



## **Somerset County Health Department**

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### **Request for Proposals for FY 25 Funding Community Partnership Project Addressing Tobacco Sales Enforcement**

The Somerset County Health Department (SCHD) is announcing a request for proposals (RFP) from Non-governmental organizations\* to work with tobacco retailers, on the education and implementation of current laws and best practices surrounding the sale of tobacco in our community. Funding for these projects was made available through funding provided by the Maryland Department of Health (MDH).

\*A non-governmental organization (NGO) is defined as: a group that functions independently of any government organization. Unfortunately, this excludes: public schools, public universities and governmental departments, from receiving funds.

#### **BACKGROUND**

Somerset County Health Department was awarded a grant to work with a community partner to educate local retailers on the best practices and laws surrounding the sale of tobacco products.

Through this funding, SCHD will be able to address the sale of tobacco products and work on educating the retailers in our community to ensure all transactions are conforming with the law.

#### **GENERAL INFORMATION**

Funding up to **\$5,000** will be available for the 2025 fiscal year. **Proposals must be submitted to Christie Taylor at the 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 **September 6, 2024**. Late proposals will not be accepted.

All activities must be completed and funds spent by **June 15, 2025**, to allow adequate time for completion of activity and budget reports.

**Applications will be competitive** and only those proposals that best align with this initiative will be awarded. Applicants should demonstrate how they will address a known health disparity within Somerset County in the community.

Awards will be announced mid September.

## **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, and the project goals.
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 June 30, 2025 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.