



TSET FY25 Sponsorship Grant Guidelines and Application

Purpose

To further TSET's mission of tobacco-use prevention and cessation, combating cancer and tobacco-related diseases, and improving the health of all Oklahomans, particularly children and senior adults, TSET provides sponsorships to the organizers of educational and capacity-building conferences, trainings, and other events that further TSET's mission.

Eligibility

- 501 (c)(3) non-profit organizations and agencies or entities of state government are eligible to apply for funding.
- All applicant organizations must have a business presence in Oklahoma, and events must have a state-wide audience and reach.
- Grants will not be made to individuals or for-profit organizations.

Non-acceptance of Tobacco Funds

Applicant organizations are required to complete a Certification of Non-Acceptance of Tobacco Funds form, contained within the application ([Attachment A](#)).

Funding

Award amounts are limited to *\$1,000 for single-day events* and \$2,000 for multi-day events. Payment is made on a reimbursement basis.

Funding Limitations

- Funding varies each year and applications are accepted until funds are exhausted.
- Applicants are encouraged to facilitate partnerships and should have multiple sources of funding; TSET encourages partner funding equal to or exceeding TSET's contribution.
- TSET funding cannot pay for cash awards, gifts, purchases of food or equipment (*equipment rental may be allowed*), or travel expenses.
- Duplicate funding from another TSET grant or program is not permitted.
- Outdoor events must be tobacco-free.
- TSET can assist with tobacco-free signage and event policies.
- No TSET funds may be used to purchase, serve, or promote alcoholic beverages.
- All events must be *open* to a statewide audience.

Suggested Use of Funds

- Conference registration/scholarships
- Printing costs of necessary documents
- Speaker fees (*excluding travel*)
- Room rental fees
- Tents, facility rentals, and map development for outdoor events
- AV/technology equipment rental fees

Eligible Events

Conferences or training events should be related to one or more of the following purposes:

- Programs/events that promote tobacco use prevention or cessation
- Programs/events designed to promote improved health and healthcare services for all Oklahomans, particularly among children and senior adults
- Programs/events that emphasize the prevention of tobacco-related illnesses including cancer and/or cardiovascular disease
- Events or activities that promote improved health of Oklahomans through innovative or novel approaches to increasing physical activity and exercise, particularly among children and senior adults
- Events or trainings that promote improved health of Oklahomans by focusing on healthy food/nutrition

Review Criteria

Preference will be given to events that meet the following criteria:

- ✓ Events that promote evidence-based programs
 - ✓ Events offering the greatest leverage (*ratio of other funds to TSET funds*)
 - ✓ Events related to the reduction of tobacco use
 - ✓ Events related to improving nutrition or fitness
 - ✓ Events that address the greatest number or highest-impact levels of the following interventions from the Spectrum of Prevention:
 - 1) Influencing Policy and Legislation
 - 2) Changing Organizational Practices
 - 3) Fostering Coalitions and Networks
 - 4) Educating Providers
 - 5) Promoting Community Education
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Award Process

- Applications must be received at least 30 days *before* the scheduled event.
- Awards are subject to the availability of funds.
- Applicants will be notified of their award status within fifteen (15) business days of submission of an application.

Grant Period

The grant period shall not extend beyond 60 days *after* the sponsored event.

Reporting Requirements

- A final report must be completed and submitted to TSET *within 30 days* of the *conclusion* of the event.
- Payment will *not* be made until the required report is submitted.

Payment

Sponsorship awards will be paid on a reimbursement basis.

Required Attachments

- ❖ Items *A, B, and C* below are required for each application submitted.
- ❖ All required attachments should be saved as PDFs and combined with these application forms into a single document before submission to TSET.

A. Event Agenda

A draft (*marked as such*) or finalized agenda must be included and must reflect all days of the event.

B. Presenter Information

A single file that contains a list of confirmed or invited presenters and a brief biographical sketch of each keynote speaker must be included.

C. Non-Acceptance of Tobacco Funds Agreement

The signed non-acceptance of tobacco funds form must be submitted and is included at the end of this document.

Application Preparation and Submission

- Applications may be submitted at any time while the funding cycle is open.
- However, potential applicants are advised that funds are awarded on a first-come, first-served basis and that funds available under this opportunity may not be



available throughout the entire year.

- Applicants should check the [TSET website](#) before applying to ensure that the funding opportunity is still open.
- Applications must be submitted via the Smartsheet web form. Smartsheet web forms do not allow the saving of data, so all information must be entered and submitted at one time.
- To aid in completing the web form, applicants should be prepared to submit information related to the following:

1) Organization Information

1. Organization Name
2. Tax ID
3. Address
4. Mission Statement

2) Contact Persons

1. Application Contact Person Name
 - a. The application contact is the person that TSET may contact with any questions about the submitted application.
2. Application Contact Title
3. Application Contact Person Email Address
4. Application Contact Phone Number
5. Authorized Official Name
 - a. The authorized official is the person who has the authority to sign contracts and obligate funds on behalf of the applicant organization.
6. Authorized Official Title
7. Authorized Official Email Address
8. Authorized Official Phone Number

3) Event Information

- i. Event Title
- ii. Event Start Date
- iii. Event End Date
- iv. Event City
- v. Estimated Number of Participants
- vi. Purpose of Event and Expected Outcomes
- vii. See “*Eligible Events*” in these guidelines.
- viii. Target Audience
- ix. Requested Amount
- x. Funding is available at levels of \$1,000 or \$2,000 for single- or multi-day



- events*, respectively.
- xi. Planned Use of Funds
 - xii. Enter the item(s) for which you intend to utilize TSET funds (e.g., *speaker fees, printing, AV rentals, etc.*).
 - xiii. Use(s) of funds are subject to TSET review and approval by published program guidelines.

(4.) TSET Purposes Addressed

(5.) Sponsor Benefits

Provide a brief synopsis of the opportunities provided to sponsors for your event. Include specific deadlines for advertisements.

(6.) Other Sources of Funding

List all other sources of funding for the event.

(7.) Required Attachments

(8.) Event Agenda

(9.) Speaker bio(s)

(10.) Non-acceptance of tobacco funds form

(11.) Application Requirements

- **Applications must be submitted to TSET via [Smartsheet](#).**
- **Applications submitted via any other method will not be considered.**
- Applications **may be submitted via this link:**
<https://app.smartsheet.com/b/form/6817502ade8a4f148a7ddead5fe7a82f>.
- For technical assistance with applying, please contact grantsmanagement@tset.ok.gov.

Required Software

- Applications under this funding opportunity may be completed at no cost to the applicant by using Adobe Reader.
- The full version of Adobe Acrobat Professional is not required to complete any of the application forms. Applications must be submitted electronically via Smartsheet, which requires no account to use.
- This funding opportunity may be accessed on the TSET website at <https://tset.ok.gov/content/conferencetraining-sponsorships>.



ATTACHMENT A

**Oklahoma Tobacco Settlement Endowment Trust
Certification of Non-Acceptance of Tobacco Funds**

Organization/Grantee/Principal Investigator Name:

The organization named above hereby certifies that during the term of the agreement with the Oklahoma Tobacco Settlement Endowment Trust, it 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. The organization further certifies that it will not engage in the manufacture of tobacco products during the term of the grant. This restriction does not apply to the growth or use of noncommercial tobacco for ceremonial use.

CERTIFICATION

I, the official named below, hereby swear that I am duly authorized legally to bind the grant recipient, contractor, or principal investigator (as applicable) to the above-described certification. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of Oklahoma.

Director of Agency or Principal Investigator:

Signature

Date

Printed Name and Title