



Fiscal Year 2027

**Conference & Training Sponsorships
Guide**

About this Document

This document is intended for informational purposes and reflects current planning; it does not obligate TSET to make any specific number of awards. Awards are contingent upon the availability of funds, satisfactory performance by the grantee and approval by the TSET Board of Directors. If there is any inconsistency between the information contained in this guide and the terms of any resulting cooperative agreement, the terms of the cooperative agreement are controlling.

This document may be amended by TSET. Amendments can be found on TSET’s website under the section [TSET Conference/Training Sponsorships](#). It is the responsibility of the applicant to review any such amendments and make necessary changes in the application to meet the amended requirements.

Ceremonial Use of Tobacco in Native American Culture

TSET acknowledges the spiritual and ceremonial value that tobacco has in Native American culture. Phrases such as “tobacco” mentioned in this document refer to commercially produced tobacco products and non-ceremonial use of tobacco.

Required Software

This document 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, TSET’s Funding Portal, beginning in September of Fiscal Year 2026. To register and login, please visit oktset.my.site.com. Applicants can find instructions on registering and applying through the Funding Portal on the [TSET website](#).

Current and Previous TSET Grantees

Current TSET grantees are not prohibited from applying for funding under this opportunity. However, projects submitted under this funding opportunity must be unique and not duplicate another TSET-funded grant or contract. Previous TSET grantees or contractors who are in good standing with TSET are also eligible to apply for funding under this opportunity. If you have questions about your eligibility to apply as a current or former TSET grantee, please contact TSET Grants Management via email at grantsmanagement@tset.ok.gov.

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. Assistance requests associated with the Funding Portal, such as registering or locating the application, should be submitted to the [Portal Technical Assistance Webform](#).

TSET FY27 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. Grants will not be made to individuals or for-profit organizations.

All applicant organizations must have a business presence in Oklahoma. Funded events must demonstrate statewide relevance and impact, either through:

- Attendance representing multiple regions of Oklahoma, or
- Content, training or resources that extend beyond the event and influence communities across the state.

Attendance size alone does not determine eligibility. Events with smaller audiences must clearly describe how the knowledge, training or resources shared with attendees will have impact beyond the event itself. Events that primarily serve a single local community without broader applicability or dissemination beyond that community may not meet the statewide impact requirement. Examples of statewide impact include, but are not limited to:

- Professional conferences where attendees serve communities across Oklahoma
- Trainings for healthcare providers, educators, or community leaders whose work extends beyond the event location
- Events that distribute resources, tools, or messaging that will be implemented in multiple regions of the state

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.

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 \$2,000, provided the sponsored events serve different TSET purposes, occur in separate geographic locations or engage distinct target audiences.

Suggested Use of Funds

- 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
- Conference registration and/or scholarships made available to all eligible attendees or to a broadly defined group (e.g., students, early-career professionals), not limited to a single institution or organization. Scholarships may be awarded based on financial need or other transparent criteria.

This list is not exhaustive.

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. All funds must be awarded and used consistent with Oklahoma law. In addition, funds cannot be used to influence elections of an official's duties.

Specific unallowable budget items include:

- Food/beverage procurement
- Staff stipends
- Staff time for fundraising events
- Entertainment costs for amusement or diversion
- Cash/prize donations or awards
- Travel expenses
- Equipment (equipment rental may be allowed)

This list is not exhaustive. Current TSET grantees may not apply for funding that would be duplicative to their current grant. All outdoor events must be tobacco-free. TSET can assist with tobacco-free signage and event policies. All events must be open to a statewide audience.

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.

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 May 29, 2026. 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

Submission of an application does not guarantee the award of a grant. Applications must be received at least thirty (30) days before the scheduled event. All eligible applications considered for funding 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. Notification will be made via email to the applicant listed on the application form.

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. Award payment will be made upon submission and approval of final report documentation. Failure to submit the final report within 60 days of the sponsored event may result in forfeiture of award.

Organizations may receive up to two (2) sponsorship grants per fiscal year, totaling no more than \$2,000, 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.

Electronic Funds Transfer Registration

The State of Oklahoma requires that vendors receive payments via electronic funds transfer (EFT). Grantees will be provided with instructions from the Office of Management and Enterprise Services (OMES) on the appropriate steps to take to ensure registration for EFT payments.

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.*).