# *How to Request Technical Assistance*

## *What is TTAC?*

The Tobacco Technical Assistance Consortium (TTAC) was created in 2001 by the Robert Wood Johnson Foundation, American Legacy Foundation, and the American Cancer Society to provide ongoing technical assistance to tobacco control programs.  The Consortium, located at the Emory University Rollins School of Public Health, is intended to be a national resource for the provision of technical assistance and training.

*TTAC's mission is to build capacity to achieve effective tobacco prevention and control programs and policies.*

## *What kind of help can TTAC provide?*

*Do you need help designing a statewide strategic planning process?*

*Does your local coalition need to develop a fact sheet on clean indoor air?*

*Does your state coalition need to gear up for a campaign to increase the tobacco excise tax?*

*Is there a need for your tobacco control project to expand its base and become more inclusive?*

*Do you need help developing a strategy to defend your state's investment in tobacco prevention?*

TTAC can provide short-term assistance to help with a specific problem.  TTAC can also work with you on a longer-term basis to expand and enhance the ability of your organization or coalition to achieve lasting improvements in tobacco control programs and policies.

## *How does TTAC provide technical assistance?*

TTAC maintains a rich and diverse pool of highly qualified consultants and sub-contractors, available for on-site, telephone, and online assistance.  TTAC technical assistance may take various forms, including information, training, mentoring, or an ongoing consultative relationship.

## *What type of technical assistance is available?*

TTAC will tailor technical assistance to your needs – below are examples of technical assistance we can provide:

For **state programs** administering tobacco control funds:
- Plans, management systems, and tools to help in administering funds
- Technical assistance and training resources for your staff or grantees
- Communications plans, systems, and tools
- Assistance in building culturally appropriate and inclusive programs
- Help in responding to tobacco industry counter measures

For **locallyfunded programs**:
- Assistance equipping you to plan, implement, and evaluate your program
- Skill building for advocacy, community organizing, and building effective partnerships
- Guidance for development of effective local policies and ordinances
- Assistance in building culturally appropriate and inclusive programs

For **tobacco control coalitions**:
- A roadmap for building effective processes and overcoming conflicts and communication challenges
- Assistance in advocacy or lobbying efforts:
  - *For state coalitions*— to secure funding, increase tobacco taxes, or pass regulations or laws
  - *For local coalitions*—for passage of clean indoor air ordinances or other tobacco control measures

## What are TTAC's priorities for technical assistance?

TTAC is most interested in working with state and local programs that . . .

> *. . . are striving to establish policies, laws, and ordinances that create long-term changes in the social environment that impacts tobacco marketing and use.*

> *. . . are seeking to secure long-term funding for tobacco prevention and control.*

> *. . . have funds to implement tobacco prevention and control programs and policies. (Funding may be from federal, state, or local government sources or from foundations or voluntary organizations.)*

> *. . . are committed to building capacity among partners.*

> *. . . are free from any real, potential, or perceived conflict of interest with any tobacco-related entities.*

## Where do I start?

TTAC staff can help you formulate your request for technical assistance – don't hesitate to call us to discuss your needs. We can help you complete the Technical Assistance Request Form, which is available on the TTAC web site ([www.ttac.org](www.ttac.org)) or can be requested through the TTAC office (phone: 404-712-8474 or by e-mail: [ttac@sph.emory.edu](ttac@sph.emory.edu)).

Your request can be submitted to TTAC via the web, e-mail, fax, or mail. Applications are accepted at any time; however, we recommend that you submit your application well in advance of an event or key date to allow time for planning or identifying any needed resources or consultants.

## What is TTAC's process?

**How does TTAC prioritize requests?** TTAC strives to provide technical assistance to any organization requesting help. TTAC considers a number of factors, including the type and degree of help needed and the timeframe for the request. Generally, requests for technical assistance should:
- be consistent with TTAC's mission
- show that there is a need for technical assistance that can't be met by other funders or partners
- be actively supported by your stakeholders, including coalition members, staff, and organizational leadership
- be likely to generate tangible results and have lasting impact
- promote inclusiveness, diversity, and cultural competence

**Have you talked first with your funder?** We strongly encourage you to first contact your funding source to discuss your needs and options. When feasible, TTAC encourages you and your funder to jointly contact TTAC to discuss your request. In addition, TTAC may talk with other partners and stakeholders that provide support – however, if requested, TTAC will maintain confidentiality.

**How does TTAC decide how and when to provide technical assistance?** TTAC staff evaluates each request on its individual merits in light of the above criteria. TTAC may request additional information, particularly if the request involves longer-term or more intensive technical assistance. Following our review, we will determine how much assistance we are able to provide, taking into account the level of effort required and resources available. If we are not able to meet all of your needs for technical assistance, we will work with you to identify other options. If we are able to provide technical assistance, we will contact you promptly and begin to work out the details and schedule the assistance.

**What is the usual timeline?** TTAC will generally respond to your initial request within 48 hours. If your request is appropriate for TTAC's response, TTAC will work with you to clarify the need and determine the best approach to deliver the technical assistance. TTAC can often provide assistance within a week, but if a consultant or subcontractor is required, then it may take additional time to identify the best provider to meet your needs and make arrangements.

> If you have any questions about TTAC technical assistance, please contact
> Johanna M. Hinman (phone: 404-712-8629 or e-mail: [jhinman@sph.emory.edu](jhinman@sph.emory.edu)).