

**NORTHERN HEALTH AND SOCIAL SERVICES BOARD
TOBACCO CONTROL GROUP
GUIDANCE NOTES AND FUNDING CRITERIA**

Introduction

The Northern Health and Social Services Board Tobacco Control Group has received approximately £140,000 from the DHSS&PS for tobacco control initiatives in relation to cessation, prevention and training. Applications should directly support any of the objectives stated within the NHSSB Tobacco Control Group Action Plan. However, the DHSS&PS guidelines indicate that up to 20% can be used for prevention and the remainder for cessation and training.

Criteria

Projects must

- address clearly the identified objectives, which are highlighted in the NHSSB Tobacco Control Group Action Plan.
- have realistic and achievable aims, objectives and outputs as well as a means of assessing how these are met.
- reduce smoking among children and young people and/or
- help adults, especially the most disadvantaged and/or
- offer particular help to pregnant smokers
- funding allocated must be used by 31 March 2004.
- be within the NHSSB area.
- have a rationale for their submitted budget.
- have minimal capital cost.
- in the event of a considerable number of high scoring applications, additional criteria will be used.

Statutory, voluntary and community organisations can apply in their own right however, applications involving appropriate partnerships between the statutory and non-statutory sectors are encouraged.

The NHSSB Tobacco Control Group will not fund applications regarding

- proposals submitted by individuals.
- retrospective applications
- work carried out prior to the commencement of the programme.

Process

Applications must be typed or clearly written on attached application forms. Forms and Action Plans are available on NHSSB website, www.nhssb.n-i.nhs.uk or electronically from Helen McClean at helen.mcclean@nhssb.n-i.nhs.uk

Applications must clearly allocate costs for the project, for the period ending 31 March 2004. Failure to provide the information required and in the format specified will be detrimental to the application.

Those submitting applications are reminded of the need to –

- ensure that costs are realistic and provide value for money. Costs that are inaccurate or poorly thought out can reflect that a project has not been considered fully.
- ensure that proposed projects are SMART {specific, measurable, accurate, realistic, and time limited}.

Selection Process

The NHSSB Tobacco Control Group will assess applications according to the criteria and information detailed above.

The closing date for applications is 15 September 2003. Following the assessment process funding must be spent by

31 March 2004.

Any telephone queries regarding the criteria as set out can be addressed to –

Mr Pat Purvis

Smoking Cessation Co-Ordinator

Telephone: {028}25667650

E-Mail: pat.purvis@nhssb.n-i.nhs.uk

Applications should be sent to:

Mr Pat Purvis

Smoking Cessation Co-Ordinator

Northern Health and Social Services Board

County Hall

182 Galgorm Road

BALLYMENA

BT42 1QB

All applicants will be informed of the outcome of their application by

17 October 2003. A letter of offer will be provided to successful applicants outlining the specific terms and conditions of the NHSSB Tobacco Control Group.