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**Smoke and Vape-Free Behavioral Health Centers Project Application**

**Posted July 24, 2023  
Responses due September 30, 2023  
Project complete by June 15, 2024**

Most people who smoke want to quit, and more than half of them try to do so each year. Adults with mental health conditions who smoke want to quit, are able to quit, and have a better chance of quitting successfully when they have access to treatment.Proven treatments, such as FDA-approved medicines and behavioral counseling, make it more likely people will quit smoking successfully.   
  
In Spring of 2023, the Kane County Tobacco Control and Prevention Program surveyed area substance use and mental health centers to learn how we could support their efforts to reduce, and ultimately eliminate, tobacco use on their campuses and promote compliance with Smoke Free Illinois Act​. Respondents identified that funds to support the following strategies would be most useful:

* Nicotine replacement therapy products (patches, gum, lozenges, etc.) to have on hand for clients needing crisis stabilization/short-term care
* Tobacco cessation resources for clients
* No Smoking/No Vaping signage and ash receptacle removal
* Policy help to prohibit smoking/vaping on entire property (not just within 15 feet of doors and windows as required by the Smoke Free Illinois Act)

**In response, the Kane County Health Department (KCHD) is offering four Kane County behavioral treatment organizations $2700 in support of anti-smoking and vaping policy development, clearly posted No Smoking/No Vaping signage, smoking and vaping cessation resources for employees and clients, and nicotine replacement therapy products.**

**Eligibility**To apply, your organization must meet the following requirements:

* Based in Kane County, Illinois
* Registered with the State of Illinois and have an Employer Identification Number (EIN)
* Management at your Kane County location has the authority to change policies that affect employees, clients, and visitors.

**Project Objectives**This project is designed to assist your workplace in taking steps toward creating a healthier, smoke and vape-free workplace. Funding recipients must complete the following three objectives by June 15, 2024:

1. SMOKE FREE POLICY

* Develop an organizational policy that prohibits both smoking and vaping   
  OR
* Update an existing policy that already prohibits smoking to include vaping.
* The Smoke Free Illinois Act requires that workplaces are completely smoke-free inside and within 15 feet from entrances, exits, windows that open and ventilation intakes. Consider a policy that makes your entire property smoke free, including all outdoor spaces beyond 15 feet.
* See page 6 of this document for a sample policy.

2. SIGNAGE AND ASH TRAYS

* Clearly and conspicuously post No Smoking and No Vaping signage at visitor and employee entrance points.
* Remove all ash receptacles in areas where smoking is prohibited.
* See page 7 of this document for signage examples.

3. QUITTING RESOURCES

* Become an Illinois Tobacco Quitline (ILTQ) Referral Partner by completing a brief form ([electronically fillable form is available here](https://www.kanehealth.com/Documents/Tobacco/ITQL%20Fillable%20Referral%20Partners%20Enrollment%20Form.pdf)) and returning it with this completed application to: [kanequits@kanecountyil.gov](mailto:kanequits@kanecountyil.gov)
* Becoming an ILTQ Referral Partner allows you to provide clients and employees who wish to quit smoking or vaping with information about the ILTQ, where they can receive free one-on-one cessation counseling and free nicotine replacement products. Free smoking and vaping cessation handouts and posters are also available to ILTQ Referral Partners.

4. NICOTINE REPLACEMENT THERAPY (NRT) PRODUCTS

* Purchase NRT gums, lozenges, and/or patches to have on-hand for crisis stabilization/short-term care, and inpatient/long-term care (employees who wish to obtain free NRT can do so from the Illinois Tobacco Quitline).

**Application Assessment Criteria**  
All eligible applications will be assessed against the following criteria and weighted as indicated below:

1. Commitment (20%): Staff members have been identified and are supported to lead in the completion of the four objectives (policy, signage, quitting resources, and nicotine replacement therapy) by June 15, 2024.

2. Assessment (30%): The smoking and vaping situation at your organization is detailed, and potential challenges to completing the four objectives are identified.

3. Action (50%): Ability to complete the four objectives by June 15, 2024.

**Application Timeline**

|  |  |
| --- | --- |
| Applications open | July 24, 2023 |
| Applications (with completed ILTQ Referral Partner form) due | September 30, 2023 |
| Applicants notified and awardees are sent Project Agreement and New Vendor Form | October 15, 2023 |
| Awardees return Project Agreement, New Vendor Form, and Invoice | October 30, 2023 |
| Payout to business/organization | December 1, 2023 (approximate date) |
| Progress update due | June 15, 2024 |

**Electronic Submission**  
Submit the application, completed electronically, along with [the Illinois Tobacco Quitline Referral Partner Form](https://www.kanehealth.com/Documents/Tobacco/ITQL%20Fillable%20Referral%20Partners%20Enrollment%20Form.pdf) to [kanequits@kanecountyil.gov](mailto:kanequits@kanecountyil.gov) with the subject line, “Smoke and Vape-Free Behavioral Health Centers Project Application” by September 30, 2023.

**Questions?**  
Contact the Kane County Tobacco Control & Prevention Program by email: [kanequits@kanecountyil.gov](mailto:kanequits@kanecountyil.gov)

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**Smoke and Vape-Free Behavioral Health Centers Project Application**

Please complete electronically and email to [kanequits@kanecountyil.gov](mailto:kanequits@kanecountyil.gov) by September 30, 2023.

Organization Click or tap here to enter text.

Contact name Click or tap here to enter text.

Role within agency Click or tap here to enter text.

Phone Click or tap here to enter text.

Email Click or tap here to enter text.

Postal address Click or tap here to enter text.

EIN Click or tap here to enter text.

Is the individual named above the person to lead the changes within your organization?

Yes

No

1. Explain if/how leadership and employees at other levels or sectors within the workplace will help with this initiative?

Click or tap here to enter text.

2. Explain the smoking and/or vaping situation at your facility (e.g., smoking and/or vaping frequently witnessed, employee complaints to management, etc.).

Click or tap here to enter text.

3. Do you expect any challenges to executing the four project objectives? If yes, please explain below.

Yes

No

Click or tap here to enter text.

4. Do you currently have a smoke free policy for employees and visitors? If yes, please include your current policy below.

Yes

No

Click or tap here to enter text.

5. Do you currently have No Smoking and/or No Vaping signage posted?

Yes

No

Click or tap here to enter text.

6. Do you currently make smoking cessation information available to your clients? If yes, please explain.

Yes

No

Click or tap here to enter text.

7. Do you currently make nicotine replacement therapy products available to your clients?

Yes

No

Click or tap here to enter text.

**Signatures  
By signing this document, I agree, that if awarded, I will use the funds provided to meet the four objectives detailed in this application by June 15, 2023.**

Applicant

Name: Click or tap here to enter text.

Signature: 

Role: Click or tap here to enter text.

Date: Click or tap here to enter text.

Organization Leadership / Management (if different from applicant)

Name: Click or tap here to enter text.

Signature: 

Role: Click or tap here to enter text.

Date: Click or tap here to enter text.

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**Sample Smoke/Vape Free Policy**May be modified to fit the circumstances of your business or organization.

Smoking and secondhand smoke are known to cause serious lung diseases, heart disease and cancer. [ORGANIZATION] recognizes the hazards caused by tobacco use and exposure to secondhand tobacco smoke. Our policy to provide a tobacco-free environment for all employees, clients and visitors was established to keep a safe and healthy workplace environment. This policy covers the smoking of any tobacco product and the use of oral tobacco products, “spit" tobacco and e-cigarettes, and it applies to employees, clients and visitors of [ORGANIZATION].

**Policies**

**OPTION 1 – COMPLETE TOBACCO-FREE POLICY**

No use of tobacco products including cigarettes and “spit tobacco” or e-cigarettes is permitted within the facilities or on the property of [ORGANIZATION] at any time, including company owned vehicles.

**OPTON 2 – TOBACCO-FREE IN DESIGNATED OUTDOOR AREAS ONLY POLICY**

No use of tobacco products including cigarettes, e-cigarettes and “spit tobacco” will be allowed within the facilities of [ORGANIZATION] at any time. Smoking or tobacco use shall be permitted only in designated smoking areas located at least 15 feet outside the building entrance, operable windows, and ventilation systems of enclosed areas to prevent tobacco smoke from entering those areas. All materials used for smoking in designated smoking areas, including cigarette butts and matches, will be extinguished and disposed of in appropriate containers. [CONSIDER MAKING YOUR ENTIRE PROPERTY SMOKE/VAPE-FREE)

**Procedure**

1. Employees will be informed of the [ORGANIZATION] Tobacco-free Policy through signs posted throughout properties owned and operated by [ORGANIZATION], including company owned vehicles.

2. Visitors will be informed of the [ORGANIZATION] Tobacco-free Policy by their hosts, the meeting invite, email correspondences and signs posted throughout the properties owned and operated by [ORGANIZATION].

3. [ORGANIZATION] will help employees who want to quit smoking by helping them access the Illinois Tobacco Quitline.

4. Any violations of this policy will be handled through the standard disciplinary procedure.

[INSERT SIGNATURE] [INSERT DATE]

SIGNATURE CEO or PRESIDENT, DATE

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**Examples of No Smoking, No Vaping Signage**

Employers may design their own signs, however, per the Smoke Free Illinois Act, signs must include the international "No Smoking" symbol, consisting of a pictorial representation of a burning cigarette enclosed in a red circle with a red bar across it.

The sign designs below are available for download at kanequits.com, and may be submitted to the sign company of your choice for production. The sign dimensions as designed are 14”H x 10”W.



