



# Oklahoma Tobacco Settlement Endowment Trust

## TSET Discovery Grants

### Funding Information & Pre-Proposal Guidelines

#### Stage 1 of 2

#### FY22-23

## Purpose

As authorized by Okla. Const. Art. 10, Section 40, and Title 62 O.S. § 2309, to identify and respond to emerging opportunities to transform and improve the health of Oklahomans, TSET accepts proposals for applicant-defined best or promising practices and innovative ideas under the agency's Discovery Grants funding opportunity. All proposals must support the TSET mission<sup>1</sup> and be aligned with the [TSET Strategic plan](#). Proposed programs or projects (terms may be used interchangeably in this guide) should be related to one of the following constitutionally mandated purposes:

- Cost-effective tobacco prevention and cessation programs;
- Programs designed to maintain or improve the health of Oklahomans or to enhance the provision of health care services to Oklahomans, with particular emphasis on such programs for children;
- Programs and services for the benefit of the children of Oklahoma, with particular emphasis on common and higher education, before- and after-school and preschool programs, substance abuse prevention and treatment programs and other programs and services designed to improve the health and quality of life of children; or
- Programs and services designed to enhance the health and well-being of senior adults.

## Overview

Proposals submitted for consideration under this funding opportunity must be project-driven, time-limited, have a specific targeted area or population in mind, be supported by multiple funding partners, and agree to participate in an external evaluation of the project. In addition to projects, time-limited programs may be considered on a case-by-case basis. All proposals must identify immediate, impactful opportunities to positively transform and improve the health of Oklahomans.

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<sup>1</sup> TSET's mission is to improve Oklahomans' health and quality of life by achieving targeted improvements in the health of Oklahomans.

## Funding Information

Funding is available up to \$3,000,000 per year for a maximum of three years. Projects requesting less than \$500,000 in TSET support are not required to include matching funds. Projects requesting \$500,000 to less than \$750,000 require 10% match; \$750,000 to less than \$1,000,000 require 20% match; and projects of \$1,000,000 or more require 25% match. Once the TSET Board of Directors awards all \$3,000,000 available, the funding opportunity will be closed until the next fiscal year or additional funds are approved, whichever comes first.

Matching funds may come from multiple sources and need not be limited to cash only. Cash, other non-TSET grants, and in-kind support that is directly related and applied to the project or program is allowable as match. All awards are paid on a reimbursement basis; awarded organizations must be able to expend funds up front before TSET will reimburse for any charges.

## Additional Information

This funding opportunity operates under a two-stage process, which begins with a pre-proposal. If the TSET Board of Directors decides to pursue the project or time-limited proposal, TSET staff will communicate the request for a full proposal to the applicant and provide additional information. Pre-proposals may be submitted any time during the year. However, awards will generally only be made twice during the year: in May and November. Contracts resulting from awards made in May and November are expected to begin in July and January, respectively.

Scientific research proposals will not be accepted under this funding opportunity. Applicants are encouraged to inquire about submitting proposals to existing TSET-supported research centers, such as the [Peggy and Charles Stephenson Cancer Center](#), the [Oklahoma Health Promotions Research Center](#) or the [Oklahoma Center for Adult Stem Cell Research](#).

## Applicant Eligibility

Awards will not be made to individuals. The following types of entities are eligible to apply:

- Institutions of common and higher education
- Public entities, such as agencies of state government
- 501 (c)(3) non-profit organizations

All applicant organizations must have a business presence in Oklahoma. If multiple partners are involved in the funded project, the applicant organization will serve as the contractor and fiscal agent responsible for all aspects of the contract and payment.

## Non-Acceptance of Tobacco Funds

Applicant organizations will be required to certify that the organization will neither have a direct or indirect affiliation or contractual relationship with a company or foundation engaged in or funded by the manufacture of tobacco, tobacco products, and/or electronic nicotine delivery systems (ENDS), nor will it accept any type of funding from such a company or foundation by completing a Certification of Non-

Acceptance of Tobacco Funds prior to issuance of a cooperative agreement.

## Funding Limitations

- Funding varies each year.
- Exclusions include capital improvements and endowments.
  - For this funding opportunity, capital improvement projects refer to projects related to new or existing buildings. Building, repairing, or enhancing buildings is not allowable under this funding opportunity.
- Awarded funds may not create an asset for a private entity or non-profit organization. An asset is defined as an IT purchase of \$500 or more, and as an item with a cost of \$2,500 or more for non-IT purchases. Public entities that propose to purchase items above \$2,500 must ensure that the asset is entered into and tracked by the agency's asset management system.

## Grant Period

All awards will be limited to three years. Each year will be governed by a separate contract, renewable annually based on agreement by both TSET and the grantee, funds available, and approval by the TSET Board of Directors.

## Project Criteria

Proposals should be related to one or more of the following purposes:

- Cost-effective tobacco prevention and cessation programs, such as:
  - Cessation-related financial incentives for high-risk populations as determined by appropriate health data sources
  - Workplace clean air policies
  - Smoke-free multi-unit housing
  - Novel or innovative approaches to cessation
- Programs designed to maintain or improve the health of Oklahomans or to enhance the provision of health care services to Oklahomans, with particular emphasis on such programs for children, such as:
  - Tobacco control and prevention
    - Tobacco, vape-free schools, and childcare services
  - Physical activity/active living
    - Physical activity and education in schools and childcare
    - Improvements to parks and trails to increase physical activity
    - Sidewalks connecting housing to schools
    - Safe routes to schools, parks and/or grocery stores
  - Healthy foods and beverages
    - Increasing the availability of health options in recreational public service venues
    - Expanding and sustaining farmers markets
    - Promotion of fruits and vegetables

- Summer feeding programs
  - Healthy lifestyles and healthcare
    - Telemedicine
    - Extension for Community Healthcare Outcomes (ECHO) care
    - Rehabilitative care after a cardiovascular event
    - Psychological and social work care for distressed persons through neighborhood outreach workers
    - Regular dental care
    - Medical residency programs (physicians, physician aides, nurses)
    - Mobile health screening services
- Programs and services for the benefit of the children of Oklahoma, with particular emphasis on common and higher education, before- and after-school and preschool programs, substance abuse prevention and treatment programs and other programs and services designed to improve the health and quality of life of children, such as:
  - Healthy foods and beverages
    - Greater access to affordable fresh fruits and vegetables
    - Healthy food options
  - Healthy lifestyles and healthcare
    - Character development and service learning
    - Mentoring
- Programs designed to enhance the health and well-being of senior adults, such as:
  - Physical activity and active living
    - Pedestrian wayfinding signage
    - Addressing barriers to health including transportation, nutrition, and basic needs
    - Safe routes to parks and/or grocery stores
    - Lifestyle Rx
  - Healthy foods and beverages
    - Healthy meals on wheels
    - Lifestyle Rx
  - Healthy lifestyles and healthcare
    - Insurance coverage for weight loss
    - Increased access to weight loss services
    - Quality hypertension, high cholesterol, diabetes care through patient-centered medical homes
    - Community health outreach workers

## Selection Criteria

Pre-proposals will be selected for further consideration based on:

- Alignment with TSET's mission and strategic plan
- Project originality and innovation
- Significance and impact of project in transforming practices or systems and at-risk

- population reach
- Project schedule and qualifications of key personnel/organizational capacity

Note that the selection criteria for the full proposals may be different and will be provided to all shortlisted pre-proposers at the time of pre-proposal selection notification.

## Review Criteria

Proposals will be evaluated using the criteria below but not all criteria must be met.

- Projects that meet the funding criteria are preferred
- Evidence-based projects
- Short-term, time-limited projects or programs
- Projects offering the greatest financial leverage (ratio of other funds to TSET support)
- Projects related to the initiation and reduction of tobacco use
- Projects related to improving nutrition and physical activity
- Projects reaching the greatest number of people or greatest proportion of an at-risk population
- Projects that strategically fit and align with the needs of the population and geographical service area or add to and reinforce other existing projects.
- Projects that are comprehensive in nature, addressing the greatest number of highest-impact levels of the following interventions from the Spectrum of Prevention. Listed from highest impact to lowest:
  - Influencing policy and legislation
  - Changing organizational practices
  - Fostering coalitions and networks
  - Educating providers
  - Promoting community education
  - Strengthening individual knowledge and skills
- One-time purchases of items or services that directly align with TSET's mission

## Pre-proposal Review Process

Applicant organizations must submit a pre-proposal according to the application guidelines in this document. Pre-proposals will be reviewed to determine alignment with TSET's mission and strategic plan, significance and impact, and feasibility and pre-proposals that are selected for further discussion will be notified by TSET. Full proposal guidelines will be provided at the time of notification.

## Submissions & Inquiries

Pre-proposals may be submitted at any time during the year, but awards will only be made in May and November. Potential applicants can expect to hear from TSET regarding their pre-proposal within six months of submission.

Applicants must submit their pre-proposal via [Smartsheet](#). Pre-proposals submitted via any method other than the link provided in these guidelines will not be accepted or considered for funding.

To be invited to submit a full proposal, you must comply with the pre-proposal instructions contained in this document. Full proposal guidelines will be provided upon notification of selection.

## Anticipated Timelines

The timelines indicated below are set based on TSET Board meeting dates. Applicants should be advised that there may be a short period of time between invitation to submit a full proposal and the deadline for submission of the full proposal due to the timing of Board meetings.

### Funding Cycle 1, expected to be awarded in November:

- Pre-proposal deadline: 7/8/22
- Full proposal invitations sent: 9/2/22
- Full proposal deadline: 10/17/22
- Full proposals awarded: 11/17/22
- Contracts start: 1/1/23

### Funding Cycle 2, expected to be awarded in May:

- Pre-proposal deadline: 2/10/23
- Full proposal invitations sent: 3/24/23\*
- Full proposal deadline: 4/10/23\*
- Full proposals awarded: May 2023\*
- Contracts start: 7/1/23

\*2023 Board meetings have not yet been set so exact dates for the second funding cycle are to be determined at this time. Any revisions to these timelines will be communicated by TSET as soon as they are known.

## Awards

Funding of applications will be subject to availability of resources and approval by the TSET Board of Directors. All applicants will receive written notification of final award status. If awarded, a cooperative agreement contract between TSET and the applicant must be fully executed prior to the performance of any work to be reimbursed by TSET.

## Reporting

Grantees may be required to participate in evaluation processes as deemed appropriate by TSET. Additionally, during the first year of funding all grantees will submit a semi-annual and annual progress report designed by TSET. Thereafter, an annual report to include programmatic, financial, and evaluation information will be required. Additional information may be required and requested on a case-by-case basis. Grantees may be required to submit program and evaluation reports provided to or from other funding sources. If the program is related to the reduction of tobacco

use, the program may be required to collaborate with other TSET-funded tobacco control initiatives and participate in training and technical assistance sponsored by TSET.

## Payment

Awards are paid on a reimbursement basis after submission of a properly completed and TSET-approved claim for reimbursement. Awardees must register as a vendor with the State of Oklahoma and sign up to receive payments via EFT. TSET will advise awardees of any required registration processes during the contracting process.

## Pre-proposal Guidelines

### 1. GENERAL INFORMATION

#### a. Page Limits

The main body of the pre-proposal is limited to three (3) pages (excluding cover sheet and resumes) of single-spaced, 12-point font text with one-inch margins.

TSET Cover Sheet (Attachment A)	1 page
Main body of pre-proposal including relevant references/citations	3 pages
Résumé of Project Coordinator	2 pages
Résumés of co-coordinator and key personnel (as applicable)	2 pages each

#### b. Submission Instructions

All pre-proposals must be submitted via Smartsheet form link: [TSET Discovery Grants Pre-Proposal Submission Form](#). Pre-proposals may be submitted at any time during the year.

The electronic package must include in a single combined PDF document:

- A completed TSET Cover Sheet
- Main body of pre-proposal
- Résumés of program coordinator, co-coordinators, and key personnel (as applicable) .  
Pre-proposal submissions are reviewed by TSET staff to ensure completeness.

### 2. GUIDELINES FOR PRE-PROPOSAL PREPARATION

#### a. TSET COVER SHEET

The completed Cover Sheet must include the following elements:

- **Contact Information:** Include the name, title, organization, address, phone number, and email of the Project Coordinator (PC). This is the information that TSET will use to contact you regarding the status and evaluation of your pre-proposal.
- **Title:** A concise title should be used to describe the project. It is recommended that no more than 65 characters and spaces be used.
- **Project Period:** The anticipated duration of the project in years and/or months.
- **Geographic Service Area and Population Reach:** Identify the specific service area and populations benefiting from the project or program.
- **TSET Funds Requested:** The annual and total cost to TSET (i.e., requested TSET funding necessary for project completion).

## **b. MAIN BODY**

The main body of the pre-proposal cannot exceed three (3) pages. Tables, graphs, and references essential to the proposal should be included in the three-page limit. Additional data and information not essential to the proposal may be included in appendices. The pre-proposal must include the following sections and information:

- **Project Rationale, Originality and Impact**
  - Statement of Need: Concisely state why the proposed project or program is of importance and relevant to the mission of TSET.
  - Status of Current Work Supporting the Project or Program: Summarize the current work in the proposed area. Make a case for the evidence-based or promising practice, originality and innovation of the proposed project or program.
  - Expected Challenges: Identify and describe any major challenges anticipated.
  - Potential Outcomes/Impact: Describe how the proposed project is cutting-edge/breakthrough work and/or could lead to fundamentally transformative results.
- **Project Objectives/Design**

Describe the specific objectives that will be addressed by the proposed project. Briefly outline the project approach, design, and procedures to be used to achieve stated objectives.
- **Project Deliverables**

Identify the expected project deliverables, including the final product(s) that will be developed. Describe potential opportunities to communicate the results.
- **Qualification Statement**
  - Provide names and background of the key individuals involved in the project. Include relevant project or program experience and other professional experience and demonstrated abilities.
  - A two-page (maximum) resume may also be included for the PI, co-PIs, and any other key members of the proposed project team.
- **Timeline**

Indicate the proposed duration of the project.
- **Proposed Budget**
  - Funds Requested: Indicate the total amount of funds requested from TSET and describe how they will be used for the proposed work.
  - If applicable, provide a list of cost share and/or in-kind support and the entities that have committed funds (or services) for this project (not included in page limit).
- **Post-Funding Sustainability Plan**
  - Discuss how the project overall, or major components of the project, will be sustained organizationally at the conclusion of TSET funding.
  - Describe additional funding opportunities or partners that may be available to carry on the project after TSET funding ends.

## **c. RESUMES**

Provide resumes/CVs of the Project Coordinator (PC), co-PCs, and key personnel (if any). Each



resume cannot exceed two (2) pages. Resumes are not counted as part of the three-page limit of the main body of the pre-proposal.

**d. APPENDICES, if applicable**

## **Pre-proposal Review Criteria**

The pre-proposal evaluation criteria are as follows:

- Alignment with TSET Mission
- Project Need
- Project Originality
- Significance and Value of Project
- Project Schedule and Qualifications of Key Personnel/Organizational Capacity
- Realistic schedule for the work described
- Personnel with the necessary experience and expertise
- Organizations with adequate resources, capacity, and capability

## **Applicant Organization Responsibilities and Assurances**

If a contract is awarded as a result of this pre-proposal and the subsequent full proposal, the proposer's organization becomes a TSET grantee and assumes legal and financial accountability for the awarded funds and for performance of the supported activities. The proposer's organization is responsible for verifying the accuracy, validity, and conformity of information in the proposal. A copy of the application organization responsibilities and assurances checklist is included in the full proposal guidelines **provided upon notification of acceptance of a pre-proposal**.

## **TSET Terms and Conditions**

Any awarded project will be funded and managed under a cooperative agreement between the awarded organization and TSET. An example of TSET's standard cooperative agreement terms and conditions may be included in the full proposal guidelines, which will be provided upon notification of acceptance of a pre-proposal. Terms and conditions are subject to negotiation between TSET and the awardee and subsequent legal approval before issuance of a cooperative agreement.

## **Release of Information**

Pursuant to the Open Records Act, "any unsolicited application, proposal, bid, or any other document to obtain funding shall not be considered to be confidential and shall be subject to the Oklahoma Open Records Act and Oklahoma Open Meeting Act at all times."

## **Questions**

For questions about or technical assistance with this guide or the submission process, please contact [grantsmanagement@tset.ok.gov](mailto:grantsmanagement@tset.ok.gov).