



Harford County Health Department

Main Office: 120 S. Hays Street • P.O. Box 797 • Bel Air, Maryland 21014 • 410-838-1500



Public Health
Prevent. Promote. Protect.
Harford County Health Department

Lauren Levy, JD, MPH • Health Officer
Silvana Bowker, LCPC, ACRPS • Deputy Health Officer of Operations
Jamie Sibel, MD, MPH • Medical Deputy Health Officer

REQUEST FOR MINI-GRANT APPLICATIONS

CRF Cessation and Youth Education

Application Number: HCHD G-27-001

Issue Date	June 9, 2026
Due Date	June 22, 2026 by 12:00pm
Issued By	Harford County Health Department (HCHD), Tobacco Prevention and Control Program
Administrative Submission Contact	Suleena Mercado, Director of Administration suleena.mercado@maryland.gov
Program Questions Contact	Wendy T. Kanely, Tobacco Program Coordinator wendy.kanely@maryland.gov
Grant Period	July 1, 2026 through June 30, 2027
Funding Source	State Cigarette Restitution Fund (CRF) funds delegated by the Maryland Department of Health (MDH) to HCHD
Maximum Award	Up to \$25,000. HCHD may award less than the maximum amount based on available funding, the approved scope of work, and the approved budget.

Purpose of Opportunity

The Harford County Health Department (HCHD) Tobacco Prevention and Control Program is accepting mini-grant applications for activities that promote tobacco cessation for individuals experiencing tobacco-related disparities and/or provide youth education on the dangers of tobacco, nicotine, vaping, and related products.

This Request for Mini-Grant Applications is issued using State tobacco grant funds. Awards will be administered through a written mini-grant/sub-vendor agreement and are subject to the funding source requirements, HCHD approval, and completion of required reporting and fiscal documentation.

Eligible Applicants

- Community-based organizations, nonprofit organizations, public agencies, educational institutions, healthcare or behavioral health entities, or other organizations with the capacity to provide tobacco cessation, prevention, outreach, or youth education services in Harford County may apply.
- Applicants must have the administrative and fiscal capacity to track grant-funded activities, maintain supporting documentation, submit required reports, and comply with the approved budget and performance measures.
- Applicants must disclose any actual, potential, or perceived conflict of interest, including any current or prior relationship with the tobacco, nicotine, or vape industry or its affiliates.

Scope of Work and Required Activities

Applicants may propose tobacco cessation services, youth education/outreach activities, or a combination of both. The application narrative must clearly identify the proposed target audience, geographic area served, activities, staffing, timeline, and expected outcomes.

Required Project Narrative

1. **Experience and capacity:** Describe the applicant's relevant experience with health education, outreach, tobacco cessation, youth prevention, community engagement, health disparities, behavioral health, or related services.
2. **Target audience and geographic area:** Identify the population(s) to be served, the geographic area(s) in Harford County to be reached, and any tobacco-related disparities or barriers the project will address.
3. **Proposed activities and timeline:** Provide a brief description of proposed activities and a timeline for completing the work between July 1, 2026 and June 30, 2027.
4. **Collaboration and community engagement:** Describe how the applicant will collaborate with, engage, or receive feedback from the people and communities served regarding the development and delivery of tobacco prevention or cessation services.
5. **Access to cessation resources:** Describe how the applicant will distribute and support access to tobacco cessation resources, including the Maryland Tobacco Quitline, 1-800-QUIT-NOW, Spanish-language Quitline resources, and other approved cessation supports.
6. **Youth and community education:** Describe education or outreach activities addressing the harms of tobacco products, Electronic Nicotine Delivery Systems (ENDS), Electronic Smoking Devices (ESDs), smoking, secondhand smoke, and/or nicotine use.
7. **Champions and spokespersons:** Describe how the applicant will promote or develop champions, educators, youth leaders, ambassadors, or spokespersons who support tobacco prevention initiatives, cessation resources, smoke-free lifestyles, and tobacco-free environments.

Performance Measures

Applicants must identify proposed goals and projected numbers on the MDH 440A and in the application narrative. Applicants should include only the measures that apply to their proposed activities and may add additional measures if appropriate.

Cessation Services Measures

- Number of participants in individual or group smoking cessation activities - total.
- Number of participants in individual or group smoking cessation activities - low income, if known or reported.
- Number of participants in individual or group smoking cessation activities - pregnant women, if applicable.
- Number of participants in smoking cessation activities - mental health population, if applicable.
- Number of participants in smoking cessation activities - substance use population, if applicable.
- Number of participants in smoking cessation activities - co-occurring mental health and substance use disorder population, if applicable.
- Number of referrals provided to the Maryland Tobacco Quitline.
- Number of referrals to approved free nicotine replacement therapy (NRT) distribution programs, if applicable.
- Number of staff trained on cessation best practices, by training.
- Number of cessation classes, sessions, or groups held.

Youth Education and Outreach Measures

- Number of youth educated on ESD prevention/awareness.
- Number of adults, such as parents, caregivers, educators, or community members, educated on youth ESD prevention/awareness.
- Number of individuals educated through community engagement or outreach activities related to prevention, secondhand smoke, tobacco-free environments, or cessation resources.
- Number of volunteers or staff trained in prevention initiatives, cessation resources, and/or creating tobacco-free environments.
- Number of youth leaders trained to serve as champions, ambassadors, educators, or spokespersons for tobacco prevention initiatives and the harms of tobacco use.
- Number of health communication campaigns conducted.

- Number of individuals educated on the use of the Maryland Tobacco Quitline.
- Number of community leaders trained or engaged.
- Number of HCHD/MDH tobacco-related meetings attended.

Staffing, Evaluation, and Budget

- **Staffing plan:** Identify the staff or volunteers who will lead and support the work, estimated hours per week or month, job duties, and any required paperwork or job descriptions.
- **Program evaluation:** Describe how success will be measured, including satisfaction surveys, feedback surveys, attendance records, referral tracking, training records, outreach logs, or other documentation.
- **Budget and budget narrative:** Submit a completed MDH 440 and MDH 440A, including an itemized budget and performance measures. The budget must be reasonable, allocable, and directly related to the proposed activities.

Application Package

Applications must include the following items. Incomplete applications may be deemed non-responsive or may require clarification before review:

1. Letter of intent/application narrative addressing the scope of work, target audience, geographic area, activities, timeline, experience/capacity, staffing, and evaluation approach.
2. Completed MDH 440 form with itemized proposed expenses [MDH 440 link](#)
3. Completed MDH 440A with proposed performance measures and projected targets. [MDH 440A link](#)
4. Budget narrative explaining the proposed expenses and how they support the project activities.
5. Staffing plan, including staff/volunteer roles, estimated hours, duties, and any required job descriptions or supporting documentation.
6. Disclosure of any actual, potential, or perceived conflicts of interest, including any tobacco, nicotine, or vape industry relationship.

Submission Instructions

- **Submit applications by email only to:** Suleena Mercado, Director of Administration, at suleena.mercado@maryland.gov.
- **Email subject line:** HCHD G-27-001 - [Applicant Organization Name].
- **Deadline:** Applications must be received by [insert time] on June 20, 2026. Applications received after the deadline may not be considered.
- **Receipt:** Applicants are responsible for ensuring that the application is complete and received by HCHD by the deadline.

Questions

Program-related questions should be submitted to Wendy T. Kanely, Tobacco Program Coordinator, at wendy.kanely@maryland.gov by [insert question deadline/date and time].

Questions and answers that materially affect the scope, requirements, or application process may be shared with all known applicants and/or issued as an addendum before the application deadline. Applicants should not submit applications to the Program Questions Contact.

Review and Selection Process

Applications will be reviewed for completeness, responsiveness, alignment with the purpose of the State tobacco grant funds, applicant capacity, reasonableness of the proposed budget, and ability to meet reporting and performance requirements. HCHD may request clarifications or revisions before making an award recommendation.

Evaluation Factor	Considerations
Experience and capacity	Relevant experience, staffing, fiscal capacity, and ability to implement and document grant-funded tobacco prevention, cessation, or education activities.
Program approach and work plan	Clarity, feasibility, timeline, alignment with tobacco cessation/youth education goals, and ability to reach the proposed target audience.
Performance measures and evaluation	Quality and reasonableness of proposed goals, MDH 440A measures, data collection, reporting, and evaluation plan.
Budget reasonableness	Allowability, reasonableness, and relationship of proposed costs to the work plan and expected outcomes.
Community impact and equity	Ability to address tobacco-related disparities, access barriers, vulnerable populations, youth education, and culturally or linguistically appropriate outreach.

Awards will be made based on the most advantageous applications to HCHD and the Tobacco Prevention and Control Program, considering program fit, capacity, proposed activities, performance measures, budget reasonableness, and available funding.

Reporting Requirements

- Submit a mid-year report by December 15, 2026, including progress toward approved activities, performance measures, expenditures, and any implementation issues.
- Submit an annual/final report, invoice, final MDH 440, and final MDH 440A by June 15, 2027, unless HCHD establishes an earlier internal deadline to meet MDH reporting requirements.
- Attend the Quarterly Chronic Disease Prevention and Wellness Workgroup and quarterly HCHD sub-vendor meetings, unless excused by HCHD.
- Submit additional documentation or backup materials requested by HCHD or MDH to verify services rendered, expenses incurred, and performance measures reported.

General Terms and Conditions

- **Funding availability:** All awards are contingent upon the availability of State tobacco grant funds and HCHD approval. HCHD may reduce, delay, or cancel an award if funds are not appropriated, delegated, or otherwise made available.
- **Written agreement required:** No work may begin and no costs may be incurred until HCHD and the awardee have executed a written mini-grant/sub-vendor agreement. The agreement will include the approved scope of work, line-item budget, approved performance measures, reporting requirements, and applicable HCHD/State terms.
- **Payment and reimbursement:** Unless the final agreement states otherwise, payment will be reimbursement-based and limited to approved, allowable, documented costs. Final payment may be withheld until HCHD receives and accepts all required final reports, invoices, and MDH forms.
- **Allowable costs:** Grant funds may be used only for approved activities that directly support the scope of work and approved budget. Funds may not be used for lobbying, political activities, tobacco products, alcohol, fines or penalties, or other costs not approved by HCHD or allowed by the funding source.
- **Records and audit:** Awardees must maintain financial, programmatic, and supporting documentation sufficient to verify services performed, participants reached, expenses incurred, and performance measures reported. Records must be available for review by HCHD, MDH, and authorized auditors. Records should be retained for at least three years after final payment or longer if required by the final agreement or audit.
- **Nondiscrimination, accessibility, and language access:** Awardees must conduct funded activities in a nondiscriminatory manner and must make reasonable efforts to ensure that services, locations, materials, and outreach activities are accessible to individuals with disabilities, limited English proficiency, and other vulnerable or underserved populations.

- **Conflict of interest and tobacco industry disclosure:** Applicants must disclose any actual, potential, or perceived conflict of interest, including any current or prior funding, sponsorship, affiliation, or other relationship with the tobacco, nicotine, or vape industry or its affiliates. HCHD may determine that a conflict is inconsistent with award eligibility or program objectives.
- **No improper contact:** Applications must be submitted only to the Administrative Submission Contact. Program-related questions may be submitted to the Program Questions Contact. Attempts to improperly influence the review or award process may result in rejection of the application.
- **Changes and termination:** HCHD may require changes to the scope, budget, reporting, or timeline before award. The final agreement will include standard provisions allowing HCHD to terminate the agreement for nonappropriation, default, or convenience, as applicable.
- **Reservation of rights:** HCHD reserves the right to reject any or all applications, waive minor informalities, request clarifications, negotiate scope or budget, make partial awards, make multiple awards if permitted by funding, or make no award.

Required Award Deliverables

- Executed mini-grant/sub-vendor agreement with approved scope of work, budget, and performance measures.
- Approved work plan and timeline.
- Mid-year report due December 15, 2026.
- Final report, invoice, final MDH 440, and final MDH 440A due June 15, 2027.
- Documentation supporting all reported activities, participants, referrals, trainings, meetings, campaigns, and expenses.