

Oklahoma Tobacco Settlement Endowment Trust Board of Directors

Unsolicited Proposal Guidelines

Purpose

In order to identify and respond to emerging opportunities to transform and improve the health of Oklahomans, TSET accepts Unsolicited Proposals year round. All proposals must support the TSET mission and be aligned with the TSET Strategic Plan.

Additional Information

The Unsolicited Proposals application is a two-stage process, which begins with a brief proposal. If the Board decides to pursue the project, an award will either be made based on presentation of a brief proposal or request a full proposal, at which time TSET Staff will communicate the request to the applicant and provide additional information.

Applicants must contact the TSET Director of Grants Management Kim McCoy kimm@tset.ok.gov 405-521-6423 or the TSET Director of Programs Jonás Mata jonasm@tset.ok.gov 405-521-3878 to discuss project plans prior to presentation of a request. An in-person or phone meeting may be required to provide details.

Scientific research proposals will not be accepted under in the Unsolicited Proposals grant category. Applicants are encouraged to submit their proposals to existing TSET supported research centers, such as the Peggy and Charles Stephenson Cancer Center, the Oklahoma Tobacco Research Center or the Oklahoma Center for Adult Stem Cell Research. Please contact TSET for assistance in connecting to the aforementioned entities.

Eligibility

- Private and public entities
- Public entities, such as agencies of state government
- 501 (c)(3) non-profit organizations
- All applicant organizations must have a business presence in Oklahoma
- Grants will not be made to individuals

Non-Acceptance of Tobacco Funds

- Applicant organizations are required to complete a Certification of Non-Acceptance of Tobacco Funds (the form name should be a link to the form)

Funding Limitations

- Funding varies each year
- Exclusions include capital improvements and endowments; however, certain items of equipment and small renovation projects may be considered on a case-by-case basis

Grant Period

- A grant period of three to five years is typical; however, a proposed grant period of greater than three years should be discussed with TSET Staff prior to presentation of a proposal.

Criteria

Projects 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

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

- Matching funds are strongly encouraged.
- Projects that include multiple funding partners or those for which TSET funding will not exceed 50 percent of a project's total budget will be given preference.
- Projects for which TSET funds will serve as the match to other externally awarded funding from the federal government, private foundation or other funding source.
- Evidence-based programs.
- Short-term programs.
- Programs offering the greatest leverage (ratio of other dollars to TSET dollars)
- Programs related to the reduction of tobacco use
- Programs related to improving nutrition and fitness
- Programs reaching the greatest number of people or greatest proportion of an at-risk population
- Programs that are comprehensive in nature, addressing the greatest number of highest-impact levels of the following interventions (from the [Spectrum of Prevention](#)):
 - Influencing Policy and Legislation
 - Changing Organizational Practices
 - Fostering Coalitions and Networks
 - Educating Providers

- Promoting Community Education
- Strengthening Individual Knowledge and Skills

Review Process

- Applicant organization will submit a brief proposal according to the application guidelines posted on the TSET website
- TSET staff will conduct a review to determine the completeness of the application and how well the proposal meets the established criteria
- Additional supporting documentation or a more detailed proposal may be requested
Depending on the nature and complexity of the project, the proposal may also be reviewed by an external review panel (If indicated, TSET staff and the applicant may engage in budget or work plan negotiations)
- TSET staff will present the entire roster of proposals and make funding recommendations to the TSET Board of Directors
- Award decisions shall be made at the sole discretion of the Board

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
- A professional services contract between TSET and the applicant will be developed
- The contract must be fully executed prior to the performance of any work under the grant

Reporting

- At a minimum, all grantees will submit an annual report to include programmatic, financial, and evaluation information
- 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
- 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 the Oklahoma Tobacco Control Program State Program Office.

Payment

- Grant awards are paid on a reimbursement basis after submission of a properly completed and TSET approved invoice and/or report.