

Dear Colleague,

On behalf of the Health Management team at Marsh & McLennan Agency, we are thrilled that you are considering applying for the *American Cancer Society Tobacco Free Generation Campus Initiative*. Tobacco cessation is an important step to promoting total health and well-being in your campus community.

Before beginning the application, we suggest you gather the following information to expedite the process.

Let us know how we can support you in your efforts to reduce tobacco use on your campus!

Your partner in Health Management,

Marsh & McLennan Agency LLC

Let's get started!

Print All Supporting Documents:

<http://www.cancer.org/healthy/informationforhealthcareprofessionals/american-cancer-society-tobacco-free-generation-campus-initiative>

Order to Complete Application Items:

In reviewing the application process, we would suggest completing the necessary documents in the following order to ensure you have all information at your fingertips to complete the formal application (*which we recommend you complete lastly*).

Recommended Order:

1. Request Necessary Documents to Accompany Online Application
2. Complete Project Work Plan
3. Complete Budget Template & Budget Narrative
4. Complete Online Application
5. Complete Grant Application Checklist/Submit Final Application

Step 1: Request Necessary Documents to Accompany Online Application

Document to Reference: Grant Application (Pages 7-8)

You will need the below documents included in your final application submission. It is recommended that you request these immediately as they may take some time for you to receive from the necessary contacts within your organization:

1. Letter of Support (*Senior Administration*)
2. Tax Exempt Letter
3. Audited Financials

Step 2: Complete Project Work Plan

Document to Reference: ACS TFGCI Project Work Plan Template (Word Document), ACS TFGCI Grant Application (Page 6)

- Overall Project Goal
- UP TO 4 Objectives**
- Bulleted Activities and/or deliverables that clearly support the project goal, objectives, and how you will support the program elements below:
 - Form a college taskforce for your project
 - Assess tobacco related issues on your college campus, including the availability of cessation services to all students, faculty, and staff
 - Educate and engage students, faculty, staff, and decision-makers
 - Identify a plan to address tobacco cessation
 - Develop policy recommendations
- Be prepared to provide a timeline for each activity and deliverable as well as a brief description of each activity (use 9/1/2016-8/30/2017 as the start and end dates for this proposal)

Step 3: Complete Budget Template & Budget Narrative

Document(s) to Reference: TFGCI Budget Template, TFGCI Budget Narrative Sample, ACS TFGCI Grant Application (Page 7)

- Be prepared to provide projected project budget (Note: Applicants may only apply for 1 year of funding and the maximum amount of funding is \$20,000)
- Provide line item explanations and justification for expenses identified in the Budget Template

Step 4: Complete Online Application

There are items you will need to know to fill out this online application, we've listed them below.

- Identify a Project Lead (you will need to provide a title & contact information)
- Amount of funding requested (you will have identified this in the Budget template)
- Total Student Enrollment
- Full Time Student Enrollment
- Part Time Student Enrollment
- White%, Hispanic/Latino/or Spanish %, Black or African American %, Asian %, American Indian or Alaska Native %, Native Hawaiian or Pacific Islander %, Two or more races %
- Total number of faculty and staff members
- Information/language on existing tobacco policy (if relevant)
- Outline previous/current efforts (if relevant)
- Information on policy approval and implementation process at college
- Does your college have an existing budget?
- Project Description: You will need to provide 3 sections for this question (1) Executive Summary, (2) Project Work Plan, and (3) Staffing Plan
 - The Executive Summary and Staffing Plan will be typed directly into the application, the Project Work Plan is a separate item to complete (see above steps for more information)
(*See Page(s) 5/6 of the Application for detailed information on these)

Step 5: Complete Grant Application Checklist/Submit Final Application

After completing Steps 1-4, you are now prepared to the Online Application using all of the components/collected information from the above steps. Upon completing the Application, your last step is to fill out the Grant Application Checklist (***Document: ACS TFGCI Grant Application Checklist***)

Application Process Overview:

Document to Reference: ACS TFGCI Grant Guidelines (Page 7)

Application and Supporting Documents must be submitted together using the Society email address: tfpci@cancer.org

DEADLINE: MONDAY, MAY 30, 2016 at 5PM EDT