

**Oklahoma Tobacco Settlement Endowment Trust
Board of Directors**

Unsolicited Proposals Guidelines

Purpose

In order to identify and respond to emerging opportunities to improve the health of Oklahomans, TSET accepts unsolicited proposals for a limited time each year. *Through this process TSET intends to provide the matching funds needed to assist an organization in obtaining grant funding from the federal government, private foundations, or other similar collaborative funding partners.*

Deadline

- Proposals will be accepted from October 1st through January 15th annually.

Eligibility

- Eligible applicants include private entities, non-profit organizations, or public entities having a business presence in Oklahoma.
- Grants will not be made to individuals.
- Each applicant organization or principle investigator is required to complete a Certification of Non-Acceptance of Tobacco Funds.

Funding Limitations

- The total funding available for unsolicited proposals varies each year.
- TSET funding may not exceed 50% of a project's total budget.
- At least 25% of the total project budget must be cash from third parties and/or the applicant organization and must be devoted to the proposed project.
- Funding will not be provided for capital projects or endowments.

Project Grant Period

- The grant period shall not be more than three years.

Grant Criteria

- Unsolicited proposals shall be related to one or more of the following purposes as specified in the Oklahoma Constitution (OKCONST O.S. § Article 10 section 40):
 - ✓ Clinical and basic research and treatment efforts in Oklahoma for the purpose of enhancing efforts to prevent and combat cancer and other tobacco-related diseases.
 - ✓ Cost-effective tobacco prevention and cessation programs.

- ✓ Programs designed to maintain or improve the health of Oklahomans or to enhance the provision of health care services to Oklahomans, with particular emphasis on such programs for children.
- ✓ Programs and services for the benefit of the children of Oklahoma, with particular emphasis on common and higher education, before- and after-school and pre-school programs, substance abuse prevention and treatment programs and other programs and services designed to improve the health and quality of life of children.
- ✓ Programs designed to enhance the health and well-being of senior adults.
- TSET funding may not exceed 50% of the total budget.
- Programs must contain an evaluation or outcomes measurement component.

Review Criteria

The following criteria will be used to evaluate proposals (not all criteria must be met):

- The proposal has been or will be submitted to a scientific review process by a primary funder.
- The proposal has been or will be submitted to a competitive process by a primary funder.
- A primary funder has required matching funds.
- Evidence-based programs.
- Short-term programs.
- Programs offering the greatest leverage (ratio of other dollars to TSET dollars)
- Programs related to the reduction of tobacco use
- Programs related to improving nutrition and fitness
- Programs reaching the greatest number of people or greatest proportion of an at risk population.
- Programs that are comprehensive in nature, addressing 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
 - f. Strengthening Individual Knowledge and Skills

Review Process

- Applicant organization will submit a brief proposal according to the application guidelines posted on the TSET website.

- TSET staff will conduct a review to determine the completeness of the application and how well the proposal meets the established criteria.
- Additional supporting documentation or a more detailed proposal may be requested.
- Depending on the nature and complexity of the program, the proposal may also be reviewed by an external review panel.
- If indicated, TSET staff and the applicant may engage in budget or workplan negotiations.
- TSET staff will present the entire roster of proposals and make funding recommendations to the TSET Board of Directors.
- The final decision to award shall be made at the sole discretion of the Board.

Award process

- Funding of applications will be subject to availability of resources and approval of the TSET Board of Directors.
- All applicants will receive written notification of final award status.
- A professional services contract between TSET and the applicant organization will be developed. The contract must be fully executed prior to the performance of any work under the grant.

Reporting Requirements

- At a minimum, all funded programs will submit an annual report to include programmatic, financial, and evaluation information.
- Depending on the nature and complexity of the program, additional reports may be required.
- All program and evaluation reports provided to or from other funding sources will be provided to TSET.
- If the program is related to the reduction of tobacco use, the program may be required to collaborate with other TSET-funded tobacco control initiatives and participate in training and technical assistance sponsored by the Oklahoma Tobacco Control Program State Program Office.

Payment

*All grant funds will be made available on a **reimbursement** basis, upon submission of properly completed invoices and required reports.*