



TSET Healthy Incentive Program for Communities, FY2020

Application Process

1. Upon review of the program guidelines, prerequisite requirements and criteria, a city staff member of the interested community must contact Connie Befort, TSET Healthy Incentive Grant Program Manager, at connieb@tset.ok.gov.
2. The Program Manager will call the city staff member to discuss at length, the grant details and the online application process.
3. After the discussion with the Program Manager, the city staff member will receive an email with a form to complete with the full community and contact information, along with the three required prerequisite documents for review by the Program Manager. (See the **Prerequisites** in the [Criteria Section](#)).
4. The city staff member will complete the form with all of the requested information and submit according to the instructions in the email.
5. The Program Manager will review the information and the prerequisite documents.
6. If the prerequisites are not approved, the Program Manager will email information to the city staff member and advise why they are not approved. They will be given the opportunity to correct and resubmit the corrected documents directly to the Program Manager.
7. If the prerequisites are approved, the city official (mayor/city manager) and the city staff member will be notified via email by the Program Manager.

An additional email will be sent from TSET Grants Management to the city official (mayor/city manager) with a link to create an account to access the grant application.

Note: There will only be one account and login information per community. Once the account/password is established, the city official will be responsible for providing the grant writer their access.

8. Complete the application with the required documents or verbiage and **submit** for approval.
9. Once your application is submitted and you receive a confirmation email, the application has been placed into the queue for funding consideration in the order in which it was received.

10. 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.
11. Applications will be reviewed for funding consideration based upon the documents and information included in 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 following the next Board of Directors meeting.
12. Any applicant who receives a rejected application notice may reapply in the next cycle. However, they will go through the process as a new applicant, just as before. The new application will reenter the funding consideration queue at a new position upon successful submission.
13. In order to be considered for approval at an upcoming TSET Board of Directors meeting, applications must be received as successfully submitted no fewer than five weeks before the scheduled meeting date. [Click here](#) for the TSET Board of Directors meeting dates.
14. Within two business days following the TSET Board meeting, the contact for each of the applications will be telephoned and emailed the status of their application.

If you have questions regarding the submission of your application or the review and/or funding timeline, please contact grantsmanagement@tset.ok.gov.