



A program funded by Ventura County Public Health Tobacco Settlement Funds
<http://www.ventura.org/healthycom/>

Ventura County Public Health Department
2323 Knoll Drive
Ventura, CA 93003

Mini-Grant Application Packet

Tobacco Education and Control Projects Year 2003-4

Timeline

Applications Available	July 1, 2003
Mini-Grant Applications Accepted	Ongoing through April 1, 2004, or until mini-grant funds are exhausted
Notification of Approval or Denial	2 weeks from date application is received by Public Health
Finalize Activities and Budget, and Contract Signed	2-4 weeks from award notice
Completion of Activities	June 30, 2004

For Additional Information Contact:
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Ventura County Public Health Department

Tobacco Education Program Mini-Grants

The Ventura County Board of Supervisors allocated a portion of fiscal year 2003-2004 Tobacco Settlement funds for Tobacco Education and Control programs in Ventura County. As fiscal and administrative agent for these funds, the Ventura County Public Health Department is seeking applications from community clubs and organizations interested in applying for mini-grants of up to \$5,000 each for tobacco education related projects in Ventura County.

Projects must fall into one of the following Priority Focus Areas:

- **Community/School Based Education**
 - **Youth/Community Empowerment**
- (Descriptions follow)

Community/School Based Education

Creative programs that increase awareness of tobacco issues among youth and/or adults. Such a program should address the tobacco industry's targeting of youth and minorities; tobacco-industry advertising and self-promotion; the broad range of health effects of tobacco and secondhand smoke; and /or other topics appropriate to the population served.

Youth/Community Empowerment

Programs that empower the community, adults and/or youth, to take action in one of the following areas:

- Supporting local enforcement of one or more current tobacco laws and encouraging the public's compliance with those laws.
- Encouraging private and public entities to adopt measures that go beyond current law to further protect the public from tobacco influence and health effects.

Priority will be given to empowerment projects that further the work of the Ventura County Tobacco Education Program in the areas of tobacco pollution/litter and sales to youth/stores environment (see Task Forces below).

As an example of empowerment projects, groups may choose to assist the Tobacco Sales Task Force or the Tobacco Pollution/Litter Task Force in one the following areas of concern:

- Illegal self service tobacco displays or sale of tobacco to minors;
- Proliferation of tobacco litter in the environment and illegal playground smoking (a risk to children’s health and a source of cigarette litter)
- Proliferation of tobacco advertising in store windows or elsewhere

A community group’s role in such issues could be to assist the Task Forces by

- Documenting the problem, such as observing and recording illegal self-service tobacco displays at stores or collecting tobacco litter in parks;
- Reporting the problem to enforcement or policy-making bodies;
- Conducting community activities that raise awareness of the issue;
- Helping to develop solutions to the problem; and
- Advocating for adoption of the solutions.

Quit Assistance (Quit Assistance Projects can access funds from the Quit Assistance Program. See Quit Assistance Minigrant Application on this page.)

This funding is one time and for short-term projects. Renewal of funding for year 2004-05 is not guaranteed. **Individual grants may range from \$500 to \$5,000.**

Ventura County
Tobacco Education will provide:

Funds for the project
“Tobacco 101” basic education program for participants
Ongoing advice (technical assistance)
Materials as agreed

Club/Organization Applicants
will provide:

Volunteers and time for project
Complete forms necessary for compensation
Report on project successes and challenges
A fun experience for participants

VENTURA COUNTY PUBLIC HEALTH DEPARTMENT MINI-GRANT APPLICATION

Name: _____

Organization/Club: _____

Address: _____

Telephone: _____

- Mini-Grant Category:
- Community and/or School Based Education
 - Community and/or Youth Empowerment

Briefly describe your project:

Project beginning and end dates: _____

How many members of your club/organization will be involved? _____

Estimate the number of youth and adults your project will reach: _____

Amount requested for your mini-grant project: _____
(Give details of amount on attached Budget Sheet)

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Mini-Grant Application
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Activity (Briefly describe each step of your project) Use more pages if needed	Who is responsible?	When will this activity be finished?

As part of the Mini-grant,

(name of organization)

agrees to:

1. If appropriate, schedule a "Tobacco 101" education training session for members and adults participating as preparation for this project.
2. Complete the project in the time agreed to with Ventura County Public Health.
3. Provide Ventura County Public Health staff with information on the project as agreed.
4. Complete forms as required by the County of Ventura before compensation.
5. Provide Ventura County Public Health Program staff with an accounting at the end of the project of the funds expended and a letter billing the Ventura County Public Health Department for the amount(s) as agreed in this grant. Ventura County Public Health staff will provide support, educational programs and materials as agreed.
6. Modify the activities of the project as negotiated with the Ventura County Public Health Department. If the club/organization does not follow through with the agreed upon activities, this agreement can be terminated.

VENTURA COUNTY PUBLIC HEALTH
MINI-GRANT BUDGET

Operating Expenses for _____

Expense (describe)	Amount

Total Requested

Person responsible for the funds: _____

Position with Organization/Club: _____

Address: _____

Telephone: _____

Signature: _____