FY 2012/2013 TFL Community Advocacy Grants (CAG)
Request for Applications (RFA)
Frequently Asked Questions (FAQ)

1. **Q: Each Request for Applications (RFA) states that the agreement period is for one year. Can we count on more years of continued funding?**
   A: No. Funding is for one year. Future funding will depend on availability of funds, demonstrated success of the community granting program, and satisfactory performance by grantees of year one deliverables.
   A: It is understood that the full execution of this grant award and the availability of funds are contingent upon LPHI engaging in a cooperative endeavor agreement with the Louisiana Cancer Research Consortium, duly signed by both parties, securing the total requested level of funding and the release of those funds.

2. **Q: Can media be covered under this agreement and if so, where in the budget?**
   A: RFA/Scope of Work Option 2: Supporting Advocacy Education to Protect Individuals from Secondhand Smoke allows for media costs re: promotion of Advocacy Events. These costs should be placed in the Required Activity 1 section of the Budget Worksheet.
   A: Scope of Work Option 2: Supporting Advocacy Education to Protect Individuals from Secondhand Smoke allows for media costs re: the promotion of Statewide Event(s). These costs should be placed in the Optional Activity 1 section of the Budget Worksheet.
   A: Each *phase* of Scope of Work Option 3: Tobacco Prevention and Control Advocacy with Young Adults (18-24) allows for media costs re: promotion of Fresh Campus and the promotion of Advocacy Events. These costs should be placed in each phase's Required Activity 1 sections of the Budget Worksheet.
   A: Each phase of Scope of Work Option 3: Tobacco Prevention and Control Advocacy with Young Adults (18-24) allows for media costs re: promotion of your Great American Smokeout and Kick Butts Day events. These costs should be placed in each phase's Required Activity 3 section of the Budget Worksheet.

   Please note that TFL has a logo policy. If awarded, you will be provided a copy of the *TFL Communications & Publicity Handbook*.

3. **Q**: **My organization has applied for 501(c)(3) status but has not received the letter establishing us as a non-profit. If we use another agency as our fiscal agent would it be possible to change that once we receive our letter stating 501 (c) (3) status?**
   A: Only organizations with evidence of current 501(c)(3) status or Tribal Status are allowed to submit applications. You will **not be able to apply** under another organizations federal tax id number.

4. **Q: Can organizations subcontract the Scope of Work deliverables through partner organizations?**
   A: No. TFL encourages applying organizations to seek out opportunities to collaborate with other organizations. However, organizations chosen to receive a FY 2012/2013 TFL Community Advocacy Grant may not subcontract with other partner organizations to achieve the deliverables set forth in the Scope of Work Options.

5. **Q: My organization often hires undergraduate or graduate student workers for projects such as this. Would we include these students as staff for this grant?**
   A: Neither of the RFAs defines staff in any specific way. Anyone who will have a primary role in carrying out this proposed program can be considered as staff and can be included in the 'Staff Stipend' line item. The important point is to demonstrate that proposed staff and/or volunteers/interns have the skills and capacity to carry out the role you give them. Any support, travel, etc. of these staff must be budgeted for or included as "in-kind" contributions from your organization.

6. **Q**: **Will a percentage of funds go back to LPHI if the program is unsuccessful?**
   A: We would prefer not to take back any funds, but under certain circumstances including, but not limited to fraud or misuse of funds, grantees would be required to return funds. Because this is a signed agreement, funds will only be reimbursed upon the successful submission of reports with evidence of completed deliverables as described in the RFAs. Please see the RFAs for more information on report due dates and check disbursement.

7. **Q**: **Each RFA state that funds cannot be used for lobbying. If an organization does lobbying, can that organization still apply?**
   A: An organization which does lobbying can apply for this grant but funds from this grant must be kept separate. We are utilizing State funds for each RFA and we are therefore auditable by the State. Any funds for this project would have to be kept clearly separate from funds supporting any lobbying activities. These grant funds can be used for advocacy, education and awareness activities.

8. **Q**: **Is renting of space allowed for our Advocacy Events and/or Special Events (RFA/SoW III Phases Events, Statewide Event[s], Kick Butts Day and Great American Smoke0ut)?**
   A: Yes, however in the budget justification the relevance to the project must be clearly articulated.
   A: Yes, the leasing of space for special events is allowed as long as it is justified as to why the space is being rented. For example, a Women's Luncheon on Tobacco may require that you book a venue at $350. This charge is acceptable.
   A: TFL does not cover the costs for monthly rental/lease fees as part of your organizations' operations or the purchase of a building.

9. **Q**: **If we are a 501(c)(3) organization that is a local entity of a larger multi-state or national entity, can our parent entity apply?**
   A: The parent organization/agency can not apply if they are located outside of Louisiana. The in-state entity of that parent organization can apply.

10. **Q: Will any indirect costs be allowed in the budget?**
    A. No, indirect costs are not allowed. If your organization requires indirect costs on grants, you will not be eligible to apply.

11. **Q: Will a copy of a previously funded application be made available to use as a reference?**
    A: We do not release any previously submitted applications. We regard these and the corresponding review scores to be confidential.

12. **Q: Will the names of review panelists be released ahead of time, or will this list remain confidential?**
    A: The names of review panelists will remain confidential.

13. **Q: How can my organization determine our local/regional need for tobacco related services?**
    A: Contact your TFL Regional Coordinator. He/She will be able to help you identify information resources relative to your community. A list of TFL Regional Coordinators is located in the Appendix of the RFA. You can also go to www.tobaccofreeliving.org for a listing of TFL Regional Coordinators.

14. **Q: What writing style should we use when writing our application?**
    A: Use grammatically correct, clear, and concise English. Peer reviewers are quick to notice spelling errors and unnecessarily long, convoluted sentences. Reviewers do not like sentence fragments or poor punctuation. Consider using an editor or a successful application/grant writer to review your application before submitting it.

15. **Q: Can we use acronyms when writing our application?**
    A: Define your acronyms. Spell out all acronyms the first time they appear in your application. Do not assume that peer reviewers are familiar with all abbreviations, even those commonly known.

16. **Q: Do you have any tips for making our application exceptional?**
    A: Try to convince the peer reviewers that the award would be a good investment. Peer reviewers have an obligation to identify the applications that are most responsive to the stated review criteria; that is, responsive to TFL interests, well conceived, and likely to achieve significant results — hence, a good use of taxpayers' money.
    A: Study the "Review Criteria and Process" in the RFA. While writing your application, keep in mind the various criteria the peer reviewers will use to evaluate your application. Effectively addressing each of these elements ensures a stronger application.
    A: Attend one of the two 2012-2013 RFA Grant Workshops:

    1. **Wednesday, February 8, 2012, 10:30 a.m. – 2:00 p.m.**
       - New Orleans, LA
       - Daughters of Charity - Carrollton
       - 3201 S. Carrollton Ave. (70118)

    2. **Friday, February 10, 2012, 10:30 a.m. – 2:00 p.m.**
       - Alexandria, LA
       - Alexandria Police Department Community Room
       - 1000 Bolton Avenue, Alexandria, LA (70131)

17. **Q: Can we include Letters of Support with our application?**
A: All applicants should describe relevant existing coalition memberships, partnerships and/or collaborations. This description should include how your organization currently works with each entity and how you see these entities aiding your ability to complete the Required and Optional Activities.
A: Please attach Letters of Support from your select partnerships/collaborations discussed above. These letters should specify the type and frequency of support each entity will provide for the programmatic activities required of the RFA. We **do not** want letters from entities that **will not** be directly involved with the programmatic activities of an RFA.
A: Applications that include Letters of Support that are not relevant to the Required and Optional Activities will not be considered for review.
A: Letter(s) of Support should be combined as a PDF and "uploaded" to the online application submission site.

18. **Q: If funded, how will I be notified?**
A: A letter indicating that you have been selected will be sent to the email or physical address provided on your application.

19. **Q: Does my organization need to reference TFL when creating and publishing printed and web-based materials?**
A: Yes, TFL requires that its logo be used on any printed and published material (including web content) when TFL funds are being used to support the project. TFL has guidelines for proper logo usage and media messaging.
A: If your organization receives an FY 2012/2013 TFL Community Advocacy Grant, you will receive a copy of the *TFL Communications & Publicity Handbook*.
A: There are certain branding guidelines regarding logo usage in combination with Defy and Fresh Campus logos, please see the *TFL Communications & Publicity Handbook*.

20. **Q: What types of policy changes does TFL hope to foster through the Community Advocacy Grants?**
A: The Centers for Disease Control and Prevention's Best Practices for Comprehensive Tobacco Control Programs indicate that policy interventions are one of the major strategies within the State and Community Interventions component. Therefore, TFL charges its Community Advocacy Grants to advocate for local, regional, institutional and statewide policy changes that are in line with the Best Practices for Comprehensive Tobacco Control Programs.
(http://www.cdc.gov/tobacco/tobacco_control_programs/stateandcommunity/best_practices/).

21. **Q: What is the difference between Lobbying and Advocating?**
A: The IRS defines lobbying as a communication to legislators (or urging the public to contact legislators) that is intended to influence specific legislation (pending or proposed).
A: Advocating is making available/sharing the results of nonpartisan studies, research or analysis. It is a discussion of broad issues and best practices without reference to specific legislation.
A: TFL and its grantees are advocates and we are not asking organizations to lobby.

22. **Q: What is meant by an Advocacy Event?**
A: An Advocacy Event is an event where you share tobacco prevention and control information with your target population. Technical Assistance is available to you, via your TFL Project Monitor and other TFL staff, to determine the what, when, how and why, of your events. Each organization's Advocacy Event(s) should be tailored to the specific needs of the population.

23. **Q: Are Community-Based Organizations (CBOs) eligible to apply for RFA/Scope of Work Option 3: Tobacco Prevention and Control Advocacy with Young Adults (18-24)?**
A: Only Louisiana institutions of higher education are eligible to apply for RFA/Scope of Work Option 3. This includes four year, two year and technical colleges.

24. **Q: If we applied last year, may we get the comments from the previous review so that we may take these items into consideration in this year's application?**
A: Yes. If you request this information we can share some of the comments from the previous year's review process. However, we are not able to share the original score sheet or reviewer information.
A: Please keep in mind that this year's Scope of Work Options and the corresponding application questions have changed for this year. Last year's application and/or scoring information may not be applicable for this year's RFAs and applications. All requests should be sent to TFL Business Manager, Tonia Moore at tmoore@lphi.org **no later than March 1st, 2012**.