

# REACT

## 2023-24

# MINI-GRANTS



# MINI-GRANT FUNDING

---

Mini-grants (up to \$4,000 each) are available to implement a project focusing on one of the following three topic choices:

- Tobacco Prevention Campaign
- Days of Action
- Tobacco-free Events

You do not need to apply for all \$4,000. You may request less if desired. Before submission, please ensure that there is a commitment by all partners. Groups selected for funding will receive their stipend at the beginning of the grant cycle and are required to complete documentation of spent funds at the end of the grant cycle. The group will use the stipend at the discretion of its members and adult facilitator(s).

Funds should be used to achieve the project's goals through planned events and activities. Funds can be used for but are not limited to gear (reACT branded items and clothing), team building activities, media, and/or project supplies and event materials.

# WHAT IS A MINI GRANT?

ReACT mini-grants are funds offered by the Montana Tobacco Use Prevention Program to Montana students 13-18 years old to promote tobacco advocacy, education, and prevention at the community level.

Currently, reACT offers three topic choices for applicants to select from:

- Tobacco Prevention Campaigns
  - Option 1: Cessation (Quitting) Promotion
  - Option 2: Difference between Commercial & Sacred Tobacco in the American Indian Community
  - Option 3: Community awareness of Point-of-Sale Marketing of tobacco and nicotine products
  - Option 4: Work toward the Inclusion of E-cigarettes in the Clean Indoor Air Act (CIAA)
- Days of Action Community Involvement
- Tobacco-Free Community Events

# BUDGET GUIDANCE

| Item          | Description   | Expense Range     |
|---------------|---|-------------------|
| Advertisement | Advertising includes but is not limited to newspaper articles, social media posts, billboards, radio ads, and flyers. | \$500-1,500       |
| Venue         | The location of an organized event such a contest, tournament, etc.   | \$1,000-\$2,000   |
| Supplies      | All materials needed to complete selected project such as: printed materials, markers, duct tape, electronics, etc.   | \$1,000 -\$2,500  |
| Prizes        | All items that are considered a prize such as gift cards, electronic devices, swag items, etc.                        | \$800- \$1,000    |
| Gear          | All items marked with the reACT logo such as stickers, hoodies, journals, etc.  | \$1,000 - \$1,500 |
| Food          | All purchases of food or snacks for an event or preparation meetings of youth.  | \$500 - \$800     |
| Travel        | All expenses related to travel for completion of project goals.   | \$500- \$1,000    |
| Speaker Fees  | All expenses related to attaining a desired speaker for project.  | \$1,000 - \$2,000 |
| Miscellaneous | All unforeseen costs to complete the selected project.  | \$500             |

# GRANT CYCLE

| Date                | Event                           |
|---------------------|---------------------------------|
| July 17th, 2023     | Application Opens               |
| October 2nd, 2023   | Application Closes              |
| October 18th, 2023  | Recipient Announcement          |
| November 1st, 2023  | Project Introduction Videos Due |
| November 15th, 2023 | Distribution of Funds           |
| June 27th, 2024     | Final Reports Due               |
| June 28th, 2024     | Grant Cycle Ends                |

# BUDGET TRACKER

| Item          | Description | Total Cost |
|---------------|-------------|------------|
| Advertisement |             |            |
| Venue         |             |            |
| Supplies      |             |            |
| Prizes        |             |            |
| Gear          |             |            |
| Food          |             |            |
| Travel        |             |            |
| Speaker Fees  |             |            |
| Miscellaneous |             |            |

# EVALUATION METHODS

| Method       | Description  |
|--------------|--|
| Surveys      | A list of questions aimed at extracting specific data from a particular group of people; surveys may be conducted by phone, mail, online, or in person.                                  |
| Focus Groups | A group interview is based on individual interactions to gather rich data. Traditionally focus groups have six to eight participants guided through a discussion by a trained moderator. |
| Interviews   | A directed conversation in which the interviewer intends to elicit specific information from the interviewee for research.   |

The methods highlighted in the chart are commonly used; however, they are not a requirement. Please select an evaluation tool that best suits your project.

# MINI-GRANT BEST PRACTICES

## Planning & Prioritizing

- Read the Mini-Grant Guide thoroughly, highlight it, and make notes on it. This is your tool to write a grant that meets funders' expectations. (1)
- Contact the funders for assistance if you have questions about writing your grant. (1)
- Keep your audience in mind. Reviewers only evaluate the information provided in the application. Make sure to include all requested information. (2)
- Aim to submit the grant twenty-four hours before the deadline. (3)

## Research & Prospecting

- Always work to build relationships with grantmakers before applying. (3)
- Make sure the grant you write best fits your program and the funders. (3)

## Proposal Development & Submission

- Complete all required application areas. (1)
- Submit a completed W9 form. (1)
- Request up to the allotted amount of funds of \$4,000. (1)
- Submit a concise budget listing project supplies and items with an estimated cost.
- Proofread your application before submitting online. (3)
- For each application, select only one project topic. (1)
- Review all aspects of the online application system to ensure your browser and computer are compatible to avoid technical difficulties. (3)

## Stewardship

- Regardless of whether you received funding, thank the funders for reviewing and evaluating your application. An action of gratitude goes a long way to set you apart. (3)

## Professional Development

- When you are not funded, use it as a learning experience, and reapply the following year after making the necessary improvements from your previous application. (3)



# HOW TO APPLY

| Steps | Description   |
|-------|---|
| 1     | Identify a youth project lead and an adult advisor.   |
| 2     | Read the Mini-Grant Guide.  |
| 3     | Select a topic choice.  |
| 4     | Complete the online application with an attached W9 form.   |
| 5     | Submit application via <a href="http://www.mtreact.com">www.mtreact.com</a> by Monday, October 2nd, 2023. |

# TOBACCO PREVENTION CAMPAIGNS

The objective for this topic choice is to create an educational and prevention campaign to be implemented in local communities.

| Options   | Description  |
|---|--|
| Cessation Promotion   | Create a prevention campaign for teens in your community to increase awareness and participation in quitting programs such as My Life, My Quit, or This is Quitting from TRUTH Initiative. |
| Difference Between Commercial & Sacred Tobacco in the American Indian Community | Raise awareness about the difference between commercial and traditional tobacco in American Indian Communities.  |
| Community Awareness of Big Tobacco's Point of Sale Marketing Tactics            | Increase awareness and community engagement to address your community's point of sale marketing tactics.   |
| The Inclusion of E-cigarettes in the Clean Indoor Air Act                       | Raise awareness about the dangers of e-cigarettes and/or get involved with local events to educate about including e-cigarettes in local smokefree laws.                                   |

Review the following project examples on the following two pages.

# TOBACCO-FREE GARBAGE CAN DECAL CAMPAIGN

**Topic Choice:** Tobacco Prevention Campaign

## **Description:**

Students could design a decal featuring ab tobacco awareness, prevention, or cessation message with the reACT logo. Once the decal has been created, students and an adult advisor will establish a relationship with the City Council and request approval to place the decal on all city trash cans.

## **General Project Steps:**

- Create a Project Narrative
- Create a Project Game Plan
- Create a Project Timeline
- Create a Project Budget
- Identify and Secure a Venue
- Create a List of Community Partners
- Create a Production Company Outreach



# THE REALITY OF VAPING: INSTAGRAM POST CONTEST

---

**Topic Choice:** Tobacco Prevention Campaign

## **Description:**

Students could design Instagram posts on the "reality of vaping" which will be submitted to county Public Health professionals. They will then select the topic five entries to be featured on the county health department's media platforms. Additionally, winning entries will receive a monetary prize and a featured article in the local newspaper.

## **General Project Steps:**

- Create a Project Narrative
- Create a Project Game Plan
- Create a Project Timeline
- Create a Project Budget
- Identify and Secure a Venue
- Create a List of Community Partners
- Contact Local New station & Newspaper
- Create a Production Company Outreach



# DAYS OF ACTION

This topic choice aims to host a national day of action event to stand up against Big Tobacco and the Vaping Industry. Refer to the chart below to select a day of action.

| Day of Action            | Description  |
|--------------------------|--|
| Red Ribbon Week          | Annual anti-drug event held nationally from Oct 23-31. Schools in each community CAN choose other weeks; inquire at schools for dates. Door Decorating Contest Instagram Post Contest on Yearly Theme  |
| Take Down Tobacco Day    | A Day of action dedicated to empowering youth and young people to stand up and speak out against Big Tobacco & the Vaping Industry. April 1, 2024  |
| Through with Chew Week   | A campaign dedicated to educating people about the dangers of smokeless tobacco. February 18-24, 2024  |
| World No Tobacco Day     | WHO designates a focus each year and will provide customized posters and promotions, but materials will not be available until May 2024.   |
| Great American Smoke Out | Definition: GASO's objective is to get a group to stop smoking for a day. The first recorded effort to get a group of people to stop smoking for a day happened in 1970 in Massachusetts. An annual event sponsored by the American Cancer Society - Third Thursday in November. |

Review the project examples on the following two pages.

# WORLD NO TOBACCO DAY FUN RUN

**Topic Choice:** Day of Action or Tobacco-free Events

## **Description:**

Students could organize a glow-in-the-dark fun run on May 31st, 2023, with a government official to declare the day of celebration. Youth may set up tables throughout the race route with water, snacks, and tobacco facts to educate all participants during the event.

## **General Project Steps:**

- Create a Project Narrative
- Create a Project Game Plan
- Create a Project Timeline
- Create a Project Budget
- Identify & Secure a Venue
- Create a List of Community Partners
- Contact Local New station & Newspaper
- Contact City Council & Mayor
- Create a Production Company Outreach



# TOBACCO-FREE EVENTS

This topic choice aims to host at least two local events labeled as tobacco-free and seek a tobacco-free policy for the event. Refer to the chart below for examples of potential activities and events.

| Events                               | Description   |
|--------------------------------------|---|
| Community Pet Pageant                | During the spring & summer seasons, students may host a community-wide pet pageant at the local high school gym or the town square. This will bring community members together to celebrate their furry friends and learn about how secondhand smoke affects pets.        |
| Community-Wide Dodge Ball Tournament | Students can plan a tobacco-free community-wide dodgeball tournament to educate community members on the harms of tobacco products.   |
| Vaping 101: Escape Room              | Students could design a vape education themed escape room for community members in order to learn more about the reality of youth vaping.   |
| School Duct Tape Fashion Show        | Did you know duct tape comes in a large variety of colors, patterns, glow-in-the-dark and reflective designs? Participants may use any color of duct tape and the outfit may include accessories. Participants must incorporate vaping awareness/ facts in their outfits. |
| Volley Ball Tournament               | Students can plan a tobacco-free community-wide volleyball tournament to educate community members on the known harms of vaping.  |



# VAPING 101: ESCAPE ROOM

---

**Topic Choice:** Tobacco-free Events

## **Description:**

Students could design a vape education themed escape room for community members in order to learn about the reality of youth vaping. Youth may base the information on county or state data provided by 2021 YRBS available on the Montana Tobacco Use Prevention Program website (e.g., [www.mtupp@mt.gov](mailto:www.mtupp@mt.gov)).

## **General Project Steps:**

- Create a Project Narrative
- Create a Project Game Plan
- Create a Project Timeline
- Create a Project Budget
- Identify & Secure a Venue
- Create a List of Community Partners
- Contact Local News station & Newspaper
- Create a Production Company Outreach





# TOBACCO-FREE DODGEBALL TOURNAMENT

**Topic Choice:** Tobacco-free Events

## **Description:**

Students can plan a tobacco-free community-wide dodgeball tournament to educate community members on the harms of tobacco products. Youth can host the tournament by sharing the score and county data featuring youth use of tobacco products provided by 2021 YRBS available on the Montana Tobacco Use Prevention Program website (e.g., [www.mtupp@mt.gov](mailto:www.mtupp@mt.gov)).

## **General Project Steps:**

- Create a Project Narrative
- Create a Project Game Plan
- Create a Project Timeline
- Create a Project Budget
- Identify & Secure a Venue
- Create a List of Community Partners
- Contact Local News station & Newspaper
- Create a Production Company Outreach



# QUESTIONS?

For further questions or assistance with the application, please contact the ReACT Youth Engagement Specialist, Ashley Burke, by phone at 406-444-1288 or by email at [MTREACT@mt.gov](mailto:MTREACT@mt.gov).

# CITATIONS

---

1. Team, ReACT Youth Engagement. *Mini-Grants* . *mtreact* . [Online] ReACT Montana , March 25, 2022. [Cited: October 24, 2022.] <https://mtreact.com/get-involved/mini-grants/>.
2. Resources, Office of Financial. *Tips for Preparing Grant Applications* . Centers for Disease Control and Prevention . [Online] CDC, April 12, 2022. [Cited: October 24, 2022.] <https://www.cdc.gov/grants/applying/tips.html>.
3. Grant Tips & Best Practices. [Online] 2022. [Cited: October 24, 2022.] <https://grantprofessionals.org/page/granttips>.