



Arkansas Department of Health mission is to protect and improve the health and well-being of all Arkansans. Our vision is optimal health for all Arkansans to achieve maximum personal, economic and social impact.

Arkansas Department of Health Tobacco Prevention and Cessation Program is proud to coordinate the only statewide youth tobacco prevention coalition in Arkansas, Project Prevent. Members of Project Prevent consist of youth led chapters across the state that choose to live their lives free from tobacco and nicotine, and encourage others to do the same.

### **Mini Grant Funding**

Each year, Project Prevent awards mini grant funding to schools and youth organizations to further their mission. The funding includes \$500.00 in “Activity Funds” and \$1,000.00 in an “Advisor Stipend”.

The activity funds can be used to purchase supplies, educational materials and other needs associated with chapter activities. A complete list is included in the Contract Service Agreement. These funds are awarded at the beginning of each school year to be used throughout the year. This agreement is between Arkansas Department of Health and the school or youth organization, and the funds will be awarded to the school or youth organization.

The Advisor Stipend will go directly to the adult chapter advisor. There is an option to have co-advisors and each would earn \$500.00 for the year. The stipends are awarded at the end of the school year if the advisor adheres to the roles and responsibilities outlined in the Advisor Stipend Application. Arkansas Department of Health will obtain a personal W9 form from the chapter advisor and the funds will be mailed directly to the advisor’s home address.

### **Application Process**

Any school or organization interested in applying for the mini grant should complete the Contract Service Agreement and the Advisor Stipend Application. Priority for funding will be based on county life expectancy, and focus on counties without an existing Project Prevent Chapter. However, any school or youth organization is encouraged to apply. There are 50 available mini grants for the 2024-25 school year. Those interested in applying should do so as soon as possible, as applications will be granted beginning in August 2024.

Please contact Project Prevent with any questions.

**Leosha Williams**

[leosha.williams@arkansas.gov](mailto:leosha.williams@arkansas.gov)

**501-280-4689**



## CONTRACT SERVICES AGREEMENT

THIS CONTRACT SERVICES AGREEMENT (the “Agreement”) is made and executed as of August 15, 2024 (the “Effective Date”), by and between **Arkansas Department of Health**, an Arkansas nonprofit corporation (“ADH”), and \_\_\_\_\_, (school/organization name) with an address of \_\_\_\_\_ (“Contractor”).

### RECITALS

**WHEREAS**, ADH has organized a program called Project Prevent Youth Coalition (“PPYC”), which is funded by the Arkansas Department of Health (“ADH”) Tobacco Prevention and Cessation Program;

**WHEREAS**, ADH has made funding available to establish local PPYC groups in schools throughout the state of Arkansas;

**WHEREAS**, ADH is in need of support services for the PPYC student organizations that are established in the schools;

**WHEREAS**, Contractor, based upon its experience providing for the administrative, curriculum and programming needs of students and teachers, can provide the services ADH has requested; and

**WHEREAS**, ADH wishes to retain Contractor to provide the Services (defined below) and Contractor wishes to be so engaged;

**THEREFORE**, in consideration of the mutual promises and covenants contained herein, and other good and valuable consideration, the receipt and adequacy of which are acknowledged, the parties, intending to be legally bound, agree as follows:

1. **Engagement.** Upon the terms and conditions contained herein, ADH engages Contractor, and Contractor accepts such engagement as an independent contractor, to provide the following services (the “Services”):

Throughout the Term of this Agreement, Contractor shall disseminate administrative and financial support for advisors and students of the PPYC group for the group’s use for the following in connection with PPYC activities:

- Educational Items
- Supplies/Materials
- Printing/Copying
- Catering
- Mileage or Bus Driver Reimbursement
- Substitute Teacher Reimbursement
- Meal Reimbursement
- Lodging Reimbursement

2. ADH Contact. Contractor's ADH contact for the performance of this Agreement will be: Leosha Williams, Public Health Section Chief, (501) 280-4689.
3. Performance of Services. Contractor agrees to perform the Services in accordance with general guidelines prescribed by ADH from time-to-time; however, ADH shall have no control or direction over Contractor's particular means, methods, and/or procedures for performing the Services hereunder outside of the general guidelines prescribed. Contractor, however, agrees to perform the contractual duties described herein in a faithful, diligent, and professional manner.
4. Term and Termination. The term of this Agreement shall commence on the Effective Date and end upon June 30, 2025 (the "Term"), unless earlier terminated as provided herein.
  - a. *Termination with or without Cause.* Either party may terminate this Agreement with or without cause by giving the other party thirty (30) days' prior written notice.
  - b. *Immediate Termination by ADH.* ADH may immediately terminate this Agreement at any time without liability upon the occurrence of any of the following events:
    - i. Contractor engaging in any act that constitutes (1) a felony under any state law of the law of the United States, (2) gross, willful or wanton negligence or misconduct in rendering the Services, (3) breach of any fiduciary duty to ADH, (4) embezzlement, or (5) fraud;
    - ii. Contractor engaging in any act that brings ADH into disrepute in the community; or
    - iii. Contractor's failure to fulfill and perform the duties and covenants hereunder in a faithful, diligent and efficient manner.
  - c. *Automatic Termination.* This Agreement shall automatically terminate as provided in Section 4.
  - d. *Effect of Termination.* Upon expiration or termination of this Agreement, as herein provided, neither party shall have any further obligation hereunder except for the obligations, promises, or covenants contained herein that expressly extend beyond the Term of this Agreement.
5. Compensation. As full compensation for the Services to be provided hereunder, Contractor will be paid an aggregate amount of Five Hundred Dollars (\$500.00), payable in one installment. The Installment Payment will be paid by ADH to Contractor upon both parties' execution of this Agreement.
6. Excluded Provider. Contractor warrants that neither it, as a corporate entity, nor any individual employed by it assigned to provide Services for ADH, is currently listed as a Sanctioned Provider by the Office of the Inspector General or barred from participation in healthcare programs by any other relevant state or federal agency. Contractor shall promptly notify ADH in the event that either it or an individual assigned to ADH becomes sanctioned or barred. When so notified, or when ADH learns this information from another source, ADH shall have the right to immediately terminate this Agreement with no penalties or other obligations to Contractor other than to pay for services rendered by Contractor and related expenses incurred prior to the termination, less any damages suffered by ADH as a result of Contractor utilizing a barred or sanctioned individual or provider to provide services to ADH, or to require that the sanctioned or barred individual be replaced.

7. Confidentiality. Contractor acknowledges that during the Term of this Agreement, Contractor is in a position to become acquainted with various aspects of the Confidential Business Information (as defined below) of ADH. Contractor acknowledges that all Confidential Business Information constitutes specialized and highly sensitive information not generally known in the health care community and that it constitutes trade secrets. Further, Contractor acknowledges that the use or dissemination of the Confidential Business Information, except as expressly authorized by ADH, is prohibited and would seriously damage ADH.

During the Term of this Agreement and until such time as any Confidential Business Information shall become common knowledge or unless Contractor shall be required to disclose Confidential Business Information by judicial process, Contractor shall not, without the prior written consent of ADH, directly or indirectly:

- a. Disclose, furnish, or make accessible to any person or use in any manner any of the Confidential Business Information; or
- b. Take any action which might reasonably or foreseeably be expected to compromise the confidentiality or proprietary nature of any of the Confidential Business Information.

For purposes of this Section, “Confidential Business Information” means all the materials, information and ideas of ADH, including without limitation, patient names; patient lists; patient records; patient information; operational methods and information; third-party reimbursement agreements or arrangements; proposals for services; accounting, financial and compensation information; marketing and pricing information and related materials; internal publications and memoranda; and other matters considered confidential or constituting a trade secret by ADH.

8. Relationship of the Parties. In the performance of the work, duties and obligations contemplated under this Agreement, it is mutually understood and agreed that Contractor is at all times acting and performing as an independent contractor, and nothing in this Agreement is intended nor shall it be construed as to create between ADH and Contractor an employment relationship. ADH shall neither have nor exercise any control or direction over the methods by which Contractor performs its services. The sole interest and responsibility of ADH is to ensure that the services are performed and rendered in a competent, efficient, and satisfactory manner. The parties to this Agreement shall comply with all applicable licensing, regulatory, and accreditation standards.

9. Notices. Any notice required by this Agreement shall be in writing and shall be deemed to have been properly given to a party (a) if hand-delivered, or if sent by fax, upon receipt, or (b) if delivered by overnight courier service, effective on the day following delivery to such courier service, (c) if mailed by United States registered or certified mail, return receipt requested, postage prepaid, effective two (2) days after deposit in the United States Mail, addressed to the address or faxed to the fax number set forth below, or to such address or fax number as the parties may designate by giving notice pursuant to this Section:

If to ADH: Tobacco Prevention and Cessation Program  
Arkansas Department of Health  
4815 West Markham Street, Mail Slot 3  
Little Rock, AR 72205

With a copy to: SVP & General Counsel  
Arkansas Department of Health  
4815 West Markham Street, Mail Slot 31  
Little Rock, AR 72205

If to Contractor:  
School or Organization \_\_\_\_\_  
Street Address \_\_\_\_\_  
City/State/Zip \_\_\_\_\_  
Fax Number \_\_\_\_\_

10. Assignment and Delegation. Notwithstanding any other provision of this Agreement, neither this Agreement nor any of the rights or duties hereunder may be assigned or delegated by either party except as expressly authorized in the Agreement.
11. Section Headings. Section headings in this Agreement are for reference and convenience only and shall not be used in interpreting the Agreement nor will they affect the meaning of the Agreement.
12. Governing Law. The validity, interpretation and performance of this Agreement shall be governed by and construed in accordance with the laws of the State of Arkansas.
13. Waiver of Breach. The failure of either party to object to or take affirmative action with respect to any conduct of the other which is a breach of this Agreement shall not be construed as a waiver of the breach or any prior or future breaches of this Agreement.
14. Amendment to this Agreement. This Agreement may be amended upon mutual agreement of the parties during the Term of the Agreement. Amendments shall be in writing and shall be signed by both parties.
15. Access to Books and Records. Contractor shall maintain all books and records relating or pertaining to this Agreement (including any and all documents and other materials that support or underlie those books and records) for the Term of this Agreement and for at least four (4) years following the completion of this Agreement, including any and all renewals thereof. The books and records, together with the supporting or underlying documents and materials shall be made available, upon request, to ADH through its employees, agents, representatives, contractors or other designees, as well as to the Secretary of Health and Human Services, the U.S. Comptroller General, and their representatives, during normal business hours at the Contractor's office or place of business. In the event that no such location is available, then the books and records, together with the supporting or underlying documents and records, shall be made available for audit at a time and location convenient for ADH. If Contractor carries out any of its duties under this Agreement through a subcontract for the value or cost of ten thousand dollars (\$10,000.00) or more over a twelve month period with a related organization, such subcontract shall contain a clause placing the same duty on the subcontractor as this clause places on Contractor.
16. **Equal Opportunity.** **If applicable, ADH and Contractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals**

**on the basis of disability and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities. If applicable, ADH and Contractor shall also abide by the requirements of 41 CFR 60-300.5(a), which prohibits discrimination against qualified protected veterans and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans.**

17. Entire Agreement. This Agreement constitutes the entire understanding of the parties to hereto with respect to the subject matter of this Agreement and supersedes all prior proposals, representations, communications, negotiations, and previous agreements relating to the subject matter of this Agreement between the parties, whether oral or written.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement effective as of the Effective Date.

CONTRACTOR:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

ARKANSAS DEPARTMENT OF HEALTH:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

# Arkansas Department of Health – Project Prevent Youth Coalition

## ADVISOR STIPEND APPLICATION

### 2024-2025 School Year

The Project Prevent Youth Coalition is a program organized and funded by the Arkansas Department of Health (ADH) Tobacco Prevention and Cessation Program. ADH has made funding available to coordinate Project Prevent Chapters in schools and youth organizations throughout the state. Grant funds are available to be awarded by ADH to adults who serve as Project Prevent Chapter Advisors and meet the guidelines specified herein. The Project Prevent Advisor, by signing below, agrees to coordinate a Project Prevent Chapter in the following school/school district, or youth organization:

School or Youth Organization Name: \_\_\_\_\_

School District (if applicable): \_\_\_\_\_

#### Roles and Responsibilities

In his or her role as a Project Prevent Chapter Advisor, the individual agrees to be the primary adult liaison of the Chapter at the school or organization identified above, and to perform all of the duties necessary and normally associated with that position, included, without limitation, the following:

##### Establishing a Project Prevent Chapter

- Obtain approval through the school, or governing body of the Project Prevent Advisor's organization, to establish a recognized Project Prevent Chapter
- Recruit at least five (5) youth to participate regularly in the Chapter
- Use your best efforts to promote and maintain the success and reputation of Project Prevent and set, promote, and enforce the highest standards of leadership, ethical behavior, and citizenship
- Comply, promote and enforce compliance of the rules and regulations of Project Prevent (including, without limitation, the school's or youth organization's tobacco, drug and alcohol use policies)
- Attend all meetings, training seminars and/or webinars required for Project Prevent Advisors

##### Coordinating a Project Prevent Chapter

- Facilitate at least one (1) **Chapter Meeting** with student members each month during the school year
- Submit a monthly electronic **Chapter Report** to the Project Prevent Statewide Coordinator
- Attend live or watch recordings of all eight (8) Project Prevent ONLINE **Statewide Meetings** during the current school year with student members of the Chapter (4 per semester)
- Host a minimum of two (2) **Chapter Events** per school semester (4 total per school year)
- Host a minimum of two (2) **Chapter Activities** per school semester (4 total per school year)
  - A list of pre-approved events and activities will be provided, but unique and creative ideas are welcome and encouraged
- Use **Chapter Funds** given by the Project Prevent Youth Coalition to purchase supplies and materials that will support events and activities during the school year
- Attend the statewide Project Prevent **Annual Conference** with at least five (5) Chapter members
  - It is understood that attending the conference will be a decision for your school/organization and you will not be held accountable if it is not approved for your group to attend. We only ask that you make every effort to attend.

#### Supplies and Materials

The Statewide Project Prevent Youth Coalition will provide **\$500.00** to each funded Project Prevent Chapter to purchase the necessary supplies and materials required to perform the duties set forth above. The Advisor is expected to make such supplies and materials available to students of the Chapter. A list of pre-approved supplies and materials will be

provided by Project Prevent. Items not pre-approved MUST be approved by the Project Prevent Statewide Coordinator prior to purchasing. Applicants must complete the Project Prevent Service Agreement to obtain these funds.

**Term**

The Project Prevent Advisor duties will begin approximately **August 15, 2024** and end approximately **May 30, 2025**.

Fall Semester:

- Recruit at least five (5) active members for the Project Prevent Chapter
- Attend live or watch recordings of all four (4) Project Prevent online statewide meetings with chapter members
  - September, October, November and December
- Attend the Project Prevent Annual Conference with a minimum of five (5) students
- Host a minimum of two (2) Chapter Events
- Host a minimum of two (2) Chapter Activities
- Submit monthly reports

Spring Semester:

- Attend live or watch recordings of all four (4) Project Prevent online statewide meetings with chapter members
  - February, March, April and May
- Host a minimum of two (2) Chapter Events
- Host a minimum of two (2) Chapter Activities
- Submit monthly reports

**Stipend**

Given the Project Prevent Advisor adheres to the roles and responsibilities, they will earn a stipend in the amount of **\$1,000.00**. The stipend will be issued no later than **June 30, 2025**. This amount does NOT reflect tax withholdings. It is the responsibility of the Project Prevent Advisor to file all necessary tax documents associated with receiving this stipend.

The Advisor would not be eligible for any Stipend funds if they fail to adhere to the rules and responsibilities of the Project Prevent Chapter Advisor. This includes failure to complete the minimum number of events and activities, failure to facilitate the minimum monthly chapter meetings, and failure to submit the monthly electronic chapter report.

The Project Prevent Advisor may relinquish his or her Advisor Duties prior to the end of the current school year by providing written notice to the Statewide Coordinator, provided that the Advisor will not be eligible for any Stipend funds not already received. The Advisor acknowledges and agrees that ADH may remove any Advisor from their role at any time, in which event the Advisor would not be eligible for any Stipend funds not already earned.

The undersigned, as of the applicable date set forth below, hereby acknowledges and agrees to the foregoing Advisor Stipend Guidelines and consents the Advisor serving in the role of a Project Prevent Chapter Advisor during the 2024-2025 school year.

**Project Prevent Advisor:**

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

**School/Organization Administrator:**

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

\*Applicants must submit this application, along with the Project Prevent Service Agreement, to the Public Health Section Chief by mail: 4815 West Markham Street, Slot 3, Little Rock, AR 72205, email: [leosha.williams@arkansas.gov](mailto:leosha.williams@arkansas.gov) or fax: 1-888-827-7057.