review are evaluated by the Primary Review Committee using an objective scoring mechanism. This Committee also makes recommendations for funding status and needed modifications.
3. Secondary Review by TFL Leadership Team – Applications and reviewer scores and comments are reviewed by TFL Leadership; TFL final funding recommendations and needed revisions are outlined. This also includes TFL's experiences with the applicant.
4. "Best and Final Offer" Calls – During these calls TFL communicates needed programmatic and budget changes.
5. Revised Applications are submitted to TFL for Award (as needed).

Based on the number of grants previously awarded and the number that will be awarded for this funding cycle, it is anticipated that no more than 100 proposals will be submitted in response to this RFA. Scores from the primary and secondary panels will be added together and an average score computed. That average score will then be compared across all applicants. The findings from the application review panel and when requested, oral presentation, along with past experience with the agency will guide TFL resource allocation decisions.

FY 2010/2011 TFL Community Advocacy Grant APPLICATION INSTRUCTIONS

Completed applications ***with all supporting documentation*** must be submitted online at the following link: <http://lphi.org/CAG> (CAG must be capitalized)

Organizations submitting more than one SoW must submit/create an application online for each SoW sought for funding. Thus, if an organization wants to submit for each SoW there will be three registrations created and in turn three applications completed (returning Grantees also need to register).

Again, separate applications have been developed for each SoW option.

- Please complete a full application for each SoW option for which you are applying.
 - Missing sections may automatically disqualify your application.
- Please be thorough in completing each section.

If you have any questions, please call your TFL Regional Coordinator. A listing of the TFL Regional Coordinators is in the Appendix. TFL has set up a “Frequently Asked Questions” (FAQ) page for this RFA on their website. Please visit www.tobaccofreeliving.org to view this page.

Additional Online Submission Information

- ***Please note that you should save your work frequently.***
- Also, the submission process does not have to be completed in one session. You can save your work and come back to it. (Remember that your completed grant must be **submitted** by March 24th, 4:00 p.m. CST. Please do not forget to hit the ‘submit’ button by March 24th at 4:00 pm CST.)
- It is highly recommended that you type your work in Microsoft Word and then copy and paste your work into their appropriate sections in the online application form. This will allow you to comply with our length requirements.
 - When using Microsoft Word please:
 - double-space your text,
 - use 12 point font,
 - make sure that the words are non bold,
 - make certain that you use Times New Roman font, and
 - once this is completed, copy and paste your response into each section.
 - Please note that each section on the online application form will have its own page length requirements!

Lastly, applications that do not adhere to the following may automatically be disqualified for consideration:

- Applications must be **received** by March 24, 2010 by 4pm CST.
- Applicants should follow the instructions of the online registration and application.
- Applicants must submit an IRS letter showing tax exempt status for your organization or proof of tribal status.
- All application components must be submitted in the order specified.
 - All supporting documents need to be uploaded as a PDF on the online application.

Appendix

TFL REGIONAL COORDINATORS AND LOUISIANA'S NINE PUBLIC HEALTH REGIONS

TFL Regional Coordinator, Region I New Orleans Area

Cassandra Contreras, MPH
Phone: 504.301.9833
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TFL Regional Coordinator, Region II Baton Rouge Area

Vacant
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Program Manager, Community
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Louisiana Public Health Institute (LPHI)
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ebenjamin@lphi.org
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TFL Regional Coordinator, Region III Thibodaux Area

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TFL Regional Coordinator, Region IV Lafayette Area

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TFL Regional Coordinator, Region V Lake Charles Area

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Lake Charles, LA 70601

TFL Regional Coordinator, Region VI Alexandria Area

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Alexandria, LA 71303

TFL Regional Coordinator, Region VII Shreveport Area

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Fax: 318.676.5221
Cell: 318.573.2339
fbradley@lphi.org
1035 Creswell Avenue
Shreveport, LA 71101

TFL Regional Coordinator, Region VIII Monroe Area

Jackie Walden
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Fax: 318.362.3163
Cell: 318.791.2023
jwalden@lphi.org
1650 Desiard Street, 2nd Floor
Monroe, LA 71201

TFL Regional Coordinator, Region IX Mandeville Area

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Fax: 985.871.1334
Cell: 985.778.5863
cklein@lphi.org
21454 Koop Drive, #1-C
Mandeville, LA 70471

Regional Tobacco Subcommittee Meetings Dates and Times

Dates and Times Subject to Change

Region	Date	Time
Region I	3rd Monday of the Month	4:00 p.m. – 5:30 p.m.
Region II	3rd Friday of the Month	8:30 a.m. – 9:30 a.m.
Region III	3rd Wednesday of the Month	1:00 p.m.
Region IV	1st Friday of the Month	8:30 a.m.
Region V	3rd Tuesday of the Month	11:00 a.m. - 12:00 noon
Region VI	2nd Thursday of every Month	10:30 a.m.
Region VII	Last Thursday of every Month	10:30 a.m. – 11:30 a.m.
Region VIII	1st Friday of the Month	10:00 a.m.
Region IX	3rd Wednesday of the Month	8:30 a.m.





Tips for Implementing Defy

Defy Adult Coordinator Recruitment

- Use a college student and/or graduate student intern – preferred.
 - Scope of Work Option 3 Students involved with Fresh Campus may be a good option.
- Use a non-staff member as your Defy Adult Coordinator.
- Position may require various amounts of hours worked per week. Some weeks may require more hours than others.
- Fund a volunteer position with a stipend.
- Recruit multiple Defy Adult Coordinators.
- Submit background check forms with RFA for all prospective Defy Adult Coordinators.

Youth Recruitment

- Choose youth who would like to be a part of DEFY.
Choose youth who are interested in policy and advocacy (making a difference).
- Choose youth who are outgoing and creative.
- Choose youth who have internet access (either at home, at school and/or a public library).
- Recruit youth members in different schools, clubs, faith-based groups etc. (outside organization group).
- Begin recruiting immediately.
- Use existing Defy youth to recruit other youth members.

Budget

- Your budget may be travel heavy.
 - Defy Adult Coordinators will be transporting youth to and from trainings and the Defy Retreat.
- Your budget should include cost for conducting team-building activities.
- Defy materials will be provided for you.

Retaining and motivating youth to increase participation

- Conduct at least one group meetings/activities/team-building per month.
- Targeted youth recruitment is key.
 - Identifying key youth predicts youth participation.
- Utilize college and/or graduate students as Defy Adult Coordinators.
- Support team members outside of their Defy Campaign activities.
 - For example, *the whole Defy team can attend another team member's softball game.*
- ALL projects/activities must be documented with TFL.

Defy Adult Coordinator serves as the touch-point for youth, which facilitates youth empowerment!

- For example, *if your Defy team wants to do an event at the mall, the youth must plan and implement the event themselves with the guidance of the Defy Adult Coordinator. Defy Adult Coordinator asks youth what steps need to be taken to put on an event on at the mall, who to contact. The youth should contact and plan everything with guidance from their Defy Adult Coordinator.*

Defy Campaigns

Choose one of the three Campaigns for Defy Team

1. Counter PoP= Counter Point- of – Purchase Campaign

There are smoking restrictions in most public places in Louisiana, like restaurants, work places, and even in schools, but tobacco advertising is still all over the place. Did you know that the tobacco industry spends \$13.4 billion on marketing nationwide each year? That is crazy!

Guess how much the tobacco industry spends on marketing their products in Louisiana?

\$291.5 million dollars!

I am sure you have seen tobacco advertisements in stores where you have shopped. Next time you go into a convenience store and see tobacco advertisements, notice the placement. It is usually right by the candy and gum, placed at eye-level for kids. This is no accident; the tobacco industry did this on purpose. This is just one of the tobacco industry's tactics to get kids to think about using tobacco. You can do something to stop this placement of tobacco advertisements!



With the Counter PoP Campaign, Defy is going straight to city councils all over Louisiana and urging them to restrict tobacco point-of-purchase (PoP) advertising in our communities.

It's Time To Counter Back With Counter PoP!!!

Counter PoP Campaign Goals:

- Create awareness of point of purchase advertising in convenience stores around Louisiana.
- Urge city council members, senators, and representatives in your community to make local changes now allowed by FDA regulation of tobacco

What You Can Do:

- 1.) Raise awareness of the Point-of-Purchase marketing issues.
- 2.) Get people to speak up about restricting Point-of-Purchase advertising.

Measures of Influence (MOI):

Remember MOIs have to be used in every project or event to be successful. It proves that your Defy team is making a difference in your community. To refresh your memory MOIs are something you can do as part of your project or event and then give to your Defy Adult Coordinator. Your Defy Adult Coordinator will give you the tools you need to do the Checkout Survey, Refund Message Cards, and the Web Ads.

Here are some MOIs that you can do:

The Checkout Survey

Blitz all your local convenience stores and gas stations to take pictures of each individual tobacco advertisement. After you Blitz the store, fill out the checkout survey to show how many ads there were and where they were located. Then you can send the filled out surveys to your town's City Council to show them what you are exposed to in your town!

- Take pictures of tobacco advertisements in the store
- Fill out Checkout Survey
- Give your adult coordinator your pictures and tell them the number of surveys you filled out
- Mail the surveys or make an appointment to hand the surveys to the City Council Members in person
- Report your hard work on the ORT

The Refund Message Cards

Encourage your community to speak up and write to city council members with reasons why they do not agree with the Point-of-Purchase advertising. Hit up your neighborhood, your school, your work, or wherever you want.

- Talk to your community members at school, work or in your neighborhood
- Ask them to write to your City Council Members with reasons to why Point-of-Purchase is wrong.
- Tell your adult coordinator how many people you got to write to your City Council Members

Web Ads:

Post Web Advertisement buttons all over the internet to get people to go to our website counterpopdefy.com. Use your social networks to get the word out! Post it on Twitter, Facebook, MySpace, and any other popular website

2. Clean Sweep Campaign



The **Clean Sweep** campaign advocates for tobacco-free outdoor recreation areas, fairs and festivals. Cigarette smoke and tobacco waste are harmful to people, animals, and the environment. Through the Clean Sweep campaign the Defy youth will gather community support for a healthier Louisiana by encouraging outdoor recreation areas like state parks and event locations to adopt and enforce tobacco-free policies.

Louisiana is known for a lot of things, like Cajun food, soulful jazz and the great outdoors. Louisiana has something for everyone, and it's important that we also have fresh air and clean grounds.

Youth all over Louisiana go to outdoor recreation areas, fairs, and festivals to have fun. Having cigarette smoke in these places sends the wrong message to youth. Youth that grow up in areas with many tobacco-free zones are less likely to smoke than youth

in areas where tobacco use is common.

The CleanSweep campaign advocates for tobacco-free outdoor recreation areas, fairs, and festivals. Cigarette smoke and tobacco waste are harmful to people, animals, and the environment. CleanSweep is gathering community support for a healthier Louisiana by getting outdoor recreation areas and events adopt and enforce tobacco-free policies.

Clean Sweep Campaign Goals:

- Increase the number of tobacco-free parks and recreational areas in Louisiana.
- Increase the number of tobacco or smoke-free fairs and festivals in Louisiana.

Measures of Influence:

Here are a few MOIs that will help spread awareness about the Clean Sweep campaign to make Louisiana a 100% tobacco –free outdoors. Most of the MOI will be accessed through the CleanSweep website.

Fill out a survey

Share what you think about tobacco-free outdoor recreation areas in Louisiana. We will collect all the data from your region, create a report, and send it to outdoor recreation area managers.

Write a message

Share what you think about tobacco-free outdoor recreation areas in Louisiana. We'll make sure your voice gets heard.

Post web advertisements

Spread the word about the CleanSweep Campaign by online social networking sites, blog sites, and even in plain old emails to get people to visit (URL name) and take action.

3. Spitfire Campaign

The **Spitfire** campaign advocates for tobacco-free schools and parks to send the right message to our youth that smokeless tobacco products are just as harmful as other tobacco products. The Defy youth will use several different strategies to gather community support to encourage schools and parks to implement and enforce comprehensive tobacco-free policies across Louisiana. Louisiana schools and parks should be free from all forms of tobacco.



Spitfire is a campaign that advocates for tobacco-free schools for Louisiana. Defy Spitfire goals that will help accomplish the goal of 100% Tobacco-Free schools in Louisiana.

Schools are meant to be safe spaces for youth. That means that schools should be tobacco-free, not just smoke-free.

Smokeless does not equal harmless. There is no safe form of tobacco. Smokeless tobacco is designed to get users to “graduate” to stronger tobacco products.

Check out the map of Louisiana to see if any schools in your area are Tobacco-Free.

Spitfire Campaign Goals:

- Create an awareness of the health impact of smokeless tobacco products
- Increase the number of parks and recreational areas with tobacco-free policies
- Increase the number of school districts with tobacco-free policies

Measures of Influence:

Here are a few MOIs that will help spread awareness about the Spitfire campaign to make Louisiana a 100% tobacco –free schools state.

- Spitfire Information Cards
- Spitfire Surveys
- Spitfire Message Cards

Examples of How to Collect MOI:

- Collect message cards at a sports tournament.
- Take surveys to a local festivals or other outdoor events.
- Place web ads on Facebook.

Ways to Take Action!

- Present message cards at a School Board Meeting or principals meeting.
- Talk to and present surveys at a city council meeting.
- Present surveys and enlist help of local Youth Sports Organization.

GENERAL TIPS AND GUIDANCE FOR SCOPE OF WORK OPTION 2: Tobacco Prevention and Control Advocacy with Priority Populations

- This Scope of Work Option is intended to engage, build awareness, and mobilize community members toward changing the policies and environment that promote and enable tobacco use in Louisiana. Think about how your proposal engages community stakeholders in the process and works toward some level of action and future environmental/policy change.
- Ensure that the grant writer and grant project director are on the same page as far as grant requirements and deliverables from day one!
- When determining your Scope of Work, be sure to have a policy goal in mind. All activities should lead to a particular obtainable outcome.
- Assess the needs of your community when determining a policy outcome. Try to remember that the issue needs to be important to your community and Priority Population members. If an issue is only important to you, then it may not cause them to be an active participant in a movement within the community.
- Set obtainable and realistic policy goals. Remember Rome was not built in one day.
- In the past, it has been noted that activities are usually successful when they build upon each other. Try to keep activities on a steady flow toward a policy goal outcome.
- Track all activities related to the grant implementation process and keep copies of all flyers, ads, and other forms of communication related to the grant and/or deliverables to facilitate quarterly reporting.
- The lead individual does not have to be a full-time employee of your organization or agency and may be a dedicated intern, fellow, or community member charged with implementing the activities in the Scope of Work. Some of the grant funds may be designated as a stipend to compensate an individual(s) for their work.
- When applying for the grant, have in mind several individuals who can attend the required meetings. Ideally, they will work directly with the grant. If a volunteer is being utilized, communicate the importance of disseminating meeting information accurately to the appropriate organization staff members.
- If your organization plans to achieve its deliverables through collaboration with other organizations, obtaining a Memorandum of Understanding (MOU) detailing everyone's level of commitment, roles and responsibilities would be helpful. This agreement should be signed by an administrative lead and fully communicated with those who will be engaged in the project.
- Ensure that your grant/project lead has the ability and comfort to closely engage your Priority Population and/or is a member of the population.
- Make note all of the deliverables – all of the things in the contract that you agree to do – including attending coalition meetings, trainings, etc.
- Mark your calendar in advance for ALL training dates. Ensure that travel time is scheduled for the training dates and locates as needed. As much as is possible, the grant/project lead should plan to attend all trainings over the course of the year.
- After LPHI CCC trainings, please schedule a time to go over the materials you received with the other staff involved in the grant project.
- Use your TFL Project Monitor as a resource for questions, concerns, ideas, etc... That's what they are there for – to assist you!



Tips on How to Implement Fresh Campus

- **Attend Fresh Campus Student Leadership Series.**
- **Delegate Activities!** Assign duties to students for completion. Even if your students change throughout the year, you can still assign the task to students for completion.
- **Recruit Volunteers!** Students are always looking for something to do on campus, take advantage of this by posting flyers around campus asking for volunteers.
- **Offer Incentives!** Students love free stuff! T-shirts, mugs, backpacks...you name it, students will line up to volunteer for your event if you offer them anything for free. To make it even more interesting, create a points system. Students can compete to earn points for the number of hours they volunteer and/or the type of activity they sign up for. The more points earned, the better the incentive.
- **Offer a Stipend!** This is a great way to recruit students, especially student leaders. Student leaders are those that are dedicated and have a genuine interest in Fresh Campus and don't mind taking the lead on projects.
- **Use social networking sites,** to engage students on campus.
- **Take Advantage of Other Events!** Got a big game on campus? A health fair? A concert? Any event that will draw students is your opportunity to recruit. Set up a table, have volunteers hand out flyers, etc. to students as they arrive and/or leave the events.
- **Go to Your Students for Ideas!** Students have very creative ideas and love to see those ideas used and put into action. This is another great way to retain student interest.
- **Go for Shock Value!** Use a fact or statement that will spark curiosity when trying to attract students to an event.
- **Engage other clubs on campus,** to participate on Fresh Campus Advocacy Events and the Fresh Campus Student Leadership Series.



PER DIEM GUIDE

Based on Government Guidelines

Per Diem - Meals

	Tier I	Tier II	Tier III	Tier IV
Breakfast	\$8	\$10	\$12	\$13
Lunch	\$12	\$14	\$16	\$18
Dinner	\$18	\$24	\$24	\$29
Total Per Day	\$38	\$48	\$52	\$60

Lodging

	In State	Out of State, Including New Orleans	High Cost Areas*
Cost Per Night	\$70.00	\$110.00	\$184

Mileage

Per mile	48¢
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Tiers

Tier I	All cities in Louisiana, except New Orleans
Tier II	New Orleans, LA
Tier III	Atlanta, Baltimore, Cleveland, Dallas/Fort Worth, Denver, Detroit, Houston, Los Angeles, Miami, Nashville, Oakland, CA., Philadelphia, Phoenix, Pittsburgh, Portland, OR. , San Diego, St. Louis, Seattle, Tampa, FL., Wilmington, DE., Puerto Rico, Virgin Islands, all of Alaska and Hawaii
Tier IV	Boston, Chicago, New York, San Francisco, and Washington D.C.
*High Cost Areas	Baltimore, Boston, Chicago, Cleveland, Dallas, Detroit, Houston, Los Angeles, Miami, New York City, Nashville, Philadelphia, Phoenix, Pittsburgh, Portland OR, San Diego, San Francisco, St. Louis, Seattle, Washington, DC, Alaska and Hawaii

Resource List

Americans for Nonsmokers' Rights

www.no-smoke.org

Campaign for Tobacco-Free Kids

www.tobaccofreekids.org

The Centers for Disease Control and Prevention

<http://www.cdc.gov/tobacco/>

<http://www.cdc.gov/tobacco/stat-nat-data.htm>

<http://www.cdc.gov/doc.do/id/0900f3ec802346d8>

<http://www.cdc.gov/nccdphp/states/louisiana.htm>

<http://www.cdc.gov/tobacco/mcrc/index.htm>

<http://www.cdc.gov/nccdphp/publications/factsheets/Prevention/tobacco.htm>

<http://www.cdc.gov/HealthyYouth/tobacco/publications.htm>

Defy

www.defythelies.com

Fresh Campus

www.myfreshcampus.com

Kick Butts Day

www.kickbuttsday.org

Louisiana Campaign for Tobacco Free Living

www.tobaccofreeliving.org

Let Be Totally Clear

www.LetsBeTotallyClear.org

Quit With Us, LA

www.quitwithusla.org

Tobacco Control (Journal)

<http://tc.bmjournals.com/>

Tobacco Technical Assistance Consortium

www.ttac.org

KEY TERMS

ACS: American Cancer Society; www.cancer.org

AHA: American Heart Association; www.americanheart.org

ALA: American Lung Association; www.lungusa.org

ASA: American Stroke Association; www.strokeassociation.org

CAG: TFL Community Advocacy Grant

CDC: The Centers for Disease Control and Prevention; www.cdc.gov

FY: Fiscal Year

LCCCP: Louisiana Comprehensive Cancer Control Program; www.lcltfb.org/lccp/

LPHI: Louisiana Public Health Institute; www.lphi.org

LTE: Letter to the Editor

LTFCI: The Louisiana Tobacco-Free College Initiative

MOI: Measures of Influence are the results of a call to action: a tangible, quantifiable item that supports one or more of the campaign's objectives, indicating that a certain call to action has influenced someone to react based on the action he/she takes.

ORT: Online reporting tool

Program Monitor: This is a TFL staff member, which can either be a Regional Coordinator, a Program Coordinator, and in some cases a Program Manager.

Quitline: 1-800-QUIT-NOW (also known as the Louisiana Tobacco Quitline)

Regional Comprehensive Cancer Control Coalitions: Coalitions led by LCCCP and ACS; these coalitions are organized regionally and focus on comprehensive cancer control activities. Tobacco prevention and control is a major aspect of comprehensive cancer control. Therefore these have a significant tobacco component.

Regional Focus: the programmatic focus is on the region as a whole; including rural areas versus focusing only on a specific community/city/municipality within the region

RFA: Request for Applications

SoW: Scope of Work

TCP: LA Department of Health and Hospitals' Tobacco Control Program; www.latobaccocontrol.com

TFL: The Louisiana Campaign for Tobacco-Free Living; www.tobaccofreeliving.org



COMMUNITIES OF COLOR NETWORK (CoC)

DID YOU KNOW THAT.....

- Tobacco is the #1 killer among African Americans?
- 47,000 African Americans die each year from tobacco related illnesses?
- Louisiana ranks 2nd as the largest percentage of African American smokers? Are you sure this stat is correct?
- Tobacco-related deaths and diseases affect communities of color almost twice as much as mainstream communities?
- African Americans represent the largest minority group in Louisiana, making up 32% of the state's population? Is this still accurate?
- The leading causes of death for African-Americans in Louisiana are 1) cardiovascular disease—including heart disease and stroke, and 2) cancer both of these causes of mortality are often associated with tobacco use and long-term exposures to secondhand smoke in nonsmokers?

WHAT ARE WE DOING ABOUT IT?

- To respond to these growing tobacco-related health disparities, the Communities of Color Network was created and funded by TFL to develop and implement a **tobacco prevention and control initiative specifically for our African-American communities.**
- The **overall goal of the Communities of Color Network (CoC)** is to eliminate tobacco-related health disparities in African-American communities by building these communities' capacity:
 - To reduce tobacco-related illness disease and death among African Americans
 - To reduce tobacco use, consumption, and secondhand smoke exposure among African Americans
 - To enhance the awareness of the dangers of tobacco in African Americans
 - To increase awareness of the tobacco industry's targeting of African Americans

HOW ARE WE DOING IT?

To accomplish these goals, CoC seeks to

- **Establish and maintain a comprehensive network** to foster tobacco prevention and control programs in African-American communities throughout the state of Louisiana
 - Parishes with a greater than 25% African-American population were targeted for the implementation of Communities of Color Network
- **Convey awareness** of the growing, often overlooked tobacco-related health disparities in low-income, minority populations
- **Provide support and technical assistance** to ensure that families, children and communities of color are well-informed of the dangers of tobacco and are equipped to take action (including implement programs) to protect them from unhealthy exposure

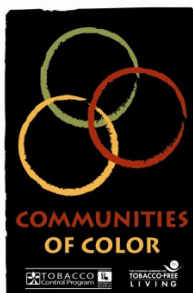
IF YOU WOULD LIKE TO GET INVOLVED WITH THE EFFORTS OF THE COC IN YOUR COMMUNITY, PLEASE CONTACT ONE OF THE FOLLOWING ORGANIZATIONS:

Southern University Agricultural and Extension Center
CoC Network

Linda Early Brown, M.Ed.
(225) 771-2242 ext.326

linda_brown@suagcenter.com

[Avoyelles, Bienville, Caddo, Catahoula, Calcasieu, Claiborne, Concordia, DeSoto, East Baton Rouge, East Carroll, East Feliciana, Evangeline, Franklin, Iberia, Iberville, Jackson, Lincoln, Madison, Orleans, Rapides, Red River, Richland, St. Charles, St. Helena, St. James, St. John, St. Landry, St. Mary, St. Martin, Tangipahoa, Tensas, Union, Washington, West Baton Rouge, West Feliciana]



TFL Conceptual Model



SUBMIT TO: Louisiana State Police
 Bureau of Criminal Identification and Information
 P.O. Box 66614 (Mail Slip A-6)
 Baton Rouge, LA 70896

THE FEE FOR PROCESSING A STATE BACKGROUND CHECK IS \$26. FOR FBI PROCESSING, WHERE AUTHORIZED OR REQUIRED, THERE IS AN ADDITIONAL \$19.25 FEE.

****FORMS MUST BE FILLED OUT IN INK AND BE REVIEWED BY SUBMITTING AGENCY/INDIVIDUAL FOR ACCURACY**
 ****FINGERPRINTS ARE NECESSARY FOR A POSITIVE IDENTIFICATION******

******PLEASE PRINT******

 FACILITY OR AGENCY AUTHORIZED REPRESENTATIVE

 SIGNATURE OF AUTHORIZED REPRESENTATIVE

 ()

 FACILITY OR AGENCY PHONE NUMBER

 FACILITY E-MAIL ADDRESS

Request For: (pick one only)

- | | |
|---|--|
| <input type="checkbox"/> ALCOHOL AND BEVERAGE COMMISSION | <input type="checkbox"/> OFFICE OF PUBLIC HEALTH |
| <input type="checkbox"/> ALCOHOL BEVERAGE OUTLET | <input type="checkbox"/> PHARMACY BOARD |
| <input type="checkbox"/> CASA | <input type="checkbox"/> POST SECONDARY EDUCATION |
| <input type="checkbox"/> CONCEALED HANDGUNS | <input type="checkbox"/> PRACTICAL NURSING |
| <input type="checkbox"/> CRIMINAL JUSTICE EMPLOYEE | <input type="checkbox"/> PRIVATE ADOPTION |
| <input type="checkbox"/> DAYCARE | <input type="checkbox"/> COURT ORDER ADOPTION |
| <input type="checkbox"/> DENTISTRY BOARD | <input type="checkbox"/> PRIVATE INVESTIGATORS |
| <input type="checkbox"/> DEPARTMENT OF LABOR | <input type="checkbox"/> PRIVATE SECURITY |
| <input type="checkbox"/> DEPARTMENT OF PUBLIC SAFETY | <input type="checkbox"/> PUBLIC HOUSING |
| <input type="checkbox"/> EMPLOYERS | <input type="checkbox"/> PUBLIC TAG AGENT |
| <input type="checkbox"/> FIREFIGHTERS | <input type="checkbox"/> REGISTERED NURSING |
| <input type="checkbox"/> GAMING | <input type="checkbox"/> RELIGIOUS ACTIVISTS |
| <input type="checkbox"/> HEALTH CARE PROVIDER | <input type="checkbox"/> RIVERBOAT PILOTS |
| <input type="checkbox"/> JUVENILE DETENTION CENTER | <input type="checkbox"/> SCHOOL |
| <input type="checkbox"/> DEPARTMENT OF INSURANCE | <input type="checkbox"/> SENATE AND GOVERNMENTAL AFFAIRS |
| <input type="checkbox"/> MANUFACTURED HOUSING | <input type="checkbox"/> TAXI DRIVERS |
| <input type="checkbox"/> MEDICAL EXAMINERS | <input type="checkbox"/> USED MOTOR VEHICLE COMMISSION |
| <input type="checkbox"/> OCS ABUSE/NEGLECT INVESTIGATION | <input type="checkbox"/> VENDOR |
| <input type="checkbox"/> OCS CARETAKER | <input type="checkbox"/> VOLUNTEERS W/YOUTH SERVING ORG |
| <input type="checkbox"/> OCS FOSTER/ADOPTIVE | <input type="checkbox"/> WORKING WITH CHILDREN |
| <input type="checkbox"/> OCS PERSONNEL | <input type="checkbox"/> AUTHORIZED AGENCY |
| <input type="checkbox"/> OFFICE OF FINANCIAL INSTITUTIONS | <input type="checkbox"/> WHOLESALE DRUG DISTRIBUTORS |

APPLICANTS FULL NAME: _____
 ****PRINT - USE INK**** LAST FIRST MIDDLE
 (INCLUDE MAIDEN NAME & PREVIOUS MARRIED NAMES IF APPLICABLE)

APPLICANTS SIGNATURE: _____

APPLICANTS SOCIAL SECURITY # ___ - ___ - ___ DATE OF BIRTH: ___ / ___ / ___

DRIVERS LICENSE # _____ & STATE _____ RACE _____ SEX _____

POSITION OR LICENSE APPLIED FOR _____

AUTHORIZATION TO DISCLOSE CRIMINAL HISTORY RECORDS INFORMATION

By my signature above, I hereby authorize the Louisiana State Police to release all pertinent criminal record information maintained in their files, other states files, or the FBI files (if applicable) which may confirm or deny my eligibility with the facility or agency named above.

DPSSP 6696

**APPLICANT PROCESSING – DISCLOSURE
BUREAU OF CRIMINAL IDENTIFICATION AND
INFORMATION**

P.O. BOX 66614 (MAIL SLIP A-6)
BATON ROUGE, LA 70896

LSPAPP3/R10.03

AGENCY

NOTICE:
PLEASE PRINT OR TYPE INFORMATION,
EXCLUDING ADMINISTRATORS OR
AUTHORIZED PERSONS SIGNATURE
INCOMPLETE FORMS WILL NOT BE
PROCESSED.

MAILING ADDRESS

CITY STATE ZIP CODE

NAME

DATE OF BIRTH

RACE/SEX

SOCIAL SECURITY NUMBER

**ALL INFORMATION RELEASED MUST REMAIN STRICTLY CONFIDENTIAL AND ONLY
THOSE AUTHORIZED BY LAW TO RECEIVE THIS INFORMATION MAY SUBMIT A
REQUEST.**

DO NOT WRITE BELOW THIS LINE: (For Bureau of Criminal Identification and Information Use Only)

NOTICE: The response to your request for a criminal history check is based on a review of the State of Louisiana's criminal history records database as is available at the time of request. This does not preclude the possible existence of conviction information not available in our database.

DATE

ARRESTING AGENCY

CONVICTION INFORMATION

_____	_____	_____
_____	_____	_____
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