**Mini-Grants for**

**Behavioral Health Agencies**

The MaineHealth Center for Tobacco Independence (CTI) is committed to supporting behavioral health agencies and providers to address tobacco use and exposure by clients and staff. There are multiple supports available, including: provider education and outreach, a series of trainings to support clinical capacity to treat tobacco use as well as how to support a tobacco-free campus, recognition through the Gold Star Standards of Excellence program, and localized technical assistance on developing and implementing a comprehensive tobacco-free grounds policy. Further information on services that CTI offers specific to behavioral health agencies and providers can also be found [here](https://ctimaine.org/resources/).

In order to support agencies in developing and implementing a comprehensive tobacco policy, as well as increasing staff capacity to address tobacco use, CTI is making a limited number of mini-grants available. Funding is available as part of the larger Maine Prevention Services initiative of the Maine CDC, Department of Health and Human Services.

The intent of this process and these resources is to be low-barrier. Parameters to consider include:

* Interested agencies must commit to taking steps towards a comprehensive tobacco-free policy if one does not already exist. (Agencies that already have a comprehensive tobacco-free policy are still eligible to apply for a mini-grant.)
* Interested agencies agree to work with CTI and local partners in the utilization and / or implementation of tobacco-free resources, such as staff participation in trainings, posting of signs to communicate tobacco policies, or participation in the Gold Star Standards of Excellence program.
* Applications will be reviewed on an incremental basis at both the mid-point and end of each month for the months of March, April and May of 2019. Applications can be submitted at any point, but must be submitted by May 31st to be considered for funding.
* Applications will not be reviewed against each other (that is, the process is not competitive) but based on the need and intended work articulated in the application, as well as available funds.

Please complete the application below with brief but complete responses. Reviewing the budget guidance below will provide a sense of appropriate scope/expenses for these mini-grants to ensure proposed activities are allowable.

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| Mini-Grants Budget Guidance |
| Funding can be used for the following purposes. If other purposes are desired, please contact CTI at TobaccoPreventionServices@mainehealth.org for more information |
| 1. Staff time dedicated to development and implementation of a tobacco-free policy, to include compliance with the policy as well as support in rolling out a policy
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| 1. Necessary materials or supplies
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| 1. Staff participation in training and education (including but not limited to those provided by CTI through its Basics and Intensive series as well as its outreach sessions)
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**Application**

Agency Name:

Primary Point of Contact (Name):

Primary Point of Contact (Email):

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| 1. What does your agency’s tobacco policy / policies currently address as it relates to agency grounds as well as staff training and treatment planning?
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| 1. If the policy is not comprehensive (that is, the agency is not 100% tobacco free), describe steps the agency is considering to become tobacco free.
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| 1. Briefly describe historical efforts the agency has made to address tobacco use and exposure, including policy efforts, staff training, and treatment planning. Please provide a sense of your agency’s readiness to become tobacco free based on these efforts, or, if already tobacco free, readiness to strengthen best practices for treatment, training and policy implementation.
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| 1. What does your agency hope to accomplish with the mini-grant?
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| 1. How does the mini-grant factor into the broader approach of addressing to tobacco exposure and treatment that your agency is taking?
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**FMI, and to submit the application and budget:**

**TobaccoPreventionServices@mainehealth.org**

**Mini-Grants for**

**Behavioral Health Agencies**

**Budget**

Agency Name:

Primary Point of Contact (Name):

Primary Point of Contact (Email):

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| --- |
| **Agency Name:**  |
|  **Budget Narrative:**  |
| **Personnel**Staff (add as many lines as appropriate, with role and estimated time) | $ |
|  **Travel & Training / Education** Mileage Lodging/Food Training Registration | $$$ |
|  **Materials & Supplies** Supplies Promotional items Other | $$$ |
|  **Total** | **$** |

**FMI, and to submit the application and budget:**

**TobaccoPreventionServices@mainehealth.org**