

REACT

2024-25

MINI-GRANTS



MINI-GRANT FUNDING

Mini-grants (up to \$2,000 each) are available to implement a project focusing on one of the following two topic choices:

- Days of Action
 - Through with Chew Week
 - Take Down Tobacco Day
 - World No Tobacco Day
 - Red Ribbon Week
 - Great American Smokeout
- Tobacco-free Events

You do not need to apply for all \$2,000. 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 items such as 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 in grades 6th-12th to promote tobacco advocacy, education, and prevention at the community level.

Currently, ReACT offers two topic choices for applicants to select from:

- Days of Action
 - Through with Chew Week
 - Take Down Tobacco Day
 - World No Tobacco Day
 - Red Ribbon Week
 - Great American Smokeout
 - Tobacco-free Events
- Tobacco-Free Community Events
 - Rodeos
 - Fairs
 - Sporting Tournaments
 - Runs
 - Escape Rooms
 - Dances
 - Lock In's
 - Pet Pageant

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-\$1,000
Venue	The location of an organized event such a contest, tournament, etc.	\$500-\$1,000
Supplies	All materials needed to complete the selected project, such as printed materials, markers,duct tape, etc.	\$500-\$1,000
Prizes	All items that are considered a prize such as gift cards, electronic devices, swag items, etc.	\$500-\$800
Gear	All items marked with the reACT logo such as stickers, hoodies, journals, etc.	\$500-\$900
Food	All purchases of food or snacks for an event or planning meetings of youth.	\$300 - \$600
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.	\$500-\$700
Miscellaneous	All unforeseen costs to complete the selected project.	\$500

GRANT CYCLE

Date	Event
July 17th, 2024	Application Opens
October 1st, 2024	Application Closes
October 18th, 2024	Recipient Announcement
November 4th, 2024	Project Introduction Videos Due
November 18th, 2024	Distribution of Funds
June 23rd, 2025	Final Reports Due
June 27th, 2025	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 funders 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 \$2,000. (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 www.mtreact.com by Monday, October 1st, 2024.

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, 2025
Through with Chew Week	A campaign dedicated to educating people about the dangers of smokeless tobacco. February 18-24, 2025
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 2025.
Great American Smoke Out	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. This is 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, 2025, 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 Newspaper
- Contact City Council & Mayor



TOBACCO-FREE EVENTS

This project topic aims to create and host at least two local events labeled as tobacco-free events. Please look at 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 2023 YRBS available on the Montana Tobacco Use Prevention Program website (e.g., 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 Newspaper



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 2023 YRBS available on the Montana Tobacco Use Prevention Program website (e.g., 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 Newspaper



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.

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>.