



TSET Healthy Incentive Program for Communities, FY2019

Application Process

If a city is interested in applying for the grant, a member of the city staff must contact Connie Befort, TSET Healthy Communities Incentive Grant Program Manager (see information under Contacts) to discuss the grant details and the online application process.

Once a city indicates interest, the online grant system access information will be provided to the city representative completing the application.

The applicant will enter all city information along with the three prerequisite requirements documentation, which are then submitted for TSET staff review.

- After receiving the confirmation of approval of the prerequisite requirements, the city representative can then begin completing the other sections of the application.
- All funding recommendations are made on a first come, first served basis and are based on the availability of funds and approval by the TSET Board of Directors. Once your application is submitted and you receive a confirmation email, your application has been placed into the queue for funding consideration in the order in which it was received.
- Applications will be reviewed for funding consideration based upon the documents and information included with the submitted application. 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 and the applicant will receive a notification.
- Any applicant who receives a rejected application notice may reapply at any time during the grant year, however, an entirely new application must be submitted. The new application will reenter the funding consideration queue at a new position upon successful submission.
- In order to be considered for approval at an upcoming TSET Board of Directors meeting, applications must be received as successfully completed no fewer than five weeks before the scheduled meeting date. For the TSET Board of Directors meeting dates. [Click here.](#)
- After the TSET Board meeting, the contacts for each of the applicants will be telephoned and e-mailed the status of their application.
- If you have questions regarding the submission of your application or the review and/or funding timeline, contact grantsmanagement@tset.ok.gov.



Payment Process

- Funded cities will be emailed instructions on the payment processing.
- This process should start immediately following the award notification and will also be processed through the on-line system.
- Payment information is required to be submitted with 8 weeks of the date of TSET board approval.
- Payments are electronically submitted to the city's designated account within 6 – 8 weeks.
- This grant program provides the funding upfront and does not require invoices for purchased items.