

# TSET FY21 Sponsorship Grant Guidelines and Application

## Purpose

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

## Funding

Award amounts are limited to \$750 for single-day events and \$1750 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 sponsorship 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 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 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

## 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 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 evaluation report and request for reimbursement form must be completed and submitted to TSET within 60 days of the conclusion of the event. Payment will not be made until the required documents are 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 for 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 in this document as an attachment. To access it click the paperclip Attachments icon in the left navigation pane within Adobe.

## 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 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:

### A. Organization Information

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

### B. 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

### C. Event Information

1. Event Title
2. Event Start Date
3. Event End Date
4. Event City
5. Estimated Number of Participants
6. Purpose of Event and Expected Outcomes
  - a. See “Eligible Events” in these guidelines.
7. Target Audience
8. Requested Amount
  - a. Funding is available at levels of \$750 or \$1750 for single- or multi-day events, respectively.
9. Planned Use of Funds

- a. Enter the item(s) for which you intend to utilize TSET funds (e.g., speaker fees, printing, AV rentals, etc.).
  - b. Use(s) of funds are subject to TSET review and approval in accordance with published program guidelines.
10. TSET Purposes Addressed
11. Sponsor Benefits
- a. Provide a brief synopsis of the opportunities provided to sponsors for your event. Include specific deadlines for advertisements.
12. Other Sources of Funding
- a. List all other sources of funding for the event.
13. Required Attachments
- a. Event agenda
  - b. Speaker bio(s)
  - c. Non-acceptance of tobacco funds form

**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/6817502ade8a4f148a7ddeaf5fe7a82f>. For technical assistance with submitting an application, please contact [grantsmanagement@tset.ok.gov](mailto: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>.