



**FY26 Conference & Training  
Sponsorships Guide**

## **TSET FY26 Sponsorship Grant Guidelines and Application**

### **Purpose**

To further TSET's mission of tobacco-use prevention and cessation, combating cancer and tobacco-related diseases and improving the health of all Oklahomans, particularly children and senior adults, TSET provides sponsorships to the organizers of educational and capacity-building conferences, trainings 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 and events must have a state-wide audience and reach.
- Grants will not be made to individuals or for-profit organizations.

### **Non-Acceptance of Tobacco Funds**

All applicants will be required to certify that the organization will neither have a direct or indirect affiliation or contractual relationship with a company or foundation engaged in or funded by the manufacturer of tobacco, tobacco products and/or electronic nicotine delivery systems (ENDS), nor will it accept any type of funding from such a company or foundation. This form can be found in Attachment D: Certification of Non-Acceptance of Tobacco Funds and must be submitted upon registering for an account and accessing applications in the TSET Funding Portal.

### **Required Software**

- This guide may be viewed and associated forms 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 via Salesforce.
- This funding opportunity may be accessed on the TSET website at <https://tset.ok.gov/content/conferencetraining-sponsorships>.

### **Application Requirements**

- Applications must be submitted to TSET via the TSET Funding Portal.
- **Applications submitted via any other method will not be considered.**
- For technical assistance with applying, please contact [grantsmanagement@tset.ok.gov](mailto:grantsmanagement@tset.ok.gov).

- Assistance requests associated with the Funding Portal, such as registering or locating the application, should be submitted to the Portal Technical Assistance Webform.

### **Funding**

- Award amounts are limited to \$1,000 for single-day events and \$2,000 for multi-day events. Payment is made on a reimbursement basis.
- Organizations may receive up to two sponsorship grants per fiscal year, totaling no more than \$4,000, provided the sponsored events serve different TSET purposes, occur in separate geographic locations or engage distinct target audiences.

### **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 funding 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 healthcare 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.
- Pursuant to Executive Order 2023-31, events must be open to all Oklahomans and may not exclude participation based on particular race, color, sex, ethnicity or national origin.

### **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 of 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 at the end of this document.

### **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 will be accepted via Salesforce, TSET's Funding Portal, beginning June 2, 2025. To register and login, please visit <https://oktset.my.site.com>. Applicants can find instructions on registering and applying through Salesforce on the TSET website.

Applications submitted by mail, hand delivery, fax, email or other means will not be accepted.

- To aid in submitting an application, applicants should be prepared to submit information related to the following:
  - 1. Eligible Events
    - a. Event aligns with one of the TSET Purposes
    - b. Event is open to a statewide audience
  - 2. Organization Information
    - a. Organization Name
    - b. Tax ID
    - c. Address
    - d. Mission Statement
    - e. Current TSET Funding (if applicable)
  - 3. Contact Persons
    - a. Application Contact Person Name
      - i. The application contact is the person that TSET may contact with any questions about the submitted application.
    - b. Application Contact Title
    - c. Application Contact Person Email Address
    - d. Application Contact Phone Number
    - e. Authorized Official Name
      - i. The authorized official is the person who has the authority to sign contracts and obligate funds on behalf of the applicant organization.
    - f. Authorized Official Title
    - g. Authorized Official Email Address
    - h. Authorized Official Phone Number
  - 4. Event Information
    - a. Event Title
    - b. Event Start Date
    - c. Event End Date
    - d. Event City
    - e. Estimated Number of Participants
    - f. Target Audience
    - g. Requested Amount
      - i. Funding is available at levels of \$1,000 or \$2,000 for single- or multi-day events, respectively.
    - h. Planned Use of Funds

- i. Sponsor Benefits
  - i. Provide a brief synopsis of the opportunities provided to sponsors for your event. Include specific deadlines for advertisements.
- j. Other Sources of Funding
- 5. Required Attachments
  - a. Event Agenda
  - b. Presenter Information

### **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 thirty (30) days before the scheduled event.
- Awards are subject to the 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 sixty (60) days after the sponsored event.

### **Reporting Requirements**

- A final report must be completed and submitted to TSET within thirty (30) days of the conclusion of the event.
- Payment will not be made until the required report is submitted.

**Payment**

- Sponsorship awards will be paid on a reimbursement basis.
- Organizations may receive up to two (2) sponsorship grants per fiscal year, totaling no more than \$4,000, provided the sponsored events serve different TSET purposes, occur in separate geographic locations or engage distinct target audiences.

**Vendor Registration**

The grantee must complete the State of Oklahoma's vendor registration process upon notification of award. TSET will inform the grantee of the requirements of that process upon notification of award.

**Release of Information**

Pursuant to *Title 62 O.S. § 2309(D)(4)*, any application submitted under this funding opportunity shall be confidential until the date and time of award, at which point related documents and information shall be subject to the Oklahoma Open Records Act (*Title 51 O.S. § 24A.1 et seq.*) and Oklahoma Open Meeting Act (*Title 25 O.S. § 301 et seq.*).