APPEAL

Asian Pacific Partners for Empowerment, Advocacy and Leadership
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Community Engagement Activity (CEA) Application Fall 2022

Area of Focus:
Asian American (AA), Native Hawaiian, and Pacific Islanders (NH/PI) in California

Proposal Deadline for Applicants: September 16, 2022

Read all Instructions and Criteria Carefully

Key Dates Schedule

Request for Proposals Announced	August 26, 2022
Electronic Proposal Submittal Deadline	September 16, 2022
Issuance of Funding	October 1, 2022

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Submissions

APPLICATIONS WILL ONLY BE ACCEPTED BY ELECTRONIC SUBMISSION

Applications that are mailed or hand delivered will not be accepted. Submit your completed application accordingly to Priya Raman, SPARC Program Coordinator (praman@appealforhealth.org) and **cc** Kehaulani Keam, SPARC Program Associate (kkeam@appealforhealth.org). In the subject line, please reference, **"SPARC CEA FALL 2022"**

ANTICIPATED TERM OF CONTRACT: October 1, 2022- Feb 28, 2022

NOTICE: ALL QUESTIONS RELATED TO THIS APPLICATION ARE TO BE DIRECTED TO Priya Raman via E-MAIL at praman@appealforhealth.org

Once the organization application has been reviewed and approved, APPEAL and the advisory committee will draft and send an agreement encompassing required activities and approved funding. Issuance of funding will be upon execution of the signed agreement.

NOTE: Additional documents may be required to establish the contractual agreement.

Important Application Guidelines:
To help us process your application, please follow these submission guidelines.

Application Materials Checklist:
1. Completed Application Cover Sheet
2. Proposal Activity Summary (no more than two pages)
3. Scope of Work (no more than three pages)
4. Proposed Budget and Budget Explanation (no more than three pages)
5. Proof of Non-Profit Status
6. Certification of Non-Acceptance of *Tobacco Funds
7. Completed and Signed W-9: https://www.irs.gov/pub/irs-pdf/fw9.pdf
8. Copy of General Liability Insurance Certificate (may be required upon award)

For support converting this PDF to a Word Doc: How to Guide: Convert PDFs to Word Docs

Selection Criteria

The most competitive applications will:

- Make the case of how your organization will **engage** Asian Americans (AAs), Native Hawaiians, and Pacific Islanders (NH/PIs) **in commercial tobacco control efforts** with an **emphasis on advancing policy or systems change** (e.g. developing materials or actions against the tobacco industry targeting our communities with flavored tobacco products; menthol and flavors use and how it is attracting youth; the importance of Secondhand Smoke policies); data collection on tobacco use is impacting your community or how your organization will contribute to addressing the APPEAL Policy Platform in California (draft overview- see page 14 &15.
- Engage the community directly through networking efforts to expand the connection to discuss tobacco control and what support is needed.
- Indicate that the applicant organization has been established for at least one year and;
- Include a reasonable scope and budget, based on this funding opportunity's parameters.

This funding opportunity is open to non-profit organizations that services Asian American (AA), Native Hawaiian, and Pacific Islander (NH/PI) communities or projects with a tax-exempt non-profit organization status under Section 501(c)(3) of the Internal Revenue Code and are designated a 509(a)(2) organization. An AA & NH/PI-focused organization is defined as one that:

- Has an explicit mission to serve and advocate for AA & NH/PI populations; and
- Has staff with policy and decision-making authority, and at least half of its board of directors represent the AA and NH/PI community.

Additional Eligibility Criteria for the FALL 2022 Funding Round:

- The application must include addressing tobacco use or tobacco-related diseases; increasing advocacy for disaggregation of AA & NH/PI data, and the related health disparities because of the use of these products;
- Grantees who have been previously funded are eligible to reapply but need to demonstrate how this cycle of work will be different from previous rounds and will add value (please add in your Scope of Work Justifications).

Funding Information

- The maximum award amount per organization: up to $4,999
- The term work must be completed by Feb 28, 2023
- Only one proposal per organization is considered.
- Those receiving awards will be expected to participate in training, monthly conference calls, or webinars hosted by APPEAL and SPARC.
- Those receiving awards will be required to submit a progress report on **Dec 1, 2022,** and a final report due **March 14, 2023**

Funds may be disbursed in two increments: upon execution of the agreement and upon successful completion and approval of the final report submission due on **March 14, 2023**. Funds will not be disbursed until all documents are on file and the agreement is executed.

(Note: SPARC will provide successful applicants with the necessary templates to submit their midway progress report and final report. If the reports are not submitted, submitted late, or submitted without completion of activities; it is the discretion of SPARC to deny the final award disbursement of funds. Furthermore, the organization will not be eligible to apply for funding in the future).

Examples of what funds may be used for (proposals are not limited to these examples):

- Operating Expenses
- Awards in excess of $3,500 may include staffing, consultants (not exceedingly more than 50% of total award)

What We <u>DO NOT</u> Fund:

- Funds may be used for debt retirement or operational deficits.
- Organizations who receive tobacco, vape, cannabis industry, or other new emerging tobacco/smoking-related industry funding.
- Computer equipment, furniture
- Debt retirement
- Operational deficits
- *Partisan activities*
- *Indirect expenses*
- *Stipends*
- *Incentives over $50.00 for the fiscal year; gift cards purchased can't be for places where alcohol and tobacco products can be purchased by the recipient*
- 509(a)(3) supporting organizations
- 501(c)(4) organizations or lobbying activities

Organization Name

Project Name

Primary Contact

Contact Title

Contact Phone

Contact Email Address

Agency Street Address

City/State/Zip Code

Agency Phone Number

Tax ID #

Organization Website

Authorized Agency Officer

Authorized Agency Officer Title

Amount Requested

City/ies (you will work in)

Proposed Activities Summary Information (Provide a brief description of Proposed Activities (no more than one page). Funding will be used to:

Authorized Agency Officer Signature

Date

Part I: Application Cover Sheet

Community Engagement Activity Application

Part II: Scope of Work Template

Objective: *(What do I want to happen and by when?)* *Example: By June 20, 2023 a community-based needs assessment will be conducted to determine trends of tobacco use rates among Native Hawaiian and Pacific Islander smokers and non-smokers in the Inland Empire. (Note: This is just an example of an objective)* **If you were a previous CEA grantee, please note what will you do differently in this round of funding?**		
Activity: *(What activities will you do to reach your objective?)* *Example: 10 semi structured interviews will be conducted with various Pacific Islander community leaders in Inland Empire region.*	**Who:** *(Who will be responsible for completing the activity?)* *Example: Project Manager*	**Timeline:** *(What is the timeline for completing the activity?)* *Example: Jan 2023 to April 2023*
1.		
2.		
3.		
4.		
5.		
Evaluation: *(How will you measure your success? What changes do you hope to get from reaching your objectives? How does the project lead to policy change?* **If you were a previous CEA grantee, please note what will you do differently in this round of funding?** *Example: A report with all the findings about the use of tobacco products, and gaps in knowledge about how tobacco harms your body. This information will be presented to community members during a community gathering and shared with the broader Pacific Islander community through a pre-recorded presentation that will be posted on our various outreach platforms.*		
1.		

2.
3.

Part III: Budget and Budget Justification

Category	Amount	In-Kind (if applicable) (If any in- kind time will be included. Note: This will not affect whether or not you receive the award)	Total Amount Requested
A. Staff Costs (How much for each position and the calculation)			
1) Position title/percent time/responsibility description			
Total (Staff) Costs			
B. Operating Expenses (How much for each item and the calculation)			
Supplies			
Postage			
Communication			
Travel (mileage)			
Total Operating Expenses			
C. Other Costs (How much for each item and the calculation)			
Educational materials			
Media			
Food			
Total Other Costs			

Total Costs (A+B+C+D)			

Part IV: CERTIFICATION OF NON-ACCEPTANCE OF TOBACCO* FUNDS

_____

Company/Organization Name

The Primary Agency named above hereby certifies that it will not accept funding from nor have an affiliation or contractual relationship with a tobacco* JUUL™, Suorin™, other vape or cannabis company, any of its subsidiaries, or parent companies during the term of the contract from the SPARC Program, a program of APPEAL.

Acceptance of such funds during the term of the contract is grounds for termination.

CERTIFICATION

I, the official named below, hereby swear that I am duty authorized legally to bind the contractor or recipient to the above-described certification. I am fully aware that this certification, executed on the date below, is made under penalty under the laws of the State of California.

Director of Agency or Principal Investigator:

_____ _____

Signature Date

_____

Print Name

_____

Title

**Definition of "tobacco funds": any tobacco, vape, JUUL, or cannabis company any of its subsidiaries, or parent companies*.

References

Not Required but preferred.

Reference #1
Name:
Organization/Relationship:
Phone:
Email:

Reference #2
Name:
Organization/Relationship:
Phone:
Email:

Reference #3
Name:
Organization/Relationship:
Phone:
Email:

APPENDIX I: Organization and SPARC Background



Asian Pacific Partners for Empowerment, Advocacy, and Leadership (APPEAL), a national non-profit health justice organization serving Asian American, Native Hawaiian, and Pacific Islander (AA & NH/PI) communities, is the fiscal sponsor and lead organization for the ***Statewide Pacific Islander Asian American Resource and Coordinating Center (SPARC) Project*** to address tobacco disparities for the diverse AA & NH/PI community in California. The goal of the SPARC project is to create and implement an enabling system to support AA & NH/PI regional networks to promote social change aimed at preventing and reducing tobacco use in the following ways by (1) assisting regional projects to organize and integrate tobacco control knowledge into their work; (2) brokering resources from larger institutions for use by the regional projects; (3) facilitating the exchange of resources and mutual support within the network of regional projects and participating organizations; (4) promoting diffusion of innovation; and (5) increasing coordination among regional and partner organizations. Key strategies include developing the SPARC Advisory Committee, a policy platform, culturally tailored educational materials, and a leadership development program to support the regional policy change work.

Statewide **P**acific Islander **A**sian American **R**esource and **C**oordinating Center (SPARC). The SPARC Program, funded through California Tobacco Control Program's Statewide Coordinating Center grant aims to foster interactive and integrative collaboration and communication among regional projects and others in the state working to reduce tobacco-related disparities among the diverse Asian American (AA), Native Hawaiian, and Pacific Islander (NH/PI) communities.

The SPARC Advisory Committee provides guidance and advice to SPARC activities including the development of the following: 1) an enabling system for supporting AA & NH/PI tobacco control activities, 2) educational materials on tobacco control and policy change, 3) annual leadership summits and 4) a statewide AA and NH/PI strategic plan and tobacco control policy platform.

1. **Developing an Enabling System to support AA & NH/PI tobacco control activities.**
   The enabling system supports AA & NH/PI regional projects to promote social change aimed at preventing and reducing tobacco use by:
   a. Assisting regional projects to organize and integrate tobacco control knowledge into their work.
   b. Brokering resources from larger institutions.
   c. Facilitating the exchange of resources and mutual support within the network of regional projects and participating organizations.
   d. Promoting diffusion of innovation and increasing coordination among regional organizations.

2. **Create educational materials on tobacco control and policy change**
   SPARC will develop at least 14 educational materials from 3 ethnically, culturally, and linguistically appropriate types such as:
   a. Educational toolkits
   b. Digital storytelling
   c. In-language materials

3. **Annual Leadership Summits**
   a. Develop SPARC Leadership Summit materials and curricula on tobacco control Leadership and policy change skills
   b. Promote, recruit, interview and select 20-30 applicants to participate

4. **Strategic Plan & Tobacco Control Policy Platform**
   a. Develop a statewide policy platform on critical tobacco issues for AA & NH/PI communities across California

Current Funding Sources for APPEAL:

- California Department of Public Health, California Tobacco Control Program
- Centers for Disease Control and Prevention (CDC)

SPARC Regional Projects:

Asian Pacific Islander- Coalition for Health Against Tobacco (API-CHAT)
(a project of Bay Area Community Resources)
Bay Area Community Resources' (BACR) mission is to promote the healthy development of individuals and families, encourage service and volunteerism, and help build a community. They currently have 8 program areas that include After School, National Service, Workforce and Education, Healthy Communities- Alcohol and Drugs,

Tobacco, Mental Health, and Fiscal Intermediary Services. Asian Pacific Islander-Coalition for Health Against Tobacco (API-CHAT), is a project of BACR in partnership with Breathe California and Americans' for Non-Smoker's Rights. API-CHAR focuses on three objectives, 1) Build community capacity with high school students, parents, and college students; 2) work with community colleges to adopt a 100% smoke-free policy and; 3) work with civic and community leaders to adopt tobacco retail restrictions to prohibit the sale and distribution of tobacco p[illegible] sale of all flavored tobacco products, including menthol cigarettes, and/or electronic smoking devices. Our work in Livermore led to the second city in a nation to adopt a restriction on electronic smoking devices.

Map of our SPARC Regional Projects

Asian/Pacific Islander Partners & Advocates Countering Tobacco (API PACT) (*a project of California Health Collaborative*)

The goal of the Asian/Pacific Islander Partners & Advocates Countering Tobacco (API PACT) Program is to give everyone a chance to live a healthy and tobacco-free life. API PACT is a program of California Health Collaborative. API PACT serves Asian American, Native Hawaiian, and Pacific Islander (AA & NH/PI) communities in Fresno, Kern, Kings, Madera, Mariposa, Merced, and Tulare counties.



Families in Good Health

Families in Good Health is an outpatient services center that offers many services, including Best Babies Collaborative, Welcome Baby program, and Kelle Murchison-Bennett Love Your Heart program. This Long Beach outpatient services center is one of the best in California. As part of the Dignity Health network, Families in Good Health is dedicated to delivering high-quality, compassionate care and access to Long Beach and nearby communities.

Supporting Healthy Asian Pacific Empowerment (SHAPE)

Waymakers and CASA (Community Action Service Advocacy) are working on a tobacco initiative to reduce the disproportionately high tobacco use rates and rates of exposure to secondhand smoke in the Asian and Pacific Islander communities in Orange and San Diego Counties. The project is a five-year campaign running until 2023 with funding from the California Department of Public Health's California Tobacco Control Program.

APPENDIX II: 2022 APPEAL POLICY PLATFORM IN CALIFORNIA: AN OVERVIEW

The 2022 APPEAL Policy Platform for California was developed in collaboration with our many APPEAL partners including the SPARC Advisory Committee, Regional Partners, and other community partners. We have organized our recommendations under several categories, addressing what can be done at the level of mainstream institutions, legislatively, and at the community level. For each recommendation, we also outline historical and sociopolitical context, the community impact if implemented, and relevance to equity as it pertains to our mission to achieve health justice for our communities. Altogether, we recognize the need for ongoing collaboration with our communities and partners and envision a tobacco-free and healthier future for all.

DATA AND FUNDING

1. Fund and conduct surveillance studies to collect commercial tobacco use data for Native Hawaiians and Pacific Islanders (NH/PIs) and Asian American (AA) disaggregated by subgroups and other key demographic variables.
2. Provide NH/PI-specific tobacco control funding and programming in recognition of NH/PIs as a distinct racial group (separate from Asian Americans) greatly impacted by commercial tobacco.
3. Ensure adequate and “community friendly” funding for addressing comprehensive commercial tobacco control (including capacity building and leadership development) for AAs and NH/PIs.

COUNTERING TOBACCO INDUSTRY

4. Prohibit the sale of menthol tobacco products and other flavored commercial tobacco products.
5. Restrict and monitor tobacco industry predatory marketing targeting AA and NH/PI communities.

SECONDHAND SMOKE POLICIES

6. Enact local smoke-free policies including smoke-free multi-unit housing and outdoor venues.
7. Promote smoke-free policies at cultural events and festivals sponsored by AA and NH/PI communities.

CESSATION

8. Increase cessation services for four major AA languages (through the Asian Smokers’ Quitline) and expand accessibility to cessation services for NH/PIs and other AA subgroups.

ADVANCING HEALTH EQUITY

9. Mandate Health Equity Plans (including Implementation Plans) for commercial tobacco control at the State and Local Lead Agency levels that are aligned with ADEPT's health equity principles and policy recommendations.
10. Ensure inclusion of equity-centered policies and policy processes into all commercial tobacco control policies