



## **Somerset County Health Department**

8928 Sign Post Road, Suite 2, Westover, Maryland 21871  
443.523.1700 · Fax 410.651.5680 · TDD 1-800-735-2258

Health Officer Danielle Weber, MS, RN

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### **Request for Proposals for FY 23 Funding Non-Governmental Organization Tobacco Prevention and Education Program**

The Somerset County Health Department is soliciting proposals from non-governmental organizations interested in funding to assist with tobacco retailer education efforts throughout Somerset County.

#### **BACKGROUND**

In efforts to reduce youth access to tobacco -- and avoid costly penalties that could jeopardize state substance use treatment dollars -- the Governor created the Tobacco Enforcement program in 2017 as part of the Cigarette Restitution Fund. These dedicated funds are crucial to support local enforcement efforts and to maintain statewide enforcement efforts and to keep the Retailer Violation Rates below the 20 percent threshold (which means 80% of retailers visited refuse tobacco sales to underage buyers). In Somerset County there are 18 tobacco retailers that require visiting.

#### **GENERAL INFORMATION**

Funding up to **\$2,000** will be available for the 2023 fiscal year. Proposals must be submitted to Christie Taylor, Somerset County Health Department via email at [christie.taylor@maryland.gov](mailto:christie.taylor@maryland.gov). Questions related to this application are permissible by email. All proposals must be received by **November 1, 2022**. Late proposals will not be accepted.

All activities must be completed and funds spent by **Monday, May 1, 2023**, to allow adequate time for completion of activity and budget reports. Final reports will be due by **Wednesday, May 31, 2023**.

**Applications will be competitive** and only those proposals that best align with this initiative will be awarded. Applicants should demonstrate how they will educate retailers to understand that the prevention of underage purchases are of vital importance to the community. Funds can be used to purchase educational materials, host educational events or other creative ways to educate our local retailers. Awards will be announced by mid November.

## **INSTRUCTIONS**

Please submit a proposal of no more than 2-3 pages that includes:

1. **Summary of Proposal.** In no more than two paragraphs, describe the activities proposed, the project goals, the non-duplicate number of retailers to be educated.
2. **Description of the Program.** Describe in greater detail the proposed item(s) and activities. Include timeline, materials that will be used, description of the target population, number of students and adults that will be reached, evaluation methods, and plans for sustainability.
3. **Line Item Budget.** Provide justification for all funding requested in the proposal. Include specific costs of proposed materials. Acceptable expenses are educational materials, publicity of activities, and event supplies.

## **SPECIAL CONSIDERATIONS**

1. Each organization funded will be required to submit a detailed one page final report on or by May 31, 2023 on their project. **Also, a technical support meeting will be scheduled to follow-up and to discuss any questions or concerns.**
2. Funding will be reimbursed to awardees. All receipts of expenditures will be required for **full reimbursement**. Please provide the following as you spend down funds: **receipts, an invoice for the amount to be reimbursed, and a cover letter on letterhead with directions for reimbursement.**
3. Awardees will meet with the program staff to sign award documents and discuss project implementation.
4. Awardees must agree to at least one site visit by the Tobacco Coordinator.