

Oklahoma Tobacco Settlement Endowment Trust

CONFERENCE/TRAINING SPONSORSHIPS APPLICATION SUBMISSION INSTRUCTIONS

All applicants are asked to submit the following information:

Cover letter (two pages)

The cover letter will provide information regarding the proposed conference or training event:

- Title
- Location
- Date(s)
- Lead organization's name, mission, brief background and IRS status
- Purpose of the event
- Target audience(s) and number of participants expected to attend
- Amount of funding requested from TSET
- Listing of other funding sources and amounts
- Specific TSET purposes the project will address (see the "Grant Criteria" in the Application Guidelines)
- Geographic area to be served by the event
- Expected outcomes and how they will be measured

Application Attachments

- Draft or finalized agenda
- Learning objectives
- List of invited or confirmed presenters and a brief biographical sketch for each keynote presenter
- A comprehensive budget for the event, clearly identifying TSET dollars as well as other sources of funding

Submit the original and one copy of the application to:

Sjonna Paulson, APR
Director of Communications
Oklahoma Tobacco Settlement Endowment Trust
3700 N. Classen Blvd., Suite 215
Oklahoma City, OK 73118

For questions or additional information:

Phone: 405.525.6100 ext. 26

E-mail: sjonnap@tset.ok.gov