

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 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
- 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.