



A P P E A L

ASIAN PACIFIC PARTNERS FOR EMPOWERMENT, ADVOCACY AND LEADERSHIP

424 3rd St., Suite 220, Oakland, CA, 94607

Tel: (510) 844-4147 | www.appealforhealth.org

ASPIRE Network Grant - CALL FOR PROPOSALS

I. INTRODUCTION

Asian Pacific Partners for Empowerment and Leadership (APPEAL) is a national social justice network of organizations and individuals working towards a tobacco-free Asian American, Native Hawaiian, and Pacific Islander (AANHPI) community. Since 1994, APPEAL has been working toward its mission of preventing tobacco use and cancer prevention AANHPI communities through network development, capacity building, education, advocacy policy, and leadership development.

AANHPI communities across the country are continually facing health disparities related to tobacco use and cancer. Tobacco use affects AANHPIs through issues such as racial targeting, low-income housing, labor, and corporate globalization. Tobacco is the single most preventable cause of death among AANHPIs communities and although national tobacco data indicates AAPIs have the rate among all ethnic groups, this aggregated data hides the much higher rates in certain AANHPI subgroups. Cancer is the second leading cause of death in AANHPI communities. Desegregated data by ethnicity reveals that specific AANHPI subgroups are the higher risk and face higher mortality rates for cancer compared to the general population.

Through our ASPIRE (**A**Sian Americans, Native Hawaiians and **P**acific Islanders network to **R**each **E**quity in tobacco control and cancer) Network Project, supported by the Center for Disease Control and Prevention (CDC), APPEAL will provide resources to support non-profit organizations in their work on tobacco prevention and cessation as well as cancer and Hepatitis B prevention in AANHPI communities. Organizations will be provided with grants up to \$15,000.00 per year which can be extended for up to 2 years with sufficient demonstration of achievement in the first year of funding.

The ASPIRE National Network Grant

The ASPIRE Network grant will provide resources for community-based non-profit organizations to implement effective tobacco control as well as cancer and Hep B prevention initiatives. These include but not limited to direct tobacco prevention and cessations services, cancer prevention screenings, Hepatitis B screenings, HEAL (Healthy-Eating-Active-Living) programs that aim to reduce the risk of sedentary cancers and other diseases, advocacy, education, and tobacco control policy change. Tobacco policy issues to be addressed may include, but are not limited to:

- Countering tobacco industry sponsorship (i.e. sports and/or cultural events)
- Under-age access to tobacco and any e-cigarette products.
- Policy enforcement

Applicants are required to have experience in community engagement and/or organizing, however specific prior experience in tobacco and cancer control is not required to be eligible for funding. APPEAL will provide technical assistance to applicants to identify policy change initiatives that fit community needs.

Grantee Requirements

Applicants must be prepared to:

- Advocate for tobacco control policy change without lobbying.
- Participate in APPEAL surveys and evaluation activities
- Evaluate project activities and provide any information back to the APPEAL
- Submit quarterly progress reports and annual narratives
- Maintain ongoing communication and share expertise with APPEAL, other grantees, and other AANHPI communities.
- Attend ASPIRE Network meetings and conferences
- All grantees are subjected to site visits from APPEAL

Given APPEAL's three existing ASPIRE partners which are supporting tobacco and cancer control among Pacific Islanders in the United States Affiliated Pacific Islands (USAPI) and in Utah, along with a direct service organization in California that primarily serves Asian Americans, APPEAL will give priority to applicants meeting these requirements:

1. APPEAL is interested in funding organizations serving Native Hawaiians in Hawaii and/or Asian Americans outside of the USAPI, California, and Utah.
2. The ASPIRE Network grant will fund **a total of three** non-profit organizations
 - Two organizations that focus on tobacco control
 - One organization that focus on cancer prevention
3. All applicants must be able to demonstrate their ability to strengthen capacity in AANHPI communities and show understanding for achieving legislative policy change without lobbying.

APPEAL is particularly interested in funding local community or regional organizations that have a direct connection with Asian American / Native Hawaiian communities.

II. ELIGIBILITY REQUIREMENTS

A priority of APPEAL is to enhance capacity in AANHPI communities and community-based organizations. Applicants must be tax-exempt organizations under Section 501(c)3 of the Internal Revenue Code. Local affiliates as well as national organizations are eligible to apply. No organization classified as a private foundation under Section 509(a) will be considered for funding. Selected applicants will have demonstrated success in community organizing and advocacy in their communities. **Previous experience with tobacco - or cancer related work is not required.**

Prohibitions Concerning Tobacco Industry Funding

Applicants who *currently* accept funding or other support from tobacco companies or their subsidiaries will not be considered for funding; however, applicants will not be disqualified for having accepted tobacco industry funding in the past. If you are unsure about a funding source or need more information concerning this requirement, please contact APPEAL.

III. USE OF GRANT FUNDS

APPEAL funds may be used only for general operating costs and specific project expenses, which includes but is not limited to:

- Project staff salaries
- Project-related travel
- Supplies
- Communication and public education
- A limited amount of equipment (e.g., project-related computers, fax machine, printers)
- Other expenses directly related to project implementation

GRANT FUND RESTRICTIONS

APPEAL funds cannot be used for:

- Lobbying
- Direct or grassroots lobbying
- Individual efforts
- Private businesses or profit-making ventures
- Direct union organizing
- Electioneering, political activity or voter registration.
- Conferences or one-time events that are not linked to social change organizing strategies
- Capital campaigns or building renovation/construction
- Existing operational expenses or deficits

No part of the grant may be used to carry on propaganda or influence legislation within the meaning of Section 4945(d)(1) of the Internal Revenue Code or to influence the outcome of any public election or to carry on, directly or indirectly, any voter registration drive within the meaning of Section 4945(d)(2) of the Internal Revenue Code. Applicants will be expected to outline their plans for complying with these restrictions on lobbying and political activity in their proposal.

IV. SELECTION PROCESS

Proposals will be reviewed by a Review Committee and APPEAL staff. Finalists are selected based on reviewers' comments, strength of the proposals, and geographic diversity in applicant organizations, service to AANHPIs, and demonstration of previous organizing and advocacy efforts. All applicants will be sent written notification of their status throughout the selection process.

V. APPLICATION GUIDELINES

The proposal should be typed with 1-inch margins, 12-point font, and double spacing. Applications must be emailed or postmarked on or before Feb 28, 2019. **Applications should include:**

1. Application cover sheet – Be sure to include your organization's name and primary contact

2. Activities/Project summary (1-page maximum, double spaced). This summary should provide a brief yet thorough overview of the activities and/or project your organization will be responsible in completing under the ASPIRE Network grant.

3. Policy change goal (1-page maximum, double spaced). Propose a tobacco policy change goal or set of goals to be addressed. Include policy outcomes that are reasonable, logical, and will make a difference in addressing tobacco related problems in the community you are working with.

4. Project narrative (8-pages maximum, double spaced). The Project Narrative should provide a complete description of the proposed Activities/Projects under the ASPIRE grant. Please use the following format to guide your narrative:

- **Organizational background and history** (2-pages maximum) – Describe the strengths of your organization, your fiscal management capacity, and community assets. Demonstrate that the applicant organization is led by, serves, and represents AANHPIs through a discussion of the leadership, staff, and board composition and their activities.
- **Project description** (4-pages maximum) – Describe specific key community organizing strategies and approaches that will be used to reach your policy change goal. Explain how they will contribute to building a stronger base for tobacco control advocacy policy in the future. Identify challenges that may be faced in reaching your policy change goal and how you plan to overcome them. Explain how these strategies support at least one of the five APPEAL priority areas (network development, capacity building, education, advocacy policy, and leadership). Include a proposed timeline of activities with clear benchmarks to be reached.

- **Assessment of progress** (1 page) – Describe the methods your organization will use to track your project related activities. Include how you will know whether or not your organization has achieved your project's desired outcomes.

5. Budget and budget narrative (2 pages total). A budget is a realistic estimate of the costs needed to implement your activities/projects. You need to complete a budget worksheet for only the first project year. The indirect rate cannot exceed 9% of the total project budget. APPEAL may ask for a copy of your organization's most recent audit.

6. Letter of support. Include at least one letter of support from an organization or community group that you have an established relationship with.

7. Documentation of organizational 501(c)3 status. Your organization must be recognized as a tax-exempt organization by federal, state, or local government agencies. Please submit the appropriate documentation which determines your 501(c)3 tax-exempt status.

Any other attachments or appendices (resumes, charts, etc.) will not be read by the reviewers.

VI. EVALUATION AND MONITORING

Grantees are also expected to meet APPEAL requirements for the submission of narrative reports and to submit periodic information needed for overall project performance monitoring and management. Project managers will be asked to attend periodic meetings (both via phone and in-person) and give progress reports on their projects. At the close of the grant, the lead organization is expected to provide a written report on the project and its findings suitable for wide dissemination.

APPLICATION CHECKLIST

Use the following checklist to ensure that your submitted application is complete. Incomplete proposals will not be reviewed. *Each application packet must include four sets (one original and three copies) in the following order:*

- Application cover sheet
- Project summary (1 page limit)
- Policy change goal (1 page limit)
- Activities/Project narrative (8 page limit)
- Budget (1 page limit)
- Budget narrative (1 page limit)
- Letter(s) of support
- Documentation of organizational 501(c)3 status

PLEASE SEND ALL APPLICATIONS TO:

APPEAL
ASPIRE Network Grant
424 3rd St. Suite 220
Oakland, CA 94607

You may also email your application to Camille Mendaros at cmendaros@appealforhealth.org

INQUIRIES CAN BE DIRECTED TO:

Camille Mendaros
Phone: ((510) 891-1258 Email: cmendaros@appealforhealth.org
www.appealforhealth.org

Important Dates

February 28, 2019: Application Deadline (mailed applications must be postmarked by the date)

March 15, 2019: Grantees will be notified

April 2019: Grant begins