

# TSET Sponsorship Grant Guidelines

## Purpose

To further TSET's mission of tobacco-use prevention and cessation, combatting cancer and tobacco-related diseases, and of improving the health of all Oklahomans, particularly children and senior adults, TSET provides sponsorships for education and capacity-building conferences, training and other events that further TSET's mission.

## 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

## 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
- Duplicate sponsorship from another TSET grant or program is not permitted.
- TSET supports collaboration and encourages partner funding equal to or exceeding TSET's contribution.
- Outdoor events must be tobacco-free. TSET can assist with tobacco-free signage and event policies.
- No TSET funds may be used for the purpose of purchasing, serving, or promoting alcoholic beverages.
- Events must be open to a statewide audience.

## Suggested Use of Funds

- Conference registration/scholarships
- Speaker fees (excluding travel)
- Room rental fees

- A/V and/or PA Technology equipment rental fees
- Printing costs of necessary documents i.e. event-related brochures, educational flyers, documents, exercise/nutrition information sheets
- For outdoor events items such as tents, facility rentals, map development (for brochures, signage)

### **Criteria**

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 health care 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 training that promote improved health of Oklahomans by focusing on healthy food/nutrition

### **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**

- Applications must be received at least 45 days before the scheduled event
- Awards are subject to availability of funds
- Applicants will be notified of award status

### **Grant Period**

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

### **Reporting Requirements**

- Invoices for payment must be presented to TSET within 60 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.