

HOW TO WRITE A PROPOSAL TO YOUR TRIBE FOR X2 FUNDING

Title

Title your document with a single phrase that clearly states the focus of your proposal. Title your proposal sections as follows:

Overview

Summarize your current program. Give an overview of your proposed project. Be concise and leave out details you will describe later in the Narrative section. Paint a picture for the reader of the work you plan to do. If you propose to collaborate with other Tribal or non-Tribal partners, mention the partnership here. Briefly introduce Amendment X2 using language from the Western Tobacco Prevention Project Amendment X2 Fact Sheet. State your Tribal tobacco program's eligibility to apply for X2 funding. State your Tribe's estimated annual Amendment X2 funding payout. For help estimating your Tribe's X2 payout amount, contact Julie Lies at the Washington State Gambling Commission Tribal & Technical Gambling Division: (360)486-3586.

Background

Your Tribal Health Director can be a resource to you in gathering information for this section. Detail the problem of commercial tobacco use in your Tribal community. Define the Tribe's pressing health-related concerns resulting from commercial tobacco use. Site statistics and share stories of the negative health impact of non-ceremonial tobacco use in your Tribe. State how X2 funding will improve the health of the Tribe and will help the Tribal Health Director meet Tribal goals. If your program has conducted a needs assessment related to tobacco use, discuss the findings here. Describe how your Tribal tobacco program is best-suited to meet the tobacco prevention and cessation needs of Tribal members.

Narrative

Give details of how you propose to use the money. Will you expand services, hire staff, start a tobacco cessation program, etc.? List current available resources such as your contract with WA DOH and or any other funding or collaborative resources. Talk about how this funding will complement current funding. Define the goals of your proposed project, list objectives, and detail the activities that will help you fulfill your objectives and reach your goals. Remember that goals are the large statements about what you propose to accomplish and are not easily measured. Goals create the setting for what you are proposing. Objectives are operational and state specific things you will be accomplishing in your project; Objectives are measurable. Detail the Activities that will lead you to fulfillment of your objectives. Create a table that defines the time-line for completion of the activities and includes who will be responsible for what.

Budget

Create a budget based on the estimated X2 funding payout for the year and all other funding sources. If one exists, use a Tribal template for budget categories. Find someone in your Tribal Finance Office to assist you if this is your first time preparing a budget. Typical budget items include personnel, facilities, equipment, supplies, communication, travel, materials, indirect, etc. Be realistic and careful not to inflate the cost of line items. Write a narrative section in which you describe and justify expenses and create a simple table showing the line item, associated costs, and totals.

Evaluation

Describe how you will evaluate your program activities. The evaluation does not need to be elaborate but should include process evaluation (ways to track the completion of activities during the project) and summative evaluation (ways that show fulfillment of the stated objectives of the project.)

Conclusion

Conclude by restating your request.

