2025-2027 Tobacco Prevention and Cessation Grant Applications Frequently Asked Questions (FAQ)

All questions and answers contained in this document are specific to the Community-Based, Capacity Building, Regional and Statewide Partnership Grants**. A separate FAQ will be posted for Health System Change Partnership Grants.**

This document is sorted by each of these five grant types:
Community-Based Partnership Grant
Capacity Building Partnership Grant
Regional Partnership Grant
Statewide Partnership Grant

The last section of this document are general grant questions. TPC recommends that applicants review the entire FAQ document as questions in other sections may provide insight for all applicants.

COMMUNITY-BASED PARTNERSHIP GRANT

1. Q: What is the difference between the members we have in our database versus coalition members?
   A: Coalition members and partners likely attend coalition meetings and/or participate in the work plan. The database is the larger contact list that might contain coalition members and partners, as well as providers, employers, organizations, and the general public who have expressed support for the coalition's work and receive regular communication from the coalition.

2. Q: Can we write out more than one SMART objective per workplan with different activities sections for those deliverables?
   A: There should be only one SMART Objective per work plan, which covers all deliverables listed for a particular indicator. In limited cases, you may choose to create a second work plan for an indicator, with one separate SMART objective covering all deliverables under the specified indicator.

3. Q: Can different SMART objectives have the same measurable outcome?
   A: Each SMART objective included in the application should have a distinct outcome that is relevant to the selected indicator.

4. Q: Do we need a work plan form specific to each of the three goals we list on the Work Plan Progress and Goals form?
   A: The three goals listed on the Work Plan Progress and Goals form should be overarching goals that encompass all of the work plans you write for that Priority Area. These broad goals are different from the SMART objectives in the work plans, which are specific to each indicator you select.

5. Q: Are supporter cards considered data collection? Example: Local ordinance supporter cards.
   A: Yes, if the data is well documented and relevant to the work plan.

6. Q: Can a letter of support come from a local health department?
   A: Yes, and this can be determined by the lead agency and coalition.

7. Q: Can you submit more than five (5) Letters of Support? How should they be submitted?
   A: We ask that you submit only five (5) unique Letters of Support. When submitting your application, all five Letters of Support may be scanned together and submitted as one PDF file.

8. Q: Are we required to pick a minimum number of optional Indicators to include, or are we not required to do any of these?
   A: There is no minimum number of optional Indicators that must be included.

9. Q: For the workplan format, what do you do with the optional Indicators you do not choose?
   A: Delete the tables for the optional Indicators you do not choose.

10. Q: Are we supposed to submit written requests for pre-approval to our regional directors before we write certain expenses into the grant budget? If not, could we not end up in a situation where we are working under a contract with an approved budget that includes those items, yet have our request to use them exactly as outlined in the approved budget denied?
    A: Award of grant funds does not imply approval of the proposed budget. We are all accountable for how these funds are spent. Decisions about items that require pre-approval will be made during the grant cycle and based on the situation at hand, ensuring spending goes towards evidence-based activities, meets the justifications in the approved workplan and budget narrative, and adheres to brand guidelines.

11. Is it appropriate if we are transitioning from capacity building to community-based to note this in the application?
    A: Yes, this would be appropriate and can be explained in the application.

12. Q: We are re-building our coalition and have not identified a chairperson. Do we leave those signature lines blank or should the tobacco program coordinator sign?
    A: The expectation is that a representative from the coalition will sign.

13. Q: Can you please provide more information about stipends and where they would belong in the budget? Is the stipend broken out by the deliverable or is it a lump sum that is then explained on the budget narrative? And, suggested stipend amounts please?
    A: Stipends may be included in the budget under salaries, travel, subcontracts, or other, depending on how your coalition and lead agency choose to structure them. Please include a total amount as line item(s) in the appropriate categories on the budget worksheet and explain in detail in the budget narrative how they will be spent and for what parts of the workplan. Stipend amounts can be customary to the lead agency.

14. Q: Can you share where to find conferences and meetings that will require travel so we can budget appropriately?
    A: A summary of expected trainings can be found in the RFA on page 9.

15. Q: Can letters of support be written by the same individual/organization as the previous grant cycle?
    A: Yes, if this is a decision of the lead agency and coalition.

16. Q: How should I address working with populations most impacted by tobacco in my application?
A: The 35th and latest U.S. Surgeon General's Report on Smoking and Health – reviews the latest scientific evidence on commercial tobacco-related health impacts in the United States. It documents that we've made significant progress reducing commercial tobacco use in the United States overall, but tobacco use and exposure to secondhand smoke has not decreased at the same rate across all population groups. Local and statewide work should focus on reaching populations with high rates of commercial tobacco use.

Priority Area: Decrease Youth and Young Adult Tobacco Use Rates

Middle and High School Comprehensive School Strategy

1. Q: Would it be acceptable to combine middle school and high school staff trainings or parent group trainings for the same school system?
A: Plan for the best option for the school community in which you are working. Whatever you choose to do, make it feasible. For example, you can focus on a few schools within a school system instead of the entire school system. For example, when writing your work plan, you can say "at least x number of schools within school system". This will give you some flexibility.

2. Q: If you choose to do middle and high school prevention in different school systems or sites, do you need work plans for each individual school system/site?
A: The number of work plans submitted for the proposed work can be determined by the coalition. You can use one workplan and list the different schools and corresponding activities in it or you can use one workplan for each school and have multiple workplans for the indicator. Choose the option that makes the most sense based on your plans for each school you want to work with and what works the best for you and your coalition.

3. Q: Is TPC going to provide the messaging and materials for students, staff, parents, and visitors or is the local coalition responsible? If so, do we reflect this cost in the budget?
A: TPC will share additional messages and resources on strategies specific to youth throughout the grant cycle that could potentially be shared with your school community. The local coalition may design, create, and share messages and materials for students, staff, parents, and visitors. Many materials can be free existing materials from reputable sources and TPC can direct you.

4. Q: Is TPC providing the training materials, curriculum, etc.? Who can provide the training? Coordinator, Coalition members, TPC Staff?
A: TPC intends to support youth and young adult tobacco prevention strategies with training, resources, and technical assistance throughout the grant cycle. VOICE Adult Allies/Youth Coordinators and Tobacco Control Coordinators will receive the training and technical assistance from TPC. TPC will provide coordinators recommended programs, resources, and curricula that the coordinator and/or coalition members can offer to schools. If you are referring to training for schools, the coordinator and/or coalition members should provide schools with training.

5. Q: Can you clarify expectations for including the Youth Tobacco Survey (YTS) requirement in the Memorandum of Understanding (MOU) with schools?
A: If schools already have an MOU, work with schools to amend the MOU to include participation in the YTS if selected. If you get a new MOU, please include YTS. We understand this is not always possible, but this is the ideal situation. You can also adjust the MOU language to "consider participating in the YTS" to allow for some flexibility.

6. Q: Will TPC provide the suggested language for the MOU (signed agreement) between the community partners and schools?
   A: TPC has a template available. However, if the school/school district has an existing MOU form that they prefer to use with community partners, that is acceptable.

7. Q: Is there any data that IDOH can point us to that shows which school districts (or schools) currently suspend students that violate tobacco grounds campus policies?
   A: TPC suggests reaching out to the individual schools. Policies may vary from principal to principal within the school corporation, private vs. charter vs. traditional public school, etc.

8. Q: Are there going to be any trainings on how to address tobacco policies (alternatives to suspensions/citations) when we currently have possession, use, and purchase (PUP) laws in Indiana?
   A: The Resource Guide provides an example from the Public Health Law Center. Training will be provided during the grant cycle.

9. Q: Should we plan to fund and/or staff an alternative to suspension program for schools?
   A: No, the intent is to support the school corporation to update its policy to include alternatives to suspension by providing direction on existing resources.

10. Q: Is there a website or resource that provides which statewide school districts have policies that do not include e-cigarettes?
    A: TPC maintains a current list with this information at [Indiana-Tobacco-Free-School-Districts.pdf]

11. Q: Should we include private and parochial schools along with public schools?
    A: The suggestion is to focus on schools that coalitions currently have a relationship with to get started. However, when thinking about strategy, policy work should be inclusive of all schools, including private and parochial.

Youth Empowerment/VOICE

1. Q: What is the Alumni Team, and what does the transition look like from Youth Core Team to Alumni Team?
   A: The VOICE Alumni Network is a young adult program for VOICE Core Team Leaders and Action Squad members who graduate from High School and age out of VOICE programming. Alumni are connected with relevant resources, training, and networking opportunities as they move into young adulthood through newsletters and other opportunities.

2. Q: Does the letter of recommendation for the youth (Interested in the Youth Ambassador program) have to be included with our application?
   A: No, letters of recommendation will be due in spring of each year.

3. Q: If youth are selected from the local VOICE Core Leadership Team to serve on the statewide VOICE Youth Ambassador program, are they no longer considered VOICE Core Team members?
   A: All youth who are selected to serve as statewide VOICE Youth Ambassadors MUST continue to serve as local VOICE Core Leadership Team Members.

4. Q: If two community-based partners submit applications from one county that include VOICE, should they both have a VOICE core team?
   A: Each funded partner in a single county must have a VOICE Core Team (minimum of 5 youth,

maximum of 10 youth ages 13-18) and must each meet the required deliverables. If there are multiple grantees in a single county, they are encouraged to work together to find opportunities for collaboration. Each funded grantee that selects VOICE must have an identified Youth Coordinator.

5. Q: How many hours per week is recommended the Local Youth Coordinator work? If we are not able to add an additional staff member to the budget, does this mean we are not able to work on VOICE?
   A: By selecting VOICE, the coalition agrees to dedicate a minimum of 20 staff hours to this work. A separate full-time staff person is preferred. The workplans and budget/budget narrative should reflect sufficient hours to complete the deliverables and work plan activities. It is required that the local TPC Youth Coordinator (VOICE Adult Ally) be responsible for executing deliverables for VOICE. In addition, they may be responsible for other indicators related to youth and young adult work.

6. Q: May the Local Youth Coordinator have another job?
   A: They cannot be employed full-time and have another full-time job. By selecting VOICE, the coalition agrees to dedicate staff hours to this work. The minimum number of hours that should be dedicated to this position is 20 hours per week. Please be specific in how the coalition intends to staff this area of the work plan.

7. Q: Is there an age requirement for the Local Youth Coordinator?
   A: Any personnel included in the budget must be eligible to work per lead agency policies. It is strongly suggested that the youth coordinator be at least 21 of age.

8. Q: What does a "VOICE branded action" mean/include?
   A: Examples of VOICE branded actions can include traditional VOICE branded initiatives such as *Waste Tobacco Filters, Be Heard, and Culture Vulture* or other local activities that are facilitated and led by VOICE members. You may see these on the VOICE Indiana website at www.voiceindiana.org. VOICE branded actions may also include any event or activity that is using the VOICE logo or likeness (i.e. recruitment events).

9. Q: Where do in-classroom youth presentations fit into the indicators/deliverables?
   A: Recommendations on middle school and high school education programs can be shared with the schools selected for Middle and High School Comprehensive School Strategy. Should the participating schools request the coalition provide a presentation to middle and/or high school youth, they can do so as part of the school's commitment to tobacco prevention. Classroom presentations to middle and/or high school youth should be minimal as they are not a listed deliverable.

10. Q: It can be difficult to engage youth and community members without being able to purchase food. How can we host a lunch and learn event or engage with youth without being able to provide snacks?
    A: This is a state requirement that grant funds cannot be used for food. The following are some suggestions you may consider instead: 1) provide stipends for coalition members and VOICE core team, 2) reimburse for mileage and other travel expenses (following state guidelines), 3) pursue other grant funding, and/or 4) partner with other organizations to get food donated.

11. Q: Can you pay for transportation costs for youth?
    A: You can pay for mileage and other travel costs following state guidelines. You cannot rent a vehicle or charter a bus with grant funds.

12. Q: For the VOICE program, could a stipend be given to a student that is very active?
    A: Stipends are suggested for core team members.

13. Q: When transporting youth for VOICE, can we get someone to sponsor transportation or give them a stipend?
    A: Yes.

14. Q: Do we need extra liability insurance if we are not transporting youth for VOICE, but it is for our activity? If there was an accident that resulted in injuries, could we be held liable?
    A: Please follow the guidance of your lead agency.

15. Q: Are there any travel requirements for VOICE?
    A: You can budget annually for a Statehouse event and travel for potential regional events.

Point-of-Sale

1. Q: If there are two community-based applications coming from the same County, should there be separate Community Education Events?
   A: Strategically make the decision that works best for your community. If you decide to do one event together, then share the work. If you decide to do two separate events, it is expected that you will communicate with each other and support one another.

2. Q: What is the timeframe for the Tobacco Point-of-Sale assessments?
   A: Point-of-sale data collection will begin February 2026 and wrap up in April 2026 with some additional key steps happening in the months leading up to data collection (Q4 of 2025/Q1 of 2026). We will work to communicate the schedule well in advance of this date.

3. Q: How will the tobacco retailer list be divided if multiple partners are funded in the same county?
   A: TPC will share the list of stores to be audited to all partners that may be in one county. Partners can divide the list among themselves based on what works best for them. TPC can facilitate this process if needed

Priority Area: Increase Proportion of Hoosiers not Exposed to Secondhand Smoke

Tobacco-Free Health Care Facilities

1. Q: What entities should be considered if we choose to work on this indicator?
   A: According to JAHCO (Joint Commission on Accreditation of Healthcare Organizations), facilities could include hospitals, nursing homes, home care providers, ambulatory care centers, behavioral health facilities, and independent clinical laboratories; essentially, any organization providing a range of healthcare services.

Smoke-Free Communities

1. Q: If my county has more than one municipality without a comprehensive smoke-free workplace ordinance, can the coalition select only one city to concentrate on, or should we work on them all?
   A: Please select one community for the work plan. Remember your objectives should be achievable.
2. Q: If there are two community-based applications coming from the same county, should the Smoke-Free Communities SMART Objective be written for the same city/county ordinance or different?
   A: Lead agencies should work together to determine the strategy for working with one or multiple communities.

3. Q: For the optional C-PAS deliverable, who should select this? Can those who piloted the process include it in their application?
   A: The optional C-PAS deliverable is suggested for communities who are at Level 1 or Level 2, though it is possible for a Level 3 community to choose this deliverable if they think it would be beneficial for them. Pilot communities are strongly encouraged to include this deliverable in their application.

4. Q: How do we decide which tier to choose?
   A: You should talk with your coalition to decide what works best for your community and what can be realistically accomplished in the two-year time frame.

5. Q: When writing the workplan for the Smoke-free Communities indicator, can we start at level one and progress to other levels during the RFA timeline?
   A: Choose the one level that you feel is the best fit for your community and write your workplan with one level in mind. You can work with your regional director to adjust if things change within the course of the grant cycle.

Tobacco-Free Colleges and Universities

1. Q: Are there any additional initiatives or work TPC would like to see done within Tobacco-Free Colleges and Universities other than smoke-free policies under Priority Area 2?
   A: Yes, colleges and universities can utilize Quit Now Indiana to refer students, staff, and administrators for cessation services. Students may organize around tobacco control issues in general, i.e., advocacy and education on vaping, Quit Now Indiana, and other issues. Other initiatives can include policy awareness activities, tobacco prevention and cessation educational activities, and policy maintenance, compliance, and enforcement activities. Resources will be shared that will provide additional guidance on other initiatives you can do as part of this indicator.

Priority Area: Decrease Adult Smoking Rates

Quit Now Indiana

1. Q: What is the Quit Now Indiana champions program?
   A: Quit Now Indiana Champions are health systems, medical providers, and employers that value and promote Quit Now Indiana Tobacco Treatment Services. See https://www.quitnowindiana.com/champion-medical-provider and https://www.quitnowindiana.com/champion-employer for more information.

2. Q: How do we track referrals?
   A: You will use the monthly Quit Now Indiana referral reports to track Quit Now Indiana referrals. These reports will be available to you on the TPC Partner Site.

3. Would it be possible for us to get access to Quit Now Indiana fax referral reports or to receive the number of fax referrals received by Quit Now Indiana for our county?
   A: If you do not have access to the monthly Quit Now Indiana referral reports, contact Holly Simpson at hosimpson@health.in.gov for assistance.

4. Q: Can you explain the difference between referral numbers and enrollments numbers, and how each should be used?
   A: Referral numbers represent the number of Quit Now Indiana referrals sent by healthcare professionals, employers, and organizations. A Quit Now Indiana coach reaches out to each of these referred individuals and offers Quit Now Indiana tobacco treatment services. Enrollment numbers represent the number of individuals that actually signed up for Quit Now Indiana services. Not everyone who is referred to Quit Now Indiana will accept the services when the coach reaches out. Referral numbers show you the healthcare providers, employers, and organizations that are currently sending Quit Now Indiana referrals and how many referrals these entities are sending. Enrollments show you the actual number of individuals from your county that signed up for Quit Now Indiana services. These numbers are useful for guiding your outreach efforts.

Priority Area: Protect and Maintain State and Local Infrastructure

Coalition

1. Q: Is the “Coalition Assessment Document” new or is it the one-page coalition meeting checkup that coordinators have used in the past?
   A: The coalition assessment document will be provided by TPC and is being updated for the new grant cycle.

2. Q: What is the recommended frequency for coalition meetings?
   A: This can be decided by the lead agency and coalition. Monthly is recommended, but considerations for the local community can be taken into account.

3. Q: What is a “growth plan” when talking about coalitions and working with populations most impacted by commercial tobacco?
A: A growth plan is an action plan designed to identify a series of steps the coalition will take to increase recruitment and activity within the coalition. Based off the coalition assessment tool, partners will work with TPC and the coalition to create this plan.

4. Q: How many communities most impacted by tobacco should we specifically name/focus on in our work plan? Is there a suggested average amount?
A: This will be dependent on the community. Data and information about your community can be found the Resource Guide.

5. Q: Could you provide some examples of approved/appropriate work plan activities to subcontract with an organization serving populations most impacted by tobacco?
A: Specific activities should support the overall success of work plans. For example, subcontracting with agencies that serve populations most impacted by tobacco to accomplish specific goals within work plans could include integrating Quit Now Indiana referrals into their processes or implementing a tobacco free grounds policy. The subcontract should consider the capacity of the subcontracting agency.

CAPACITY BUILDING PARTNERSHIP GRANT

1. Q: My lead agency is currently funded by TPC, and we want to expand into another county. Do we need to complete a capacity building grant application?
A: Yes. For the county in which you are not currently funded by TPC, you will need to complete a Capacity Building Grant Application. Each lead agency is welcome to apply for a grant in multiple counties; however, each county requires its own individual application. The only instance where you may include more than one county in a single grant application is under the conditions listed in the Regional Grant RFA.

2. Q: Do we need to address all priority areas and indicators in our work plans?
A: Four community indicators are required for capacity-building partnership grants. In addition, the coalition may choose from the optional indicators but are not required to do so.

3. Q: Where can we confirm or determine if a county had funding?
A: It can be found here: Health: Tobacco Prevention & Cessation: Community Programs

4. Q: Can we target a community (city), or does it have to be a countywide initiative?
A: Capacity building partnerships are intended to be county wide. You can focus on a specific population, but reach should be expected for the entire county.

5. Q: Are there extra points for including "optional" or priority indicators? (Give extra weight to these applications?)
A: Adding any optional indicators should be done if there is capacity to do so and is not considered when rating applications.

6. Q: Is Youth Empowerment/VOICE a separate grant to apply for in addition to this grant?
A: VOICE is not a separate grant. It is an optional indicator within the Capacity Building Grant.

7. Q: Would a part time VOICE Coordinator be allowed to work full time at another position?
   A: Anyone paid under a TPC grant cannot be working another full time position.

REGIONAL PARTNERSHIP GRANT

1. Q: Is there a request limit on the amount of regional grant funding you are able to request?
   A: No.

2. Q: In the budget, do laptops or computers go under supplies or equipment?
   A: Laptops and computers go under furniture and equipment.

STATEWIDE PARTNERSHIP GRANT

1. Q: Does the 5-page limit include cover page, scope of work page, budget form, job description, and financial statements?
   A: No, this 5-page limit is specifically related to the project narrative. Other documents like scope of work, budget and other financial forms will remain outside of the narrative.

2. Q: In Priority Area: Maintain State and Local Infrastructure Necessary to Lower Commercial Tobacco Use Rates - do we have to choose more than one population?
   A: No, we do not require choosing more than one population most impacted by tobacco.

3. Q: We are considering adding working on TF Colleges and Universities. As a statewide grantee, are we only allowed to work on this as a provider of technical assistance to community partners that chose to work on TF colleges and universities? Or can we write to work with a couple of different schools directly that haven't adopted TF school policy and trade centers?
   A: The options are open. Please adequately justify whatever work you choose to include in your application.

4. Q: Can letters of support come from lead agencies that have a TPC grant?
   A: This should be determined by the lead agency.

Monthly Reporting to TPC - STATEWIDE

1. Q: What should be reported in the monthly reports? Does TPC provide a form?
   A: TPC provides a monthly reporting platform with questions that are consistent with the proposal deliverables.

2. Q: If we choose to invoice on a quarterly basis, would we be allowed to do the program reporting by quarter?
   A: Program reports are required monthly.

3. Q: "Paid staff must document hours worked and summarize activities performed on a daily log. Salaries and wages paid to staff must be for hours worked in the same calendar month and evidenced by the daily log." Do these daily logs have to be submitted with program reports/invoices?
   A: No, but TPC recommends that the Lead Agency maintain all supportive documentation for monitoring engagement purposes.

Lead agency - STATEWIDE

1. Q: If we collaborate with other organizations, should the lead agency submit all invoices on behalf of the collaborating organizations?
   A: Yes, the Lead Agency is responsible for submitting the monthly/quarterly invoice to TPC.

2. Q: Once a lead agency gets an award, can they have subcontracts with those collaborating organizations?
   A: Yes, and TPC can provide a Subcontract template that summarizes the generally accepted necessary information needed to enter into a subcontract agreement.

3. Q: Grant-related staff are required to participate in TPC training events per RFA. What kind of training events should we expect and are organizations we collaborate with required to attend?
   A: TPC organizes monthly and quarterly training events throughout the grant cycle. Sample training events are provided in the RFA to help with planning. TPC organizes training each year specific to the needs of the grantees. Collaborating organizations are not required but are allowed to attend the trainings.

Priority areas - STATEWIDE

1. Q: The RFA says that applicants must focus on at least one of the priority areas listed. Should the applicants work on multiple priority areas, or would it be fine to focus on one area based on their expertise and potential high impact?
   A: It is acceptable to focus on one priority area.

2. Q: Some priority areas have multiple indicators. In this case, can applicants address one indicator?
   A: Yes.

Project description - STATEWIDE

1. Q: “Explain how your organization reaches throughout the state and/or a targeted population, and how the organization will work with local communities on commercial tobacco control activities.” What does “reach throughout the state” mean here? Should we cover every county?
   A: Please describe here how your organization connects with, communicates with, and serves the targeted population. Demonstrate that your organization is a strong messenger and partner for this community. While all 92 counties do not need to be covered, demonstrate how much of the state is reached by your organization.

2. Q: The RFA says that basic research will not be considered in applications. However, are we allowed to incorporate basic research as a component of the larger project work plan?
   A: You are welcome to describe this component in context to the larger proposal.

3. Q: If Priority Area 1 is chosen as a focus, how may organizations partner with VOICE?
   A: In the 2023-2025 grant cycle, 21 community partners were funded to work on VOICE. We cannot determine the number for the next grant cycle at this time.

4. Q: Do statewide grantees who had a VOICE core team in the past retain that core team or is that core group disbanded?
   A: This approach should be proposed by the applicant.

5. Q: If Priority area 4 is chosen, do we need to work on all proposed areas?
   A: Applicants can choose one.

Application materials - STATEWIDE

1. Q: Regarding the project work plan, TPC provides a sample template, but can we presume that we can use our own work plan as long as it covers the suggested components in the template. Is this correct?
   A: Applicants can choose their own template for the statewide grant work plan.

2. Q: What is the required font size, font type, spacing, and margins for application documents?
   A: While this is not specified in the RFA, it is recommended that the font not be less than 10 points, margins be 1 inch and text set at 1.5 spacing.

3. Q: Can I submit my application with a zip file?
   A: Yes.

4. Q: For the scope of work form, do we leave the wording at the top of the page or delete it?
   A: Please leave the wording at the top of the page.

5. Q: Can the scope of work form be more than one page?
   A: Yes.

Budget explanation - STATEWIDE

1. Q: If an employee is part of multiple grants within the same organization, does the TPC consider those non-TPC projects part-time positions?
   A: Please describe the staffing approach in enough detail that the reviewers can understand the proportion of time the position would be contributing to this grant project if this individual will be drawing personnel costs from this grant.

GENERAL GRANT QUESTIONS

Application Eligibility

1. Q: If I am a new lead agency, and there is already a funded lead agency in the county I wish to apply, for which application(s) am I eligible?
   A: TPC recommends collaboration with the currently funded lead agency and the completion of the Capacity Application.

2. Q: If I am a lead agency in a county that is not currently funded in the 2023-2025 grant cycle, may I apply for the regular, local community application?
   A: No. All lead agencies desiring a grant in a currently unfunded county must apply for a capacity building grant for the 2025-2027 grant cycle.

3. Q: If I am a lead agency currently receiving funding in the 2023-2025 grant cycle, may I apply for grant funding in a new county?
   A: A lead agency currently funded in the 2023-2025 grant cycle may apply for additional capacity building funding in a new county for the 2025-2027 grant cycle provided evidence exists that demonstrates separate administration for the partnerships.

4. Q: How recent do you require the audit?
   A: Last two years per the RFA language.

Application Process

1. Q: When are the applications due?
   A: Community-Based, Capacity-Building, and Regional Partnership Grants are all due by midnight EST on Monday, March 10, 2025. Statewide Partnership Grants are due by midnight EST on Friday, March 21, 2025. All applications should be sent to tpcapplications@health.in.gov.

2. Q: Will all application emails receive confirmation that they have been received?
   A: All application emails should receive an emailed response confirming receipt of the email. Please allow a minimum of 24 hours for the confirmation to be sent.

3. Q: Any suggestions for a first timer of where to start in the process, or is the application set up so that we just move through the process in the order of the application?
   A: It truly is up to you where to start; however, we have some suggestions. Suggestions: work on your coalition related forms first to pull them in. What you hope to accomplish in the upcoming grant cycle should be last so it can reflect what you placed in your work plan. Some find the work plans to be challenging and prefer to start there. It is completely up to you in which order you complete the forms.

4. Q: Can the lead agency contact and primary contact supervisor be the same person?
   A: Yes. If this is the case, please make sure the contact information and typed signature is completed by that individual for *both* the lead agency contact and primary contact supervisor fields of the cover sheet. Note, the cover sheet must have signatures from at least three (3) different people.

5. Q: Is the contact name the name of TPC coordinator or Director of Lead agency?
   A. On the cover sheet, the primary contact will be the TPC coordinator. If the position is not filled, you can use the lead agency contact, and the cover sheet can be updated when the position is filled.

6. Q: What is the vendor/subrecipient form, and who should sign it?
   A: The vendor/subrecipient form helps TPC begin a potential contract. Your agency CEO/President and anyone responsible for signing the contract will need to be listed here.

7. Q: Do the attachments need to have a certain name specification similar to the email?
   A: Forms downloaded from the TPC website should retain their original file name. Additional attachments can have a short name explaining the document contents.

8. Q: Do we need to research baseline data or information for our community prior to writing the SMART objectives in the grant application, or can this be done after a grant is awarded?
   A: A strong grant application would include some baseline assessment of current conditions within the local community. While a more thorough assessment may be completed once the grant is awarded, we would expect applicants to provide at least some baseline information in their application.

9. Q: Can funding be used to pay for nicotine replacement therapy (NRT)?
   A: No. See the Budget Section of the RFA.

10. Q: Can you clarify what is meant by “cessation classes”?
    A: Cessation classes are ongoing scheduled sessions in which an individual or group is receiving direct counseling services to help them quit. Educational trainings on Quit Now Indiana services; the recommended Ask, Advise, Refer process; and appropriate referral practices are not considered “cessation classes.”

11. Q: Is the Lead Agency Sub-Contract Template in the 2025-2027 Applications required if the lead agency has used a different sub-contract form in the past?
    A: The sub-contract agreement format provided by TPC serves as a boilerplate to collect at minimum information on sub-contractors, and can be modified as needed. If additional space is needed to explain the details of a sub-contract, please attach and reference these documents within the body of the sub-contract.

Trainings and Resource Guide

1. Q: Is there a limit to the number of people that may participate in TPC trainings, conferences, or meetings?
   A: Any paid staff member of the grant is able to participate in TPC trainings, conferences, and meetings. Occasionally, coalition members and/or lead agency staff will be invited to participate as well. Any changes or restrictions for particular events will be made known at the time of the event notification or registration.

2. Q: Are the provided job descriptions to be used as-is, or can we adjust to our local community?
   A: The job description templates are provided as a resource; the lead agency and coalition can provide their own job descriptions.

3. Q: Is there an adult smoking rate for every county in the resource guide?
   A: An adult smoking rate is provided for all 92 counties. These rates are generated using the 2018-2022 Indiana Behavioral Risk Factor Surveillance System. Five years of data are combined in order to generate stable estimates for smaller areas. Additionally, some counties were still too small and as a result were combined with a neighboring county’s responses to generate an estimate for all counties. This allows for all 92 counties to have a stable estimate. (See the data sources and methodology section starting on page 36 of the resource guide for additional information.)

4. Q: Is the pregnancy and smoking rate calculated by year?
   A: Smoking during pregnancy rates are from 2022 Indiana birth certificate data. Estimated number of births affected by smoking are calculated by multiplying the county-level smoking during pregnancy prevalence by the total number of live births in the county. (See the data sources and methodology section starting on page 36 of the resource guide for additional information)

5. Q: How are the adult smoking rates determined?
A: County rates are generated using the 2018-2022 Indiana Behavioral Risk Factor Surveillance System data. See the data sources and methodology section starting on page 36 of the resource guide for a full description.

Reporting

1. Q: It is stated in the RFA application that the Lead Agency is responsible for submitting the monthly or quarterly invoices by due date. Does this mean a tobacco free coordinator does not have access to seeing an invoice before submitted? Doesn't the coordinator prepare the invoice and a finance director submit the invoice?
A: It is the Lead Agency's responsibility to ensure all contract requirements are met, including invoice and program report submissions. However, participation from and transparency with the coordinator and coalition is also expected. (See contract requirements list in RFA)

2. Q: It is stated in the RFA application that the Lead Agency is responsible for submitting monthly log reports by due dates. Does this mean the tobacco free coordinator does not submit the monthly reporting via SurveyMonkey? Or does it need to be submitted by the Lead Agency director only?
A: It is the Lead Agency's responsibility to ensure all contract requirements are met, including invoice and program report submissions. However, participation from and transparency with the coordinator and coalition is also expected. (See contract requirements list in RFA)

Budget

1. Q: How do we find out if we are a bidder with the state?
A: That information can be found here: https://www.in.gov/idoa/procurement/supplier-resource-center/requirements-to-do-business-with-the-state/bidder-profile-registration/

2. Q: What is the recommendation as to how to budget for travel, events, and TPC trainings during the 2025-2027 grant cycle?
A: The RFA provides a sample list of trainings that should be budgeted for in the next two years. If you plan to travel out-of-state, a National Conference for example, include that in your budget as well. Please plan and budget for travel using the state travel guidelines, including hotel and mileage cost, provided in the RFA.

3. Q: Will the invoice templates be provided by TPC?
A: Yes, invoice templates will be provided by TPC.

4. Q: Did I just see that all types of fringe benefits must be included? Do we need to state all the types of fringe benefits?
A: Yes, please provide the details and show the math for all fringe benefits to be covered by the grant in the budget narrative. Be as specific as possible.

5. Q: Will BREATHE Kits for Head Start locations and/or alternative locations for training be provided? If not, should we be including the expense in the budget and how much?
A: Materials will be available digitally and available on a limited basis. Applicants should make their best estimate for materials.

6. Q: Are boosted social media posts considered paid media? If so, do they need pre-approval before posting?
   A: Yes, boosted posts are considered paid media and may require preapproval, specifically if they are using a TPC branded logo. Please ensure proper use of brand guidelines. TPC and your point of contact are always a resource to plan appropriate media and communications messages for the right audience.

7. Q: Please clarify the note in the budget section of the application under the Paid Media header that reads, "*All paid media must be pre-approved by TPC prior to placement. The Lead Agency is responsible for any and all costs related to paid media.*"
   A: Any media efforts that are not pre-approved by TPC may not be reimbursed with TPC grant funds. The Lead Agency will be required to pay for the media pieces.

8. Q: For the audited financial statements, can we provide a high-level summary or high-level overview of those documents, or are we required to submit all the audited financial statements?
   A: You cannot provide a high-level summary or overview of these documents. All non-governmental entities receiving $750,000 or more a year in total state dollars are required to submit Audited Financial Statements with their application. This includes any funds received from other Indiana State Department of Health programs as well as other agencies of the State of Indiana.

9. Q: How do I know if my lead agency is required to submit Audited Financial Statements with the application?
   A: All non-governmental entities receiving $750,000 or more a year in total state dollars are required to submit Audited Financial Statements with their application. This includes any funds received from other Indiana State Department of Health programs as well as other agencies of the State of Indiana.

10. Q: How does this grant funding impact our for-profit organization?
    A: A for-profit lead agency will get a 1099 form from the Auditor of the State which will have tax implications. For-profit lead agency applicants should consult with their tax/legal department for more details.

11. Q: What is the appropriate salary range for tobacco control coordinators?
    A: It is recommended that you propose a salary that would be usual and customary for an employee of the lead agency applying for the grant.

12. Q: Since the community grant is considered a full-time position, can the grant be written for 2 part time people?
    A: In our experience, having 1 full time coordinator versus 2 part time coordinators is preferred. For example, training content is constantly provided and having to schedule multiple staff to attend or view the training can be difficult.

13. Q: Can you provide guidance on appropriate levels of funding to propose in the grant application?
    A: We encourage applicants to realistically consider what resources will be needed to accomplish the work described in their work plans. An average funding amount is provided in the RFA document, and for examples of current funding levels for community grantees, applicants may reference the county fact sheets listed on TPC's website at [Health: Tobacco Prevention & Cessation: Community Programs](). Budget requests should be appropriate for the size of the community and the amount of work you plan to do. You can also reference the TPC State Fiscal Year 2024 Annual Report at [SFY-2024-TPC-annual-report-FINAL.pdf]().

14. Q: Does it help to submit copies of past invoices with the budget forms to support the dollar amounts you are requesting?
A: Please do not submit invoices with your grant application. Use the Budget Narrative Form to explain the amounts you are requesting for each line item. You may reference past expenditures in the Budget Narrative if that helps you explain your request.

15. Q: The job descriptions provided do not provide a number of hours per week? Is there a suggested number of hours for the program coordinator or youth coordinator?
A: This decision needs to be made by the Lead Agency. However, TPC prefers a full-time employee for the coalition coordinator and a minimum of 20 hours per week for a youth coordinator.

16. Q: What is the impact of VOICE on the Budget?
A: The proposed VOICE budget for 2025-2027 Core Teams is $2000 per year per contract for supplies and programming.

17. Q: Can you provide stipends or incentives for VOICE and coalition members?
A: You may provide stipends to core team members and coalition members. VOICE: Stipends communicate the value of young people's time and help reduce barriers to program participation and can play a critical role in young people's engagement. Stipends can address issues of access for low-income youth from underrepresented backgrounds, who must choose between programs and part-time jobs. Stipends in youth development programs help to increase interest and make it easier to recruit young people and help to increase sustained, regular participation. Stipends should be reasonable and clearly related to the workplan. Note: no food or gift cards can be purchased with grant funds. A line item can be included for coalition members and recommendations are provided on what could be included, such as compensating volunteers who help with conducting store audits or who work community events on behalf of the coalition.

16. Q: Are gift cards an allowable expense?
A: No.

17. Where does funding come from for these grants? Federal or state dollars?
A: State funds.

18. Q: Are indirect costs allowed?
A: Funds cannot be used for blanket indirect and administrative costs. Each expense must be detailed including rent, phone, etc. You must provide a job description for each employee paid with grant funds.

19. Q: Does the sub-contractor submit a separate budget worksheet and narrative, or do they give it to us and we incorporate it into our budget?
A: The sub-contractor should be included in your submitted budget as a line item, but a detailed budget worksheet and narrative should be included as an attachment with the sub-contractor paperwork.

20. Q: Where can membership dues be included in the budget and application?
A: It is acceptable to put membership dues under other or supplies. This can be determined by the lead agency.

21. Q: Are there any kind of administrator funds paid for payroll and filing?

A: Administration costs may be included if they are directly related to this grant. They may be budgeted under Personnel as a portion of staff time (a proportional amount of time for fiscal and supervisory staff) or under Other (such as fees associated with payroll management, office space, and other costs specific and proportional to this grant). Please show the % of time/resources dedicated to this grant and calculate it as proportion of the overall cost.

Technical issues

1. Q: If I have technical issues, who should I reach out to?
   A: Please reach out to the tpcapplications@health.in.gov inbox for technical issues or you can reach out directly to Andrew Derry, Director of Community Programs, at aderry@health.in.gov.

Additional Training Content

On the grant applications webpage, a resource guide, a copy of training slides, and submission guidelines are provided.