

No Limits Activism Mini-Grants Funds

Here's how it works:

Each approved application will receive a VISA card with the approved amount of mini-grant funds to assist you in completing the activism activities submitted with your application.

You will need to call the number on the back of the card to activate it before you can start using it! The card can be used just like a credit card.

Funds may only be used for the activism activities as allotted in the final work plan. If you have concerns or questions, contact No Limits before using any funds. All unused funds **MUST BE** returned to No Limits.

No Limits Mini-Grant Funds Dos

- Funds can be used to purchase:
 - Action materials and supplies (chalk, body bags, printing, poster board, etc.)
 - SOME meeting refreshments (majority of funds must be spent on the activism activity.)
- Receive final approval before using any funds.
- Keep detailed records and receipts for all purchases for the final report. All funds **MUST** be accounted for (we've included an envelope to help you keep track of receipts).

No Limits Mini-Grant Funds Don'ts

- Funds cannot be used to:
 - Purchase office equipment (computers, printers, etc.).
 - Fund activities of another organization (e.g., drug and alcohol awareness or school prom).
 - Fund elementary programs; All activism should focus on reaching youth grades 7-12 only.
 - Travel or reimbursement mileage.
 - Pay staff salaries.

Not sure if you can buy it? Ask No Limits – 1.866.394.8336.

Hopefully this will answer any questions you have about the No Limits Activism Mini-Grants. If not, or if you need something clarified, please contact No Limits at info@NoLimitsNebraska.com or 1.866.394.8336.

Final Report FAQs



What is it?

The final report is a simple form that tells us all about your activism. A final report needs to be submitted for each activity funded through the No Limits Activism Mini-Grants. Reports should be filled out by the youth who planned and participated in the event.

Why?

This allows No Limits to keep track of the events happening across the state and gain a better understanding of how we can help groups with similar events in the future. Your words of wisdom will be shared with groups who do the same activism later.

What about the budget page?

Each purchase made on the VISA card must have a detailed receipt to submit to No Limits. If there are supplies for more than one activity on the same receipt it's not a problem. Just make a note on the receipt. If it helps, you can make a photocopy of the receipt for each activity and underline the corresponding supplies. **Do not use highlighters on receipts, the ink will disappear.**

When is it due?

All reports are due **Friday, May 5, 2017**. This means that all activism activities must be completed by that time and un-used funds returned to No Limits. The due date doesn't mean you have to wait until then to turn things in. It's better to do the final report soon after the event while everything is still fresh in your mind. Just remember, everything in the final report should be turned in together.

Can we send video or examples of our activism?

Definitely! Photos are required, and you can email them to us or send us a CD. But video and activism samples would also be great, and we will post them online for other youth to see.

Questions?

The final report is meant to be simple. We're looking for feedback on your event. What went well? Are there things the next group should be aware of for this activity? If you have any questions, contact No Limits at 1.866.394.8336 or info@NoLimitsNebraska.com.



Step-by-Step Guide to No Limits Mini-Grants

Activism is exciting and fun, and we want to make the process fun for you. Here is your step-by-step guide to make sure everything is taken care of and nothing is left out.

1. Activism Plan

The **Activism Plan** is a condensed version of your mini-grant application. If you decide to change or cancel an event, fill out the **Change/Cancel Event Form** and send it to No Limits to keep us updated.

Activism Plan							
2012-2013 Plan Submitted following a No Limits training							
Group:	Hartington (Cats Against Tobacco)						
Sponsor:	Youth:						
Lashae Freeman Aspen Olsen, Addison Peitz, Michaela Derickson, Chanda Lammer, Randi Wilde, Whitney Dowling							
Group's Topics:							
Exposing Big Tobacco							
Funds Requested:	Funds Granted:						
	\$100 \$100						
Activities	Amount	Possible Date	Possible Location	Message	Goal:	Event Description	Comments
Dirty Laundry	\$25.00	March	Hartington Public School	To show people the secrets that the tobacco industries don't say.	To spread information on what cigarettes and tobacco are made out of.		Are you focusing on industry quotes or what's in tobacco? Where will you display this? How will people know what it is and what that means?
				To get people to express			This will be neat. Is there a certain time where you might have a

2. Get Final Approval

Before making any purchases, send your **Final Approval Request** to No Limits. We will make sure nothing has been left out and may have suggestions, contacts, equipment, giveaways, or other resources to help you be successful with the activity.

*****Send your Final Approval Request to No Limits one month before your event.*****

3. Planning Your Event

Use the **work plan** and **budget sheet** to plan the core of your event.



Work Plan - EXAMPLE
The work plan is to help you plan out what needs to be done, who will be doing each task, and when each part needs to be done.

Work Plan
Activity: Numbers Campaign
When: Monday, October 13, 2015
Description: Create 300 printouts of the number 6 to hang at school; host school assembly
Planning Meeting: Monday, September 1 for final planning; Sunday, September 7 for set-up
Supplies: Markers, butcher paper, printer/copier, tape
Budget: \$50.00

Goal: Our goal is to have the student body realize the impact Big Tobacco has on Nebraska. Another goal is to have our activism covered by the school newspaper, and are planning to send out a press release to our town newspaper.

Task	Person	Due Date	Completed	Notes
Get permission to post numbers around school	Olivia	9/30/2015	9/30/2015	Talked to the principal on 9/30/2015. Said she wants to see our script for the assembly before we present.
Get permission to chalk the sidewalk's path numbers	Olivia	9/30/2015	9/30/2015	Said it was OK, as long as we wash it off after school.
Write press release	Melisa	10/1/2015		
Hand in script to principal	Melisa	10/4/2015		
Create budget	Olivia	9/24/2015		
Get body bags	Melisa	10/1/2015		Borrow from No Limits?
Buy markers, paper, and tape	Olivia	10/1/2015		

3a. Work Plan

Make a list of all of the tasks that need to be done and who is doing what. Set deadlines on your **work plan** so everyone can plan ahead.

3b. Budget

After your work plan is complete, start considering costs your event is going to have. Use the **budget sheet** provided to help you get an overall idea of how much you plan to spend and on what. Check over the dos and don'ts for using your Mini-Grant Funds.

4. Media Alert

Part of doing activism is getting people to see it. Let your local media help you do this by letting them know what you have going on. Use the **Media Alert Outline** to create your own and send it out. Follow up with a phone call to make sure it was received and to possibly answer any questions.

5. Fill Us In!

Now that plans are under way, take a moment to let No Limits know how things are going. We have lots of resources that might help promote your event. We want to provide assistance in any way possible to help make your event run as smooth as possible.

*****Be sure to always be in contact with No Limits one week before your event.*****

6. Event!

It's time to watch all the planning and preparation play out. Things to keep in mind before and during the event:

- Get media there. Check in with them, see if they plan to come so you are prepared.
- Take lots of photos! For your own records and to send to No Limits. We will post them on our website and Facebook page. Media may also ask for some photos.
- If possible, get some video coverage. No Limits can post this stuff on our YouTube and Facebook pages, as well as our website.
- Keep examples of activism from your event to bring to the summit or training.

7. Final Report

This is important to do right after your event(s). This is your chance to tell No Limits about things you had fun doing and things you would have done differently. Check out the next page for the answers to all of your questions about the **Final Report**.



Activism Grant Final Report

Hey Youth Leaders! We love to hear about what you're up to. Please send No Limits this update so we are able to share with others how easy activism really is. Please use additional paper if more space is needed to answer the questions. This report should be completed and sent in after each grant-funded activism project is finished. If you have questions or need any help, please call 1.866.394.8336 or email Molly at info@NoLimitsNebraska.com. All final reports must be turned in by than **Friday, May 5, 2017**.

Submit forms via:

SCAN/EMAIL	info@NoLimitsNebraska.com
MAIL	No Limits
	Attn: Molly Kincaid
	1201 Infinity Court
	Lincoln, NE 68512
FAX	402.437.0101

Action Plan Outline - EXAMPLE

This sheet is to help you brainstorm about the big picture of your event.

Name of Event: Numbers Campaign

Date(s): Monday, October 19, 2016

Time(s): Meet the night before to make copies of numbers and to hang at school.

Goal(s)/Issue(s):

Our goal is to have the student body realize the impact Big Tobacco has on Nebraska

teens. We want to get the school newspaper to cover it, but we are also planning on

sending out a press release to our town newspaper.

Message(s):

Make everyone aware that 6 Nebraskans die every day from tobacco-related diseases

and that we want to stop Big Tobacco from addicting another generation.

Supplies & Materials:

Markers and paper to make the 6s (and money to make copies). Butcher paper to make

a giant 6 to hang in the gym and paper to make a 6 to put near the school front doors.

Body bags for the school assembly.

Incentives/Prizes/Handouts: (For some activities you won't need a prize or handout.)

We don't want to tell anyone right away what the number 6 means, so we won't need

handouts. We might need sign-up sheets and info sheets for those who want to join.

Donations Needed:

Ask No Limits if we can use their body bags.

Work Plan - EXAMPLE

The work plan is to help you plan out what needs to be done, who will be doing each task, and when each part needs to be done.

Work Plan

Activity: Numbers Campaign

When: Monday, October 19, 2016

Description: Create 300 printouts of the number 6 to hang at school; host school assembly

Planning Meeting: Monday, September 1 for final planning; Sunday, September 7 for set-up

Supplies: Markers, butcher paper, printer/copier, tape

Budget: \$50.00

Goal: Our goal is to have the student body realize the impact Big Tobacco has on Nebraska.

Another goal is to have our activism covered by the school newspaper, and are planning to send out a press release to our town newspaper.

Task	Person	Due Date	Completed	Notes
Get permission to post numbers around school	Olivia	9/30/2016	9/30/2016	Talked to the principal on 9/30/2016. Said she wants to see our script for the assembly before we present.
Get permission to chalk the sidewalks with numbers	Olivia	9/30/2016	9/30/2016	Said it was OK, as long as we wash it off after school.
Write press release	Melisa	10/1/2016		
Hand in script to principal	Melisa	10/4/2016		
Create budget	Olivia	9/24/2016		
Get body bags	Melisa	10/1/2016		Borrow from No Limits?
Buy markers, paper, and tape	Olivia	10/1/2016		
Write script for school assembly	Melisa	10/2/2016		
Get body bags ready	Melisa	10/7/2016		
(Sunday) Put up posters, set up for assembly	Everyone	10/7/2016		
Complete final report and send to No Limits	Melisa and Olivia	10/9/2016		

Budget - EXAMPLE

Make sure to plan out what you are expecting to purchase, and keep track of everything here.

Numbers Campaign

Budget: \$25.00

Item	Quantity	Estimated Cost	Actual Cost
Paper (for copies)	300	15.00	\$16.05
Markers	2 packs	Left over from other project	\$0.00
Tape	1 roll	Borrowed from art room	\$0.00
Body bags	6	Borrowed from No Limits	\$0.00
Poster board	10 sheets	\$10.00	\$5.76
		Total: \$25.00	Total : \$21.81

Media Alert - EXAMPLE

MEDIA ALERT

Press Contacts: **Olivia Monaghan**, Junior at High School
(402) 402-4022, Olivia@highschool.edu
or
Tina Reeves, No Limits Sponsor at High School
(402) 402-2044, Tina@highschool.edu

Teens At High School Make An Impact With “6”

Students at High School will send a message to their fellow classmates this week about the number “6”. A statement will be made by the abundant amount of 6s around the school, but only the No Limits group will know why. Once enough curiosity has mounted, students will be gather for an assembly and No Limits will let them know that the number 6 is how many Nebraskans die each day from tobacco-related diseases. The youth will talk about Big Tobacco’s deceptive marketing practices and how youth need to stop them from addicting another generation.

Details of the Events:

- **Date:** Friday, October 16, 2016
- **Time:** All-day; Assembly – 2:15–2:45 p.m.
- **Location:** Gymnasium at High School, 345 School Street, Yourtown, NE
- **On-site media contact:** Tina Reeves, No Limits Sponsor at High School, (402) 204-2044

Yourtown’s Tobacco Policy for City Parks and Recreation Facilities, effective as of October 1, 2016, prohibits smoking in areas where secondhand smoke could be inhaled and the use of smokeless tobacco within parks and recreational facilities. The celebration and rally will be held in conjunction with the annual No Limits Regional Training, held October 17 at the Great Plains Center in Anywhere, Nebraska. The 2016 Regional Training will emphasize the dangers of secondhand smoke, particularly in outdoor areas. Outdoor smoke levels may be as high as indoor levels, studies have shown.

For more information about No Limits, visit www.NoLimitsNebraska.com or contact No Limits project coordinator Molly Kincaid at 866-FYI-TEEN (866-394-8336) or info@nolimitsnebraska.com.

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Change of Date/Canceled Event Form - EXAMPLE

Please complete and submit this form to No Limits if you need to change the date of your event, or if you have decided to cancel one of your activities.

Today's Date: 10/5/2016 Group Name: No Limits Youth Board

Person(s) Filling Out this form: Olivia Monaghan

Email Address: Olivia@highschool.edu

Activism Activity: Numbers Campaign

Original Date of Event: 10/19/2016 New Date of Event: 10/16/2014

Why did you need to change your original date?

The all-school assembly where we wanted to make our announcement and do our demonstration at was moved to 10/16/2016.

Please mark here if you need to cancel your event.

Why did you need to cancel your event?

Was there anything (supplies, resources, time, etc.) that could have helped make this event possible?

Youth Signature: Olivia Monaghan Date: 10/5/2016

Group Sponsor Signature: Tina Reeves Date: 10/5/2016

Mini-Grant Final Report - EXAMPLE

Hey Youth Leaders! We love to hear about what you're up to. Please send No Limits this update so we are able to share with others how easy activism really is. Please use additional paper if more space is needed to answer the questions. This report should be completed and sent in after each grant-funded activism project is finished. If you have questions or need any help, please call 1.866.394.8336 or email Molly at info@NoLimitsNebraska.com. All final reports must be turned in by than **Friday, May 6, 2016**.

SCAN/EMAIL info@NoLimitsNebraska.com
MAIL No Limits
 1201 Infinity Court
 Lincoln, NE 68512
FAX 402.437.0101

Activism Activity: Numbers Campaign

Date of Activity: Friday, October 16, 2016

Number of youth participating in planning/implementing activity: 10

Number of youth exposed to the activism message (an estimate is fine): 500

Number of adults exposed to the activism message (an estimate is fine): 50

Brief description of event (location, time, what activity looked like, etc.):

We made 300 copies of the number 6 and pasted them all around our school on lockers, in
bathrooms, by the cafeteria line and on every single whiteboard. We made two 5-foot-tall
blue cardboard 6s and put one in the gym and one near the front doors. People asked lots of
questions and there were rumors going around about what it meant. We didn't hear any right
answers. At the assembly, we had the body bags displayed and some of our group members
read "obituaries" they had written. We told students Big Tobacco targets us. We had about 10
students come talk to us after about joining and a bunch more asked us questions.

Group Name: _____ Activism Activity: _____ Date: _____

*Send in a completed final report for each grant-funded activism activity to No Limits by Friday, May 5, 2017.
 Questions? Contact No Limits at info@NoLimitsNebraska.com or 1.866.394.8336.

Did you send out a media alert?

Yes

No

****Please provide a copy.****

Did your event receive media coverage?

Yes

No

If so, which stations/papers? (If possible, please provide a copy.)

Yes, our school newspaper wrote an article (we included it). We sent a press release to our local paper to let them know about our event. Our journalism teacher sent the article our students wrote to the local paper.

Did you have fun planning and implementing your activity?

Yes

No

Did you accomplish what you set out to do in your application?

Yes

No

If yes, CONGRATULATIONS! Please explain.

Some things didn't go exactly the way we planned, and we had to make adjustments the whole time. But overall, we got a good response from students. We wanted to let them know about No Limits and what the tobacco industry is doing, and students understood that. We heard a lot of rumors about the number, and students had lots of guesses as to what it meant.

If no, what could have gone differently?

It went well, but maybe we would have students fill out some kind of survey or something to see what they learned or to get contact information.

Group Name: _____ Activism Activity: _____ Date: _____

**Did the materials No Limits provided at the summit and in the activism grant process help?
What did you find useful? In the future, is there anything else No Limits could do to assist you?**

The notebook they gave us at the summit was really helpful. We used it to find resources
mostly, but it was good because it had all the info we really needed. We didn't need to do
research on our own, which gave us more time to plan our actual activism. They were quick to
answer questions when we had them. The mini-grant notebook was super helpful.

**If you had the opportunity, would you apply
For another No Limits Activism Grant?**

Yes

No

How much time did this project require?

4.5 hours of preparation between printing and hanging signs. We spent about 2 hours the day
of the event to get ready for the assembly.

Do you have any words of wisdom for someone else planning this activity?

We recommend getting the printing done ahead of time so you don't have to do it all in one
night, especially in case there are problems with your copy machine. Maybe add something to
the numbers announcements or something to direct the rumors going around school since they
were so off base.

Group Name: _____ Activism Activity: _____ Date: _____

*Send in a completed final report for each grant-funded activism activity to No Limits by Friday, May 5, 2017.
Questions? Contact No Limits at info@NoLimitsNebraska.com or 1.866.394.8336.

What worked and what didn't? Tell us five pros and five cons about this activism activity.

Pros

Got students' attention

Piggybacked on existing assembly

Positive feedback from students & teachers

10 new members joined our group

Cons

Students made up lots of things for 6

Had to change our event b/c date changed

Didn't get input from everyone

Printer issues that slowed us down

Want to tell us something else? Add more paper to this report.

Activism Activity: Numbers Campaign

Group Name: No Limits Youth Board

Youth Leadership

Name: Olivia Monaghan

Signature: Olivia Monaghan

Date: 12/5/2016

Name: Melisa Inkelaar

Signature: Melisa Inkelaar

Date: 12/5/2016

**Failure to return your final report may prevent you or your organization/group from receiving future grants from No Limits.*

Group Name: _____ Activism Activity: _____ Date: _____

*Send in a completed final report for each grant-funded activism activity to No Limits by Friday, May 5, 2017.
Questions? Contact No Limits at info@NoLimitsNebraska.com or 1.866.394.8336.

