

REQUEST FOR PROPOSAL
REALITY KANE Teen Advisory Panel (TAP)
November 1, 2019 to June 30, 2020

Remit Applications Via E-mail to:

Marija Hegel:

HegelMarija@co.kane.il.us

630-444-3084

Due Date: October 11, 2019



REQUEST FOR PROPOSAL for REALITY Kane Teen Advisory Panel (TAP)

Kane County Health Department is seeking proposals for Teen Advisory Panel (TAP) for the tobacco REALITY program. The REALITY Illinois program integrates youth as actively engaged participants in tobacco control policy development and adoption. Involvement of well-prepared youth can lead to important policy and social norm changes. REALITY Illinois Teens seeks to directly impact tobacco control policies by working locally on issues such as reducing exposure to second-hand smoke and protecting the environment from tobacco litter.

Through the REALITY Kane program, Teen Advisory Panels (TAP) will strengthen community based tobacco prevention efforts among the youth of Kane County. The TAP will conduct planning, implementation, and evaluation activities to support a community-wide policy initiative following the best practices for engaging youth in tobacco prevention and control. REALITY TAP will assess the nature of the problem by implementing the Engaging Youth for Positive Change (EYPC) model and using the activities to identify the issue. Youth will be trained and involved in:

- Assessing and mobilizing community support for a selected policy initiative
- Advocating for the policy initiative through communications with government officials and community leaders
- Utilizing media to advance the selected policy initiative
- Exposing tobacco industry tactics
- Mobilizing peers in opposition to pro-tobacco influences.

Our previous REALITY group, Bridging the Gap of Aurora Operation Snowball, STC Underground Teen Center, and Youth Leadership Academy, found success in their communities while advocating for smoke-free spaces. Bridging the Gap of Aurora Operation Snowball gained traction to strengthen school policy regarding electronic cigarettes. The Youth Leadership Academy successfully passed a smoke-free parks policy for Elgin. Lastly, STC Underground Teen Center passed a smoke-free parks policy for St. Charles. REALITY teen members gained leadership skills, and learned that they have the power to influence community leaders.

One \$5,000.00 grant award is available during the period of November 1, 2019 to June 30, 2020. Payment will be made upon signing of the contract and a submission of an invoice. To be eligible for a REALITY award, all applicants must demonstrate that their program or intervention has, at minimum, preliminary evidence of effectiveness in their application. Deliverables include completion of a tobacco assessment, proposal of a smoke-free outdoor spaces policy to a group of community stakeholders (city council, park district board, school board, etc.), and work towards or adoption of a smoke-free policy. Additionally, commitment to evaluation is a key component of the REALITY program and is an expectation of all subgrantees. As such, all REALITY sub-grantees will be required to participate in an evaluation process designed and led by Kane County Health Department evaluators.

****All grantees are required to have an up-to-date vendor packet on file with Kane County prior to payment.**

We are seeking proposals that will deliver the following for REALITY Kane:

- ❖ Mandatory attendance of the adult teen advisor at a two-day “Engaging Youth for Positive Change/Preparing for Local Policy Change” facilitator training (If choosing to opt out of KCHD facilitation)
- ❖ Convene a group of teens consisting of middle and high school students (can be an established group) in Kane County that will formally serve as the Teen Advisory Panel (TAP) and meet monthly
- ❖ Submit all completed pre-surveys and permission forms to Kane County Health Department by November 29, 2019
- ❖ The TAP group will implement the activities from the EYPC model leading to policy change for smoke-free outdoor spaces
- ❖ TAP leaders will complete EYPC log for each meeting held
- ❖ Host monthly technical assistance sessions with the Kane County Health Department on implementation of the EYPC activities around the policy initiative
- ❖ Utilize Facebook and Instagram to promote activities for the policy initiatives (Kane County has these social media platforms set up for REALITY)
- ❖ Submit all completed post-surveys to the Kane County Health Department by June 30, 2020
- ❖ By June 30, 2020, the REALITY Kane TAP will make progress towards the policy initiative of a smoke-free outdoor spaces policy in their identified location

Outcomes/Evaluation

- ❖ Pre and post EYPC surveys will be completed by TAP members
- ❖ Monthly progress on EYPC activities will be evaluated
- ❖ Presentation to key community stakeholders to support passage of a policy
- ❖ Meeting and event pictures will be required
- ❖ The project will be evaluated by progress towards the passage of the policy

Please complete the applicant questionnaire below. RFP responses are due no later than 3PM, Monday, October 11, 2019 and must be submitted electronically. The subject line in the email transmitting the document must say: "ATTN: REALITY KANE TAP" and must be emailed to Marija Hegel, Community Health Initiatives Coordinator for the Kane County Health Department, at: HegelMarija@co.kane.il.us.

Any questions regarding this RFP may be directed to Marija Hegel at 630-444-3084

APPLICATION QUESTIONNAIRE

Organization Name: _____

Organization Address: _____

City, State, Zip: _____

Contact Name and Title: _____

Phone: (_____) _____ - _____

Fax: (_____) _____ - _____

E-mail: _____

Project Summary: Describe the process, targeted location for the policy, and time line that is proposed to achieve the deliverables.

Preferred Meeting Times: Indicate which days of the week and time would work best for the group to meet.

Organization Question: Briefly describe your organization, its history, the youth population that you work with and how you will recruit them to participate in this effort. Include website and/or Facebook page if applicable.
