

Sponsorship and Training Event Grant Guidelines

Purpose

TSET provides conference or training event sponsorships year round to educate and build capacity among Oklahomans for the purpose of improving the health of every Oklahoman.

Eligibility

- 501 (c)(3) non-profit organizations
- Agencies or entities of state government
- All applicant organizations must have a business presence in Oklahoma
- 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 (the form name should be the link to the form)

Funding Limitations

- Funding varies each year
- Applicants are encouraged to facilitate partnerships and should have multiple sources of funding
- Exclusions include cash awards, gifts or purchases of food or equipment (equipment rental may be allowed), and travel expenses

Suggested Use of Funds

- Conference registration/scholarships
- Printing costs of necessary documents
- Speaker fees (excluding travel)
- Room rental fees
- AV/Technology equipment rental fees

Grant Period

- The grant period shall not be more than one year

Criteria

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

- Clinical and basic research and treatment efforts in Oklahoma for the purpose of enhancing efforts to prevent and combat cancer and other tobacco-related diseases
- 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 pre-school programs, substance abuse prevention and treatment programs and other programs and services designed to improve the health and quality of life of children.
- Programs designed to enhance the health and well-being of senior adults.

Review Criteria

Preference will be given to events meeting the following criteria:

- Events that promote evidence-based programs
- Events offering the greatest leverage (ratio of other dollars to TSET dollars)
- 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:
 - a. Influencing Policy and Legislation
 - b. Changing Organizational Practices
 - c. Fostering Coalitions and Networks
 - d. Educating Providers
 - e. Promoting Community Education

Award Process

- Awards are subject to availability of funds
- Applicants will be notified of award status

Reporting Requirements

- Invoices for payment must be presented to TSET within 90 days of the event
- A final evaluation and invoice report is required and must be completed and submitted prior to payment being ordered

Payment

- Sponsorship awards will be paid on a reimbursement basis

