# DISCOVERY GRANTS

FUNDING OPPORTUNITY NUMBER 092-DG25

Oklahoma Tobacco Settlement Endowment Trust

2800 N. Lincoln, Suite 202

Oklahoma City, OK 73105

## About this Document

This document is intended for informational purposes and reflects current planning; it does not obligate TSET to make any specific number of awards. Awards are contingent upon the availability of funds, satisfactory performance by the grantee, and approval by the TSET Board of Directors. If there is any inconsistency between the information contained in this guide and the terms of any resulting cooperative agreement, the terms of the cooperative agreement are controlling.

This guide may be amended by TSET. Amendments can be found on TSET's website under the section Discovery Grants. It is the responsibility of the applicant to review any such amendments and make necessary changes in the application to meet the amended requirements.

## Ceremonial Use of Tobacco in Native American Culture

TSET acknowledges the spiritual and ceremonial value that tobacco has in Native American culture. Phrases such as "tobacco-free" and "tobacco control," mentioned in this document refer to commercially produced tobacco products and non-ceremonial use of tobacco.

## Required Software

This guide may be viewed and associated forms 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 via Salesforce.

## Key Dates

Request for Applications (RFA) Released on TSET Website: November 19, 2024

Application Portal Open for Submissions: December 3, 2024

Last Day to Submit Questions: December 20, 2024

Applications Due: February 12, 2025, by 4:00 pm CST

Applicants Notified of Award Decisions: May 29, 2025

Grant Start Date: September 1, 2025

# Key Terms

**Authorized Official:** The person who receives the cooperative agreement for the grant and whom the organization has designated as being authorized to sign contracts on behalf of the organization. This person will receive all important grant-related information disseminated by TSET.

**Best Practice:** A procedure, method, technique, or approach that has been shown by research and experience to produce optimal results and that is established or proposed as a standard suitable for widespread adoption.

**Built Environment:** Refers to the human-made spaces and structures that shape our surroundings and encompasses all physical elements created by humans that influence how we live, work, and interact, significantly impact our health, well-being, and quality of life. **Note:** TSET has another funding opportunity for built environment improvements. Sign up here for future funding announcements.

**Capital Improvements:** An addition or change made to land, equipment, or a building which increases its value or the profit it produces.

**Construction Projects:** Projects that make changes to the built environment to increase the number of people engaged in moving more or eating healthy—or both—in site(s) across Oklahoma. **Note:** TSET has another funding opportunity for built environment improvements. Sign up here for future funding announcements.

**Cooperative Agreement:** An arrangement between two or more parties, in which mutual terms, responsibilities, and criteria are defined for working toward agreed upon objectives and or goals.

**Electioneering:** The use funds, property or time to engage in activities designed to influence the results of an election for public office, state question or other ballot measure.

**Endowment:** A sum of money, or property, given to an organization which uses the resulting investment income for a specific purpose.

**Fundraising:** Soliciting and gathering financial contributions or resources from individuals, organizations, or businesses to support a specific cause, project, or initiative.

**Grantee:** The organizational entity to which a grant (or cooperative agreement) is awarded, and which is responsible and accountable both for the use of the funds provided and for the performance of the grant-supported project or activities.

**Health Promotion Campaign:** Coordinated effort designed to improve public health by encouraging people to adopt healthy behaviors. These campaigns often use a variety of methods such as advertisements, social media, community events, and educational materials, to raise awareness about health issues, provide information, and motivate people to make positive changes in their lifestyle.

**Lobbying:** Oral or written communications with regard to the passage, defeat, formulation, modification, interpretation, amendment, adoption, approval or veto of any legislation, rule, regulation, executive order or any other program, policy or position of state government. Lobbying must be on behalf of a lobbyist principal. Lobbying does not mean testimony given before or submitted in writing to a committee or subcommittee of the Legislature, nor a speech, article, publication or other material that is widely distributed, published in newspapers, magazines or similar publications or broadcast on radio or television.

**Pre-award Costs**: Costs that are incurred prior to the cooperative agreement period.

**Program:** A planned, coordinated group of activities, key allocation of resources, and procedures and meaningful objectives established for a specific purpose with a long-term goal in mind.

**Program Manager:** Person directly responsible for ensuring the grant meets its requirements and agreed upon results, inclusive of initiating and directing the operations of the program for the organization serving as the grantee while ensuring the program is executed on time, on budget, and within the scope of work agreed upon.

**Salesforce:** A comprehensive grant management platform used by TSET that is designed to streamline the entire grant lifecycle, from application submission to reporting and evaluation.

**Scientific Research Projects:** Scientific endeavor to answer a research question through a process which may include case studies, cohort studies, randomized/control trials, etc.

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## 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 applications for applicant-defined best or promising practices and innovative ideas under the agency's Discovery Grants funding opportunity. TSET's Discovery Grants support innovative and effective new programs or major expansions of existing programs that significantly broaden the applicant's reach in terms of population served and geographic area covered. Program expansions should be significant and reach a greater number of people, a new service population, and/or a larger geographic area.

Discovery Grant funding is **not** meant to sustain an existing program or replace current funding. Once TSET funding has ended, the expectation is that a significant portion or all of the program TSET funded is likely to continue as an integral service that your agency provides to a population of focus.

All applications must support the TSET mission[1] and be aligned with the TSET Strategic Plan as it relates to tobacco and obesity reduction/prevention. The proposed program must be related to one of the following constitutionally mandated purposes.

- **Tobacco Prevention and Cessation:** Cost-effective strategies to prevent and reduce tobacco use.
- **Health Improvement:** Programs designed to maintain or improve the health of Oklahomans or to enhance the provision of health care services to Oklahomans, with a particular emphasis on programs for children.
- **Children**: Programs and services for the benefit of Oklahoma children, with particular emphasis on common and higher education, before- and after-school and preschool

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[1] TSET Mission: Improve the health and well-being of Oklahomans through programs that reduce tobacco use and obesity – the leading causes of preventable chronic disease – and by funding research that improves treatment and saves lives.

programs, substance use prevention and treatment programs and other programs and services designed to improve the health and quality of life of children.

- **Senior Adults**: Programs and services designed to enhance the health and well-being of Oklahoma senior adults.

## Overview

Applications submitted for consideration under this funding opportunity must be time-limited, have a clear focus, and address specific geographic area(s) and/or population(s). The main goal is to fund a **new** or **significantly expanded** program that helps Oklahomans adopt and maintain healthy habits, such as staying tobacco-free, exercising more, and eating healthier.

This opportunity seeks to fund an organization that has the ability to serve single or multiple locations/sites, jurisdictions, towns, cities, etc., within Oklahoma, and use innovative strategies to make a big impact on areas and populations of greatest need. The proposed program must address:

1) large segments of people with strategies to prevent tobacco use or obesity; or,
2) populations, regardless of size, with the greatest rates of tobacco use and/or obesity.

The proposed program must:

- Identify immediate, impactful opportunities to transform and improve the health of Oklahomans.
- Serve single or multiple sites/locations or municipalities.
- Address one of the funding opportunity objectives listed in the section below.
- Address **one** strategy that aligns with **one** of TSET's constitutional mandates, which are listed in the section above.

The TSET Board of Directors has authorized up to $2 million per year for up to three years for this funding opportunity.

## Applicant Eligibility

Awards will not be made to individuals or entities that receive funds or benefit from the sale of tobacco products. The following types of entities are eligible to apply:

- Institutions of common and higher education
- Public entities (such as a public school district/site and state, county or local government agencies)
- Tribal nations
- Non-profit 501 (c)(3) organizations

All applicant organizations must have an Oklahoma business presence, and a physical office located within the state of Oklahoma. Applicants should also be capable of serving one or more locations, jurisdictions, towns or cities.  Applicants need to demonstrate their ability to

effectively reach local populations in need. If the program involves multiple partners, the applicant organization will act as the primary contractor and fiscal agent, handling all contract, management and financial responsibilities. Additionally, all eligible organizations must be in good standing with the Oklahoma Secretary of State.

Any tribal nation that is awarded a funding agreement must submit to TSET a signed limited waiver of sovereign immunity prior to execution of a cooperative agreement. A limited waiver of sovereign immunity is one that strictly applies to and addresses the provisions and requirements of this grant. Any awarded tribal nation that has not returned a signed limited waiver of sovereign immunity to TSET by 4:00pm CST on August 31st, 2025, will be ineligible to enter into a funding agreement with TSET.

## Current and Previous TSET Grantees

Current TSET grantees may apply for funding under this opportunity. However, programs submitted under this funding opportunity must not be wholly or partially duplicated under another TSET-funded grant or contract. Previous TSET grantees or contractors who are in good standing are also eligible to apply for funding under this opportunity. If you have questions about your eligibility to apply as a current or former TSET grantee, please contact grantsmanagement@tset.ok.gov.

## Non-Acceptance of Tobacco Funds

All applicants 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. This form can be found in Attachment E, the Non-Acceptance of Tobacco Funds Certification, and must be submitted upon registering for an account prior to accessing applications in Salesforce.

## Policy Requirements

To ensure that these competitive public funds are utilized by organizations that share TSET's dedication to improving and protecting the health of Oklahomans and engage in promoting a healthy workplace, organizations must submit **signed and dated** copies of their workplace wellness and tobacco-free policies. Although there are not specific requirements that must be met for the workplace wellness policy other than the policy being signed and dated, sample policies are included in Appendix D, Sample Workplace Wellness Policy and Instructions.

The applicant organization's tobacco-free policy must meet the minimum requirements indicated in the tobacco-free policy template included in Appendix B, Tobacco-Free Policy Template. Applicants are also encouraged to review the sample comprehensive tobacco-free policies included in Appendix C, Sample Tobacco-free Policies and Checklists, and are advised to make it part of their operating plan to move toward adoption of a comprehensive policy over time. Although applicants must only meet the requirements in Appendix B, Tobacco-Free Policy Template, TSET has provided guidance for organizations that wish to implement stronger

policies.

**If an organization plans to submit a tobacco-free policy that includes more elements than are indicated in Appendix B, Tobacco-Free Policy Template, the applicant organization should carefully review their policy to ensure that the minimum requirements listed in Appendix B, Tobacco-Free Policy Template, are included in the organization's more robust policy. Policies that do not include the mandatory statements in Appendix B, Tobacco-Free Policy Template, will not meet the requirements of this funding opportunity and will not receive a full application review.**

A copy of both policies must be included as a required attachment, including signatures and dates of adoption. Please note that policies pulled from organizational handbooks still require signature from organizational leadership.

## Grant Staffing

The success of this funding opportunity lies with the eventual grantee organization and its staff. Without appropriate staffing, the program will struggle to make the meaningful changes it proposes to achieve. To this end, a program staffing plan and hiring schedule or timeline are required for each application and must demonstrate how the applicant will ensure the program is effectively managed throughout the life of the funding cycle.  The applicant must ensure TSET funded positions are filled within 60 days of the cooperative agreement and when a vacancy occurs.

A dedicated program manager position must be identified as part of the application. The program manager must have a reasonable level of experience in managing the type of program being proposed.  Funding may be requested for a program manager to oversee and manage the program.   The unique day-to-day role of each staff must be explained in the personnel justification section of the budget.

## Funding Opportunity Objectives

TSET is looking to fund programs that advance one or more of the following objectives for this funding opportunity:

**Tobacco Control, Prevention and Cessation**
- Reduce the vaping rate among youth
- Reduce the vaping rate among adults
- Reduce smoking among high school youth
- Reduce the rate of tobacco consumption per capita
- Reduce smoking prevalence among adults
- Increase quit attempts of current adult smokers

**Obesity Prevention and Reduction**
- Reduce obesity among adults

- Reduce obesity among high school youth
- Increase the percent of adults who participate in 150 minutes or more of aerobic physical activity per week
- Increase the percent of youth who were physically active at least 60 minutes every day
- Increase the percent of adults who consume vegetables/fruit one or more times per day
- Increase the percent of youth who consume vegetables/fruit 3 or more times per day
- Enhance health systems with best practices
- Increase access to preventative care and screenings
- Increase access to primary care doctors

## Funding Information

This opportunity funds time-limited programs with an agreed upon budget, staffing plan, work plan, and funding cycle. Funding is available up to $250,000 per year for a maximum duration of three years.  The TSET Board of Directors may award up to $2 million each year for this funding category and up to 8 awards at the maximum amount. More awards may be made if not enough applications are funded for the maximum amount. Funding is scheduled to begin on September 1, 2025. Complete budgets for each of the first two years will be required. Applications that request TSET funding for more than the allowable amount will not be eligible for review.

Matching funds are not required, but preference is given to applications with matching funds to achieve a greater reach, impact, and sustainability.  Allowable match includes cash, other non-TSET grants, and in-kind support that is directly related and applied to the program.

When matching funds are used to support a program, grantees must meet the required match level based on their monthly reimbursement claims to TSET. Eligible match refers to matching funds spent only during the contracted year. Cash matches refer to a direct program expense for the grantee or partner organization, whereas in-kind match refers to materials or services, space, labor, equipment, etc., provided by the grantee organization or donated by a partner organization specifically for the TSET funded portion of the program. Only match that is directly related and applied to the program is allowable. **In no instance may TSET funds be used to match other TSET funds.**

If matching funds are used from another source, it is highly recommended to confirm in writing the funder allows the money to be used as matching funds. Cash, other non-TSET grants, and/or in-kind support that is directly related and applied to the program is allowable as match. See Appendix E, Budget Tips & Tools and Matching Funds Guidance, for additional information.

Funding is annual and renewable annually for up to three based on performance, availability of funds, and approval by the TSET Board of Directors. 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.

Applicants are strongly encouraged to submit Attachment B, the TSET Notice of Interest to Subcontract form, for any portion of the program that will be subcontracted to a third party.

All TSET grantees are expected to appropriately use at least 95% of their awarded funds during the grant year. Grantees who are not able to utilize at least 95% of their budget may need to consider the possibility of a budget reduction for the first and future years of funding.

**Funding and Renewals**
- Maximum award amount per year: $250,000
- Maximum funding period: Three years
- Maximum number of awards available: 8 at the maximum amount of $250,000; more awards may be made as funding allows.
- Matching funds are not required, but preference is given to applications with matching funds to achieve a greater reach, impact, and sustainability.
- Category total funding: $2 million per year

Grant performance is reviewed on an annual basis and performance measures include:
- Timely and accurate submission of required documentation.
- Effective project oversight and management, including the ability to hire staff and/or subcontractors in a timely manner (if applicable).
- Continued progress in accordance with the action and evaluation plan.
- Fulfillment of other funding committed to the program (when applicable).

Examples of unsatisfactory performance include continued difficulty maintaining appropriate contract management and project oversight, a lack of progress toward completion of project milestones/major activities, a loss of non-TSET funding *(if applicable)*, or other major factors detrimental to the success of the project. Unsatisfactory performance may result in termination of TSET funding at any time.

## Funding Limitations
TSET funds cannot be used either in support of or opposition to any measure that is being referred to a vote of the people by means of the initiative or referendum, or that citizens of this state are attempting to have referred to a vote of the people by the initiative or referendum. In addition, funds cannot be used to influence elections or an official's duties, nor will TSET funds be used directly or indirectly to advance or promote a grantee's religious beliefs or to inhibit or discriminate against the religious beliefs of others and will not be used to benefit or support any priest, preacher, minister, or other religious teacher.

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.

Overhead, administrative, or indirect costs may be allowable on a funded project, but those costs must be justified and may not exceed 10% of the total award amount.

Specific unallowable budget items include:
- Pre-award costs
- Endowments
- Hiring of lobbyists
- Operating deficits or retirement of debt
- Vehicles
- Items for which third-party reimbursement is available
- Entertainment costs for amusement or diversion
- Individual professional or personal memberships
- Staff time for fundraising efforts
- Cash/prize donations for fundraisers or events
- Media campaigns

This list is not exhaustive. Although all budgets will undergo review prior to issuance of a cooperative agreement, applicants with questions about potential budget items are encouraged to submit their questions to TSET according to the process detailed in these guidelines prior to submitting an application. TSET reserves the right to deny funding for any budget items that are unallowable, inappropriate, or unrelated to the project.

## Additional Information

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 Promotion Research Center](#) or the [Oklahoma Center for Adult Stem Cell Research](#).

Built environment (e.g., planning, design, and construction) applications will **not** be funded under this opportunity. A separate funding opportunity has been created for [built environment projects](#).

Health promotion campaigns, Botvin Lifeskills curricula and youth character building programs will **not** be funded under this opportunity because TSET currently funds these programs/strategies statewide.

## Cooperative Agreement Periods

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

Cooperative agreements will be issued for the following time periods, as applicable to each awarded project:

- Year 1: September 1, 2025 – August 31,2026
- Year 2: September 1, 2026 – August 31, 2027
- Year 3: September 1, 2027 – August 31, 2028

Each funding period is governed by a separate cooperative agreement, work plan and budget, all of which are prepared during TSET's annual funding renewal period. At the application stage, a detailed budget justification is necessary for each year of requested funding. Budget requests will be reviewed by TSET annually.

## Program Purposes

An application must focus on a __single__ program/service within __one__ of TSET's constitutional mandate. There are four mandates as numbered in the table below. The proposed program/service must be **new** or a **significant expansion** of an existing program/service. Program/service examples are provided in the table below. Multiple programs/services within one application will not be reviewed.

Step 1. Decide on the specific constitutional mandate (left column) you choose to address.
Step 2. Decide on one topic (middle column) within that mandate to address.
Step 3. Select one program/service (right column) within that mandate to address.

| TSET's Constitutional Mandate | Topic | Program/Services |
|---|---|---|
| 1. **A cost-effective tobacco prevention and cessation program.** | *Tobacco control and prevention* | • Cessation-related financial incentives for high-risk populations as determined by appropriate health data sources.<br>• Workplace clean air policies.<br>• Smoke-free multi-unit housing.<br>• Novel or innovative approaches to tobacco cessation. |
| TSET's Constitutional Mandate | Topic | Program/Services |
| 2. **A program designed to maintain or improve the health of Oklahomans or to enhance the provision of health care services to Oklahomans, with particular** | *Tobacco control and prevention* | • Tobacco-free, vape-free schools.<br>• Tobacco-free, vape-free childcare services.<br>• Other innovative approaches that align with this category. |
| | *Physical activity/active living* | • Increase opportunities for physical activity and education in schools.<br>• Increase opportunities for physical activity and education in childcare programs.<br>• Increase opportunities for physical activity and education in after school programs.<br>• Other innovative approaches that align with this category. |

| emphasis on a program for children. | **Healthy foods and beverages** | • Farmer's market mini-grant program for electronic benefits transfer/SNAP, or Double-Up or Veggie Bucks programs at farmer's markets.<br>• Farm to School and Farm to Foodbank programs.<br>• Promotion of fruits and vegetables.<br>• Summer feeding programs and local food hubs.<br>• Community-supported agriculture such as zoning that either allows farming, animal husbandry, chicken coops, beekeeping, etc., for certain locations and lot sizes without a special permit or waiver of any permitting requirement, enabling residents to grow and sell food without a permit on land throughout the city, except in industrial zones or public parks.<br>• Increasing availability of healthy food and beverage choices in public service venues.<br>• Other innovative approaches that align with this category. |
|---|---|---|
| | **Healthy lifestyles and healthcare** | • Implementation of food prescription (Food Rx) programs.<br>• Psychological and social work care for distressed persons through neighborhood outreach workers.<br>• Regular dental care to at-risk populations (populations with significantly higher than average rates of tobacco use or obesity).<br>• Mobile health screening services.<br>• Other innovative approaches that align with this category |
| **TSET's Constitutional Mandate** | **Topic** | **Program/Services** |
| **3. A program and service for the benefit of the children of Oklahoma, with particular emphasis on common and higher education, before- and after-school and preschool programs,** | **Healthy foods and beverages** | • Greater access to affordable fresh fruits and vegetables.<br>• Healthy food options.<br>• Other innovative approaches that align with this category |
| | **Healthy lifestyles and healthcare** | • Walking school bus programs.<br>• Efforts that promote physical activity, healthy eating and teaching about healthy lifestyle habits among school-age children.<br>• Other innovative approaches that align with this category |

| TSET's Constitutional Mandate | Topic | Program/Services |
|---|---|---|
| substance use/misuse prevention and treatment programs and other programs and services designed to improve the health and quality of life of children. | | |
| 4. A program designed to enhance the health and well-being of senior adults. | *Physical activity and active living* | • Pedestrian wayfinding signage.<br>• Group activities and programs such as walking and jogging clubs; calisthenics and fitness sessions; pickle ball, tennis, softball, etc.; dancing, yoga; Tai Chi; and hiking and biking |
| | *Healthy foods and beverages* | • Healthy meals on wheels.<br>• Lifestyle Rx.<br>• Nutritional guidance and instruction on healthy foods and food preparation.<br>• Other innovative approaches that align with this category. |
| | *Healthy lifestyles and healthcare* | • Healthy aging practices, such as fall prevention, home adaptations, eating well and maintaining a healthy diet, practicing good sleep hygiene, connecting/socializing with others, and managing mental health to improve emotional, physical, and cognitive wellness.<br>• Strategies that support Age-Friendly Community designation.<br>• Increased access to weight loss services.<br>• Quality hypertension, high cholesterol, diabetes care through patient- centered medical homes.<br>• Other innovative approaches that align with this category. |

**REMINDER: Applications that focus on more than one mandate and/or program/service will not be considered under this funding opportunity.**

## Application Disqualification Criteria

Disqualification means that TSET will not review or consider the application further. We will disqualify applications for:

- Not submitting electronically via Salesforce.
- Not submitting by the due date and time indicated in this funding opportunity.
- Not meeting eligibility requirements.
- Not completing or submitting required forms in the funding opportunity package.
- Exceeding character count limits.
- Requesting total funding from TSET greater than $250,000 per year.
- Not submitting a budget for each year of proposed funding.
- Requests for research, built environment projects, health promotion campaigns, Botvin's Lifeskills curricula and other character-building programs.
- Addressing more than one TSET constitutional mandate and/or program service within the grant proposal (see table within Program Purposes section for a list of program/services examples).
- Lacking program alignment with TSET's constitutional mandates, mission and strategic plan (see Purpose section).
- Requesting funding to support an existing program, with limited plans for substantial expansion or growth as a direct result of TSET funding.
- Not submitting a **signed** and dated tobacco-free policy.
- Not submitting a **signed** and dated wellness policy.
- Not submitting a tobacco-free policy that covers **all** required policy requirements.

## Application Sections, Instructions and Required Documentation

These instructions describe the sections of the applications and are designed to ensure the submission of necessary information to provide for the understanding and comprehensive evaluation of the program. Applicants shall follow the detailed instructions fully and carefully.

The applicant must specifically address and respond to each item. Unless specified as optional, **each item listed below is required**. Applications submitted without all required sections will be deemed unresponsive and not eligible for review.

Each section A through J below must be addressed in the application. If not applicable, do not skip the section. Instead, indicate N/A before proceeding to the next section.

**A. Application Information**

This section captures information related to the funding request including:

- The program title
- Service area
- Population size
- Program type
- Will this be a new program or expansion of an existing program?
  - If a program expansion is proposed, provide a brief description of how the proposed program expansion will differ from the program that is currently in

operation.
- Amount of funding requested for each program period
- Other funding sources and amounts (matching funds)
- A brief (1-2 sentences) description of the program

B. **Objections to Terms and Conditions** (not counted toward character limit)

If the applicant organization objects to any of the terms and conditions listed in Appendix A, Terms and Conditions, they must be listed in section B.

*Application Narrative (Sections C-G)*

*The program narrative is the most important part of a grant application. It will be one of the main factors in deciding if an applicant's program is funded. The application narrative should clearly and concisely describe the new or significantly expanded program. Each section C through G below must be addressed in the application.*

C. **Applicant Organization's Background, Qualifications and Capacity (4,500 character section maximum, not including attachments)**
- **Please upload an organizational chart to demonstrate where the program will be housed, how the applicant organization is structured and the relationships and hierarchies between different divisions within the applicant organization.**
- Briefly describe your organization's mission, governance and history.
- Who does your organization serve? What specific populations or geographic areas are included?
- Describe recent programs and/or policy work your organization has conducted that **directly relate** to the proposed program. In your response, include:
    o Service(s), program(s) and/or policies that were implemented
    o Goals associated with each program/service/policy
    o How the program(s)/service(s) was/were managed
    o Successes and/or outcomes that were achieved because of the related work

D. **Statement of the Need(s) to be Addressed and Service Area Characteristics (6,000 character section maximum)**

A statement of need describes the specific community or population needs that the proposed program will address. An effective needs statement conveys urgency, demonstrates how critical needs are currently unmet or underserved, and identifies the impact of not meeting those needs. It also explains how the needs can be realistically met with TSET funding and why the applicant is best positioned to do the work proposed. **Please be sure to use current, cited data (from the last three years) in your responses below.**

- **What** is the need or problem?
- **Who** has the need or problem?
- **Why** is this a need or problem?
- **What** will happen if the need or problem is not addressed?

- **How** do you know this information?

E. **Proposed <u>New</u> or <u>Significantly</u> Expanded Program (25,000 character section maximum, not including attachments)**

   **Proposed Program Overview**

- Describe the proposed program. How is it different from current programming or how is it significantly expanded in current programming?
- Describe the geographic service area(s) where the proposed program will take place. **<u>Attach a map or photos to help illustrate the service area.</u>**
- What is the community/area or population you plan to serve or that will benefit from your program?
  **<u>Guidance</u>: Be specific about who will benefit or be impacted by your program. Please describe the relevant demographics, geography, or other characteristics. If data is used, please use it from the last three years and cite sources.**
- Describe the proposed program purpose for which you are seeking TSET support, including any challenges or opportunities your program will address with the prioritized population.
  **<u>Guidance</u>: Please describe the issue(s), systems, or conditions you are trying to change, or the opportunities that you are aiming to leverage. Please indicate whether the proposed program is at the planning, piloting, full implementation, or scale up stage.**
- How does your proposed new or expanded program address either large segments of people with strategies to prevent tobacco use or obesity or specific populations with the greatest rates of tobacco use and/or obesity?
- What is the supporting data or evidence that is informing this program?
  **<u>Guidance</u>: You can reference observations, model programs, research, community feedback, data, or other evidence.**
- Describe the situation to be addressed, the benefits of the program, and the change(s) you hope to see in the next 5-10 years.

   **Program Logistics**

- How will the organization manage the program? Include information such as the number of staff that will be involved, who will manage the day-to-day aspects of the program, and who oversees the program staff and any subcontractors. Include a reasonable timeframe for hiring staff, if applicable.
- Describe the team that will manage the program. Name the program manager and other key individuals or roles, and any key partners who are currently engaged or will be engaged. Please note which key roles or partners you are still recruiting.
  **<u>Upload Appendix H, Discovery Grant Staffing Table Template, to complete this question.</u> Focus on those individuals and partners who have a critical role and are committed to the program's success.**

- **Upload résumés of all key personnel within the applicant organization directly related to the operations or supervision of the proposed program.** Please submit up to four résumés and limit each résumé to two pages. Each résumé should showcase staff skills, ability and experience relevant to the proposed program.
- **Upload Job Description(s) for all key personnel proposed to work on the grant.** Please submit up to four job descriptions.
- **If subcontractors will be used, upload Attachment B, TSET Notice of Interest to Subcontract form, for each subcontractor.** This form requests information such as the name of the subcontractor (if known), anticipated total cost of each subcontractor's services, and a brief description of the scope of work of the subcontract(s). Bids or estimates that have been received from each subcontractor also needs to be attached to each form that is completed. If the identity of an anticipated subcontractor is not known at the time of application, please describe the subcontract scope of work and approximate amount.

**Program Partners (complete if matching funds are included)**
- **Develop and upload a list of all partners who will be contributing in-kind support or financial matching funds for the program.** In your response, include the partner's role, legal status, annual funding amounts and funding restrictions if applicable.
- **If applicable, upload signed Letters of Support/Commitment for the proposed program that indicate the level of commitment of all partners or collaborators that have an essential or important role in ensuring the program's success.**
- **If applicable, upload Letter(s) of Financial Commitment for each partner that is providing in-kind or financial match commitments to the program.** Each letter should include a description of each organization's role, as well as what they will be contributing to the program to include total costs of match.

**Workplan**
- Complete a work plan (see Appendix F, Discovery Grant Work Plan Instructions and Planning Template for instructions and a planning tool) for each year of requested funding, including specific objectives, all major program activities or steps, an anticipated timeline from program startup to completion, as well as the responsible parties/stakeholders. Pages 4-7 of Appendix F, Discovery Grant Work Plan Instructions and Planning Template, is for planning purposes only. Objectives for each year of funding must be listed on the application.

F. **Evaluation and Expected Outcomes (7,500 character section maximum, not including attachments)**
- **If proposing a new program**: What is your plan for measuring success with the new program? What data will you collect? How will you confirm it is reliable and accurate? Explain how you will collect the data. Do you use quantitative and/or qualitative methods

(e.g. surveys, participation rates, service/program utilization, focus groups, etc.)? How do you plan to use the data to monitor your impact?

- **If proposing to significantly expand an existing program**: How have you measured success with the program (past or present) being proposed for expansion? What data do you collect?  How do you confirm the data is reliable and accurate?  Explain how you will collect the data.   Do you use quantitative and/or qualitative methods (e.g. surveys, participation rates, service/program utilization, focus groups, etc.)?  How do you use the data collected to monitor your time?

- **Describe the key outcomes you expect for your program population or service area during the grant period.** What are the anticipated short- (6-12 months) and long- term (2-3 years) program outcomes?
  **Guidance: Keep in mind that results are not the same as activities, such as conducting educational sessions or holding a physical activity program. Results are specific changes in behaviors or conditions made possible by these activities. For example, one result of conducting educational sessions might be "Increased knowledge about healthy foods and food preparation among older adults." One result of holding a physical activity program might be "Children aged 8-12 in ABC after school program participate in a total of 150 minutes of physical activity per week."**

- How will you determine your success in addressing the identified need? How do the outcomes contribute to reducing tobacco use or obesity?

- How will you communicate the results to TSET?

- How will you use the results to adapt the program in real time and/or after TSET funding ends?

- **Using Appendix G, Program Evaluation Plan Guidance, complete and upload Attachment C, Discovery Grant Evaluation Plan Template, for the program that includes the details and methods of the proposed evaluation efforts.**

G. **Sustainability/Maintenance Plan (4,500 character section maximum)**
- TSET defines sustainability as the ability of a program to thrive independently without TSET funding and characterized by continued community support, financial growth, sound infrastructure, and effective strategies for the management of the program. TSET's funding is short-term and time-limited, but the intent is for the program or portions of the program to continue at the end of the TSET funding agreement. What is your plan to continue the program (or major portion of it) or its outcomes when TSET funding ends?
- How does your organization intend to support the program or its outcomes when TSET funding ends?
- What activities will happen or need to happen to sustain the program?

H. **Proposed Budget**
List specific, known, costs for the program in the budget categories and provide justification that support costs to the greatest extent possible. Exclusions include capital improvements and endowments.

The budget section of the application contains a budget template for each grant period. Applicants must complete a budget for each year funding is being requested.

See Appendix E, Budget Tips & Tools and Matching Funds Guidance, for more information on how to address each budget category. Appendix I, Three-Year Budget Planning Template, is provided for planning purposes only. Budgets for each year of requested funding must be entered into the application.

I.   **Appendices** (if applicable, no character limit)

To effectively communicate the need and vision of the project, applicants should use verifiable data and visual aids.  It is strongly encouraged to include current data, images, renderings, graphs and charts in your application, as needed.

Appendices should be used to provide supplemental, illustrative information that cannot be easily captured within the narrative sections of the application.

J.   **Required Attachments**

The following attachments are required for each application. These documents will be reviewed and approved by TSET before a grant application can move forward to a full application review.   Documents are reviewed in order to determine if the grant application meets the basic eligibility criteria and is considered to be complete.  These documents include:

☐ **Worker's Compensation Insurance Coverage Certification (Attachment A)**, including copy of Worker's Compensation Insurance Coverage or statement of exemption.

☐ **Discovery Grant Evaluation Plan Template (Attachment C)** for the program that includes the details and methods of the evaluation. Applicants may be required to work with TSET evaluators during their funding period.

☐ **Organizational Responsibilities and Assurances Checklist (Attachment D)**, signed by an authorized official of the applicant organization. An authorized official is someone who is allowed to sign contractual agreements on behalf of the organization.

☐ **Signed Non-Acceptance of Tobacco Funds Certification (Attachment E)** is required upon registering and accessing applications in Salesforce.

☐ **Organizational Chart** that reflects the management structure for the program and demonstrates where the program resides within the greater organization.

☐ **Résumés** of all key personnel within the applicant organization <u>directly related to the operations or supervision</u> of the proposed program. Please submit up to four résumés and limit each résumé to two pages. Each résumé should showcase staff skills, ability and experience relevant to the proposed program.

☐ **Job Description(s)** for all key personnel proposed to work on the grant.  Please submit up to four job descriptions.

☐ For non-governmental organizations, **financial statements** documenting that the applicant organization has sufficient capital to sustain ongoing program services for at least two (2) months while awaiting reimbursement from TSET. Documentation may

include a quarterly bank statement from the most recent quarter, an audit report from the most recent fiscal year (including the auditor's letter or comments about the report), an income and expense report for the most recent six-month period, or similar documentation.

☐ **Organization's signed and dated Tobacco-free Policy**, which meets the minimum requirements set forth in Appendix B, Tobacco-free Policy Template. See Appendix C, Sample Tobacco-free Policies and Checklists, for optional additions to the minimum policy requirement.

☐ **Organization's signed and dated Workplace Wellness Policy**. See Appendix D, Sample Workplace Wellness Policy and Instructions, for sample policies.

## Application Submission

Applications will be accepted via Salesforce, TSET's application portal, beginning on December 3, 2024, and must be submitted before 4:00 PM Central Time on February 12, 2025. Applicants can find instructions on registering and applying through Salesforce on the TSET website. Applications submitted by mail, hand delivery, fax, email, or other means will not be accepted.

**No additional information may be submitted after the deadline.** However, if, after submission but before the deadline, an applicant realizes a mistake in or omission from their application, changes can be made through the Salesforce account.

**Applicants are strongly encouraged not to wait until the deadline to submit, as technical assistance cannot be guaranteed at the last minute.**

## Application Review Process

**Review Process**

Each application submitted for funding consideration will be reviewed internally by TSET for adherence to the basic requirements listed in these guidelines. Applicant organizations that have not met the eligibility or application requirements will not be eligible for funding consideration. It is the applicant's responsibility to ensure adherence to all eligibility and application requirements. **Applications submitted without a document indicated in these guidelines as required will be ineligible for funding consideration.** Applications that are ineligible for review shall be notified after the TSET Board of Directors meets to make funding decisions.

Eligible applications will be reviewed to determine how well the applicant meets the established criteria included in this guide and supports the TSET mission. Applications will also be reviewed by external reviewers.

TSET staff will present the entire roster of eligible applications and will make funding recommendations to the TSET Board of Directors. Award decisions shall be made at the sole discretion of the board.

## Review Criteria

Applications that meet the requirements listed in this guide shall undergo further review by internal and external reviewers in accordance with the criteria below. Applications will be scored on the following areas: applicant organization's background and qualifications, specific TSET purpose being addressed, needs to be addressed and service area characteristics, proposed new program, evaluation and expected outcomes, leveraged resources, sustainability and maintenance plan, and proposed budget.

If multiple applications score similarly and exceed the amount of funds available to award, TSET may consider population need and program impact when making final awards.

Below are the criteria each reviewer will consider as they review applications. Applicants are advised to carefully read through the questions below and ensure that their application provides clear answers and explanations to aid in the reviewers' understanding of the proposed program and its need.

| Criterion | Application Section(s) | Maximum Points Possible |
|---|---|---|
| **Organization's Background and Qualifications**<br>1. How well does the applicant's organizational chart clearly indicate where the staff for the proposed program will be housed and also exhibit the management/oversight structure for the proposed program?<br>2. Considering the applicant organization's mission, governance, and history, how strong is its track record in delivering services, programs, and/or policy efforts to the community or population(s) of focus this program intends to serve? | Section C | 10 |
| **Statement of Need(s) to be Addressed and Service Area Characteristics**<br>1. To what extent does the applicant convey a clear understanding of the need or problem that the program will address?<br>2. Using current, cited data (within the past three years), how well does the applicant identify the demographics, population, and service area experiencing the issues or needs that the proposed program will address?<br>3. To what degree are potential barriers to serving the population identified, and are the proposed solutions likely to be successful? | Section D | 20 |
| **Proposed New or Significantly Expanded Program**<br><br>**Proposed Program Overview**<br>1. How clearly does the applicant explain the purpose and goals of the proposed **new or expanded** program, as well as the problem it aims to solve?<br>2. If proposing a significant expansion of an existing program, it is easy to | Section E | 40 |

identify the major differences between the currently operated program and the proposed program enhancements.

3. How effectively does the applicant clearly specify the proposed geographical service area, providing photo(s) and map of project site?

4. Using current, cited data (within the past three years), how well does the applicant identify the demographics, population, and service area experiencing the issues or needs that the proposed program will address?

5. To what degree are potential challenges or opportunities addressed? If challenges are identified, how likely are solutions to the proposed challenges to be successful?

6. How well does the applicant demonstrate the use of data or evidence to help inform program?

7. How extensively does the applicant clearly and specifically describe who the program will serve?

8. How distinctly does the proposed program address 1) large segments of people with strategies to prevent tobacco use or obesity, or 2) populations, regardless of size, with the greatest rates of tobacco use and/or obesity?

9. How well does the applicant describe how the population or service area will benefit from the program and the impact it will have over the next 5-10 years?

**Program Logistics**

10. How well is the staffing plan for the program explained, and does it address:
    • number of staff to be involved,
    • day-to-day management of the program,
    • program manager to supervise staff and oversee subcontractors, and a
    • reasonable timeline to hire staff (if applicable)?

11. How well do the résumés for key personnel showcase each staff members skills, ability and experience that is relevant to the proposed program?

12. How well do the job descriptions align with the proposed program?

13. If subcontractors are proposed, how well defined are their proposed services and are bids/estimated included with the attached TSET Notice of Interest to Subcontract form?

**Program Partners**

14. If applicable, how distinctly does the applicant mention funding partners, their roles, their legal statuses, annual funding amounts, and any funding restrictions of each partner?

**Work plan**

15. How comprehensive is the applicant's work plan for each year of

| | | |
|---|---|---|
| requested funding, including specific objectives, all major program activities, timeline for completing activities, as well as the responsible parties/stakeholders? | | |
| **Evaluation and Expected Outcomes**<br>1. New Program Only: To what extent does the applicant present an approach for measuring program success that includes what data will be collected and why?<br>2. Expanded Program Only: How well does the applicant summarize measurements of success associated with the program (past or present) being proposed?<br>3. How clearly does the applicant provide short- and long-term key outcomes for the program during the grant period?<br>4. How extensively does the applicant describe a clear plan for evaluating the program and using the results, including specific metrics, data collection methods, analysis, and communicating results to TSET? | Section F | 10 |
| **Sustainability and Maintenance Plan**<br>1. How clearly does the applicant explain how the program, major portions of it, or its outcomes will be sustained at the conclusion of TSET funding? Are other funding sources or partners mentioned as ongoing or future resources?<br>2. How much organizational support does the applicant demonstrate for the program or its outcomes at the conclusion of TSET funding? | Section G | 10 |
| **Proposed Budget**<br>1. How clearly does the budget provide detailed costs for all budget categories and accompanying justification for each expense?<br>2. How well defined is the relationship between the amount of funds requested and project proposed? | Section H | 10 |
| **Base Points Possible** | | 100 |
| **Preference Criteria for Application Related to Discovery Grants**<br>Matching funds (in-kind and/or financial) are utilized **and** the applicant submitted the required documentation for each partner:<br>- Letters of support/commitment that includes a description on how each partner will be involved in the delivery of the program and their specific role(s).<br>- Letters of financial commitment that include a description of each organization's role, as well as what they will be contributing to the program to include total costs of match. | Section E | 5 |
| **Maximum Points Possible** | | 105 |

## Awards

All awards are made at the sole discretion of the TSET Board of Directors and are subject to the availability of funds. Typically, award decisions are made during a [regular meeting of the TSET Board of Directors](#), which are open to the public. All applicants will receive email notification of the TSET Board of Directors' funding decisions within two business days of the decision. Awarded applicants will then work with TSET to develop a cooperative agreement. The agreement must be fully executed by both parties prior to the performance of any work under the grant.

## Post-Award Processes

### Discussions and Negotiations

TSET will review each application based on the documents submitted but may engage the awardee in negotiations of the work plan and/or budget prior to issuing a cooperative agreement. Negotiations may be conducted in writing, by phone, or by virtual meeting. Terms, conditions, budgets, methodology, or other features of the applicant's application may be subject to negotiation and subsequent revision. The mandatory requirements of the RFA shall not be negotiable and shall remain unchanged unless TSET determines that a change in such requirements is in the best interest of the State of Oklahoma.

### Cooperative Agreement and Terms and Conditions

Upon award, a cooperative agreement will be developed between TSET and the awardee (now referenced to as "grantee"). This guide, all documents included in the grantee's application, any negotiated revisions to the application, and an agreed upon set of terms and conditions shall comprise the cooperative agreement. It is the sole responsibility of the grantee to review the agreement's terms and conditions prior to signing the agreement.

### Vendor Registration

The grantee must complete the State of Oklahoma's vendor registration process upon notification of award. TSET will inform the grantee of the requirements of that process upon notification of award.

### Electronic Funds Transfer Registration

The State of Oklahoma requires that vendors receive payments via electronic funds transfer (EFT). The Office of Management and Enterprise Services (OMES) will instruct the grantee on the appropriate steps to take to ensure registration for EFT payments.

## Payments

Payments are made on a cost reimbursement basis. Items are billed to TSET based on the actual cost for the good or service and only after the grantee has received and paid for the good or service.

Claims for reimbursement must be submitted to TSET monthly via Salesforce. Monthly claims are

due by the 30<sup>th</sup> day of the following month during which costs were incurred. Failure to submit monthly claims for reimbursement within 30 days of the end of the month may result in a reduction of funding or termination of the grant agreement. TSET has 45 business days to pay accurate invoices that are correctly submitted.

## Reporting

At a minimum, grantees will submit to TSET a quarterly report to include program, financial, and evaluation information in Salesforce. Additional information may be required and will be requested on a case-by-case basis. Grantees may be required to submit any and all program and evaluation reports provided to or from other funding sources.

## Required Activities to Support TSET State Goals

Throughout the funding period, the grantee will be expected to actively engage with local public officials to promote the TSET mission. During the funding period, the grantee may be asked to support other TSET initiatives and programs that align with strategic goals for improving health. Additional guidance on how to support and collaborate will be provided at the appropriate time to ensure consistent implementation.

## Program Evaluation

Grantees must participate in all mandatory evaluation activities, including the submission of required reports and other types of relevant information requested by TSET or TSET-funded contractors, and must work collaboratively with the assigned external evaluator in meeting the evaluation plan requirements. Evaluators may require the grantee to provide access to program records as well as facilitate access to other information as requested to calculate costs and benefits. Evaluation of the program will be conducted annually.

## Publicity

During the funding period, TSET will periodically work with the grantee to issue press releases, op-eds, social media posts, and other communications regarding the TSET-funded program. Should the grantee wish to publicize its own work, the grantee shall not publish any comments or quotes from TSET employees or include TSET in either news releases or a published list of customers without the prior written approval of TSET. Any promotional or media materials created for the program or services provided herein, including, but not limited to, award submissions, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the grantee, shall identify TSET as the sponsor and shall not be released prior to receiving written approval by TSET.

Additional guidance on program branding, communication planning as well as use of TSET brands and logos will be provided to all awarded grantees to support programmatic efforts.

### *Signage*

TSET anticipates that programs funded under this opportunity will publicly acknowledge the agency throughout the life of the funding period. Acknowledgement may vary based on program

type but placing signage recognizing TSET's funding commitment is the most common method utilized. TSET's Strategic Communication department will advise all grantees on signage and acknowledgement requirements during the grant term. Grantees may budget TSET funds for purchase and placement of signage for their program. TSET can assist with signage purchases through the Strategic Communication category of the budget, or grantees may purchase their own signage through the Other budget category. Grantees are advised that if they purchase their own signage, they must still work with TSET staff to ensure the correct attribution and logo usage for the agency.

In addition to signage acknowledging TSET's funding, grantees must also ensure that tobacco-free signage is placed near the area(s) enhanced by TSET funding. Breathe Easy or other tobacco-free signs may be purchased with TSET funds if the awarded organization does not already have them. Grantees can work with their Program Strategist to procure these signs during the grant period.

## Release of Information

Pursuant to Title 62 O.S. § 2309(D)(4), any application submitted under this funding opportunity shall be confidential until the date and time of award, at which point related documents and information shall be subject to the Oklahoma Open Records Act (Title 51 O.S. § 24A.1 et seq.) and Oklahoma Open Meeting Act (Title 25 O.S. § 301 et seq.).

## Questions

Questions about this funding opportunity must be submitted in writing via the TSET website at https://oklahoma.gov/tset/funding-opportunities/other-funding-opportunities.html. Answers will be posted on the same TSET webpage on the following days: December 6, 2024, December 13, 2024, December 20, 2024, and January 6, 2025. Questions received after 4:00 PM on December 20, 2024, may not receive a response. When posing questions, every effort should be made to be concise and include the page number and section references, when possible. It is the bidder's responsibility to check the TSET website for answers to submitted questions.

Assistance requests associated with any documents in this guide may be submitted to grantsmanagement@tset.ok.gov. Assistance requests associated with Salesforce, such as registering or locating the application, should be submitted to the Salesforce Technical Assistance Webform.

## Appendices and Attachments

Appendices and attachment forms provided in this RFA are listed below and can be accessed by clicking on the name of the document or by clicking the paperclip icon on the left navigation pane in Adobe. If you cannot see a paperclip icon in Adobe, please ensure that you have fully downloaded this guide and have opened it from your desktop rather than from within your internet browser.

**Appendices**

Appendix A - Terms and Conditions
Appendix B - Tobacco-free Policy Template
Appendix C - Sample Tobacco-Free Policies and Checklists
Appendix D - Sample Workplace Wellness Policy and Instructions
Appendix E - Budget Tips & Tools and Matching Funds Guidance
Appendix F – Discovery Grant Work Plan Instructions and Planning Template
Appendix G - Program Evaluation Plan Guidance
Appendix H - Discovery Grant Staffing Table Template
Appendix I - Three-Year Budget Planning Template

**Attachments**

Attachment A - TSET Workers Compensation Insurance Coverage Certification
Attachment B - Notice of Interest to Subcontract
Attachment C - Discovery Grant Evaluation Plan Template
Attachment D - Organizational Responsibilities and Assurances Checklist
Attachment E - Non-Acceptance of Tobacco Funds Certification