



TSET Healthy Incentive Grants - Communities

Improving Health at the Local Level

The TSET Healthy Incentive Grant for Communities is designed to help municipalities adopt and implement best and promising practices for tobacco-free environments, access to healthy foods and physical activity opportunities in an effort to improve the health and quality of life for residents.

The next application periods for FY23 will be:

November 1, 2023 - November 30, 2023 at 4 p.m.

March 1, 2024 - March 29, 2024 at 4 p.m.

[A list of past grant recipients can be found here.](#)

Healthy Incentive Grants - Communities

[Download the guidelines, application, criteria and resource document.](#)

Additional Information

- Applications may be submitted at any time during the application periods listed above.
- A hyperlink to the online application can be found within the guidelines, application, criteria and resource document.
- Potential applicants are advised that funds are awarded on a first come, first served basis and that demand under this program often exceeds available funds.
- Applications will be reviewed for funding consideration based upon the documents and information submitted.

- Eligible applications will be presented to the Board of Directors for funding consideration.
- Upon TSET's review, if any application is deemed to be incomplete, improperly completed or otherwise ineligible based on the information submitted, the application will be rejected.
- Within one business day following the TSET Board of Directors meeting, the contact for each of the applications will be emailed the status of their application. All applicants—funded, unfunded, and ineligible—will be notified via email.
- Board of Directors meeting schedule can be found here: [**TSET Board of Directors meeting**](#)
- If you have questions regarding the submission of your application or the review and/or funding timeline, please contact [**grantsmanagement@tset.ok.gov**](mailto:grantsmanagement@tset.ok.gov)

Last Modified on Jul 06, 2023



TSET FY23 Healthy Incentive Grant for Communities Guidelines and Application Process

Purpose

TSET Healthy Incentive Grants for Communities are designed to help cities and municipalities adopt and implement best and promising practices for tobacco-free city property, access to healthy and nutritious foods, and physical activity for the benefit of the whole community.

Application Period

Applications are accepted during the two open periods of the state fiscal year (July 1 – June 30).

For FY23, application periods are open during the following times:

- November 1, 2022 – November 30, 2022
- March 1, 2023 – March 31, 2023

Applications will not be accepted after 4 p.m. Central Time on the last day of the application window.

Applicants are encouraged to apply early, as applications are considered on a first come, first served basis.

Funding

Funding is determined based upon the following:

1. The city adopting a comprehensive ordinance that prohibits smoking and the use of tobacco products and/or vapor products on all indoor/outdoor city owned/operated property;
2. Promotion of the Oklahoma Tobacco Helpline and Shape Your Future website throughout the community;
3. The development, strength & implementation of a Worksite Wellness policy;
4. Community actions focused on decreasing youth access to tobacco, increasing access to healthy food & active living opportunities; and
5. The population size of the city/town. The greater the population size, the larger the potential grant award. See the chart below.

Community Classification/Size ¹	Bronze Class	Silver Class	Gold Class	Maximum Combined
Rural – up to 4,299	\$10,000	\$12,000	\$14,000	\$36,000
Small – 4,300 up to 9,999	\$10,000	\$15,000	\$25,000	\$50,000
Medium – 10,000-29,999	\$24,000	\$36,000	\$60,000	\$120,000
Large – 30,000+	\$30,000	\$45,000	\$75,000	\$150,000
OKC/Tulsa	\$40,000	\$60,000	\$100,000	\$200,000

¹ City size/population includes five categories: Rural, Small, Medium, Large, and OKC/Tulsa. The latest census counts are utilized to determine the size of the city. There are more than 590 incorporated towns and cities in Oklahoma.

The program provides criteria for three award classifications for each of the population categories: Bronze, Silver, and Gold. The requirements for each funding classifications increase as the class level increases. Applicants may be awarded at incremental levels and funding amounts are cumulative; when a city fulfills all the criteria for all three classifications, the maximum funding amount will be awarded. Cities meeting the criteria at the Silver class must also meet the criteria at the Bronze class. Cities meeting the criteria at the Gold class must also meet the criteria at the Bronze and Silver classes. Cities may receive funding only one time at each incentive class of Bronze, Silver, and Gold.

For example, if a city achieves the criteria for the Gold class in the first year (which means that the city must also have met the requirements for the Bronze and Silver classifications), the city is awarded the amounts for Bronze and Silver in addition to the award amount for the Gold level. Thus, the city would be awarded the amount in the Maximum Combined Funding column.

- Funding for this program varies each year and TSET may receive more applications than current funding can support.
- Funding does not require a match, but cities are encouraged to use these funds for match with other funding opportunities.
- Grant funds must be utilized and documentation of project completion must be submitted to TSET within one year of approval by the TSET Board of Directors.
- A city may only receive funding one time during the fiscal year.

General Eligibility

Any incorporated city/town/municipality in the state of Oklahoma may apply.

Previous Incentive Grantee Eligibility

A city that has received prior TSET community incentive grant funding is welcome to apply and could be eligible to receive the difference of the previous award up to the maximum award amount under this funding opportunity. A city must submit an application that meets all new program requirements for the classification (Bronze, Silver, or Gold) for which they are applying.

Communities that have previously received TSET incentive grant funding but did not receive the maximum funding and are applying for the next level of funding under the current funding opportunity will be evaluated on the policies, practices, and implementation of criteria from past incentive grant(s) by TSET staff prior to submission of an application for additional funding.

All previous TSET incentive grants must have submitted final documentation for the previous grant(s) and the grant(s) must have been closed satisfactorily to be eligible for submission under this funding announcement.

To inquire about the status of a previously funded incentive grant for your organization, contact TSET Grants Management at grantsmanagement@tset.ok.gov.

Criteria

Criteria for the grant have been developed using evidence-based practices for tobacco control, access to healthy and nutritious foods, and active living, with emphasis on higher impact policies and actions to improve community health. Documentation of having met each criterion is required from the city. Each application is reviewed based on specific criteria in the areas:

1. City's tobacco-free city-owned property ordinance;
2. Promotion of Oklahoma Tobacco Helpline;
3. Promotion of Shape Your Future website;
4. City's identified & active wellness champion, team, or committee;
5. City's comprehensive workplace wellness policy;
6. Decreasing youth access to tobacco;
7. Increasing access to healthy foods within the community; and
8. Increasing access to active living opportunities.

Specific criteria and required documentation, as well as additional information and sample policy language are included in the [FY23 HIGC Criteria and Resource Guide](#).

Suggested Use of Funds

Cities awarded grant funding will apply the funds to advancing any health criteria they believe best address the needs and opportunities in their communities. Cities are encouraged to utilize the funding for projects that enhance wellness activities in their geographic areas of poorest health. TSET reserves the right to approve, deny, or—with the awarded grantee—modify any proposed uses of TSET funds. ****Remember all funds MUST be spent within one year from date of award.****

Examples for use of funds:

- Walking trails
- Lighting for parks and trails
- Farmers market venues
- Community gardens
- Basketball and tennis courts
- Bicycle lanes/bike racks
- Outdoor physical activity equipment
- Splash pads/improvements to community pools
- Engineer or architects' services to develop walkability plans

Application Preparation and Submission

STEP 1: Review

Review **all** the details provided in this Guidelines and Application Process document.

STEP 2: Inform of Interest in Applying

It is highly recommended that a city representative email Laura Matlock, TSET Healthy Incentive Grant Program Officer, at LauraM@tset.ok.gov. Within the email, provide community contact person(s)'s information and state you are interested in applying for the "Healthy Incentive Grant for Communities".

STEP 3: Review Criteria and Resources Guide

The **Community Criteria and Resource Guide** has been developed to provide the specific criteria, documentation required to fulfill the criteria and helpful resources. Bookmark or print this guide for ease of reference during the application preparation process.

STEP 4: Assemble Documentation

Applicants shall gather and compile copies (*.pdf format*) of the required documentation. Here is a simplified checklist, please refer to the detailed information for document requirements within the Criteria & Resource Guide. The application form only allows for 10 uploads, thus combining files may be necessary.

- | | |
|---|--|
| <input type="checkbox"/> Non-Acceptance of Tobacco Funds (Attachment A) | <input type="checkbox"/> City Workplace Wellness Policy (signed and dated copy) |
| <input type="checkbox"/> Ordinance for Tobacco-free City-owned Property (signed and dated copy) | <input type="checkbox"/> City's Support for Decreasing Youth Access to Tobacco |
| <input type="checkbox"/> Documented Promotion of Oklahoma Tobacco Helpline | <input type="checkbox"/> City's Support of Increasing Access to Healthy Foods within the Community |
| <input type="checkbox"/> Documented Promotion of Shape Your Future website | <input type="checkbox"/> City's Support of Increasing Access to Active Living Opportunities |
| <input type="checkbox"/> City Workplace Wellness Champion, Team, or Committee information | |

Please check and double-check that all required documents are included and in .pdf format before submitting your application.

STEP 5: Submit Application

Submit the completed application to TSET via Smartsheet. Applications submitted via any other method will not be accepted.

Please note: Smartsheet web forms do not allow the saving of data, so all information must be entered and submitted at one time. For technical assistance with submitting an application, contact grantsmanagement@tset.ok.gov.

Application Link: <https://app.smartsheet.com/b/form/1778c58716d34a43b4a891ef11b7daea>

STEP 6: Receive Confirmation Email & Await Notification of Award

Once your application is submitted and you receive a confirmation email, the application has been placed into the queue review in the order in which it was received. If you do not receive a confirmation email or have any questions after submission, contact grantsmanagement@tset.ok.gov.

Additional Information

- All required documents must be submitted with the application. Incomplete or improperly completed applications will not be eligible for review. Applications will only be reviewed based on information submitted to TSET on or before the submission deadline. Additional information will not be requested or accepted after the deadline.
- Only one submission per applicant organization will be accepted per funding cycle and additional information cannot be added to a submission after it has been uploaded. However, if after the date of submission but before the deadline date an applicant realizes a mistake in or omission from their proposal exists, the applicant may notify TSET in writing of the desire to withdraw the submitted application. An email stating the intent to withdraw a submitted application must be sent to TSET Grants Management at grantsmanagement@tset.ok.gov. The applicant may then submit an entirely new application package if the submission deadline has not passed. The original application will be released from its spot in the requests queue and the new application will be considered for review in the order that it is submitted.
- This funding opportunity may be accessed on the TSET website at [TSET Healthy Incentive Grants - Communities | Tobacco Settlement Endowment Trust](#)

Grant Award and Payment Process

Notification of Award

All eligible applications will be presented to the TSET Board of Directors for funding consideration. Applicants will be notified of their award status within one (1) business day of the [TSET Board of Directors meeting](#) at which the applications are considered. **Notification will be made via email to the authorized official listed on the application forms.** Awarded applicants will have 60 days from notification of award to complete all required contract documents as indicated by TSET. **Failure to complete all required contract documents by the date stated in the award letter may result in forfeiture of award.**

Applicants who are not awarded funding due to incomplete or otherwise ineligible applications or due to a lack of funds available will receive an email notification from TSET within one (1) business day of the TSET Board of Directors meeting at which the applications are submitted. Notification will be made via email to the authorized official listed on the application forms. Unfunded applicants are eligible to submit a new application during the next funding cycle.

Grant Period

The grant period shall be for one year from the date of approval by the TSET Board of Directors. All project work and TSET-required reporting must be completed during the grant period.

Reporting Requirements

A final report must be completed and submitted to TSET within one (1) year of approval by the TSET Board of Directors. Failure to submit the final report may result in ineligibility for future TSET funding opportunities.

Payment

Grantees need not first expend funds or provide invoices in order to receive their award from TSET. Award payment will be made upon submission of all required contract documents which are issued via email by TSET Grants Management to the authorized official. Failure to submit all requested documents and invoice approval within 60 days of receipt of the email from TSET Grants Management may result in forfeiture of award.

Evaluation

TSET evaluates all its grant programs for effectiveness and impact. Awardees of an incentive grant must participate in a program evaluation when called upon to do so by TSET.

Questions about eligibility or programmatic requirements may be directed to Laura Matlock, Program Officer at lauram@tset.ok.gov.

Questions about submission of an application or other technical issues should be directed to grantsmanagement@tset.ok.gov.