

**Oklahoma
Work@Health
Alumni Employers
2026 Capacity Building
Grant Application**

Contents

Purpose:	2
Grant Application Guidelines:	2
Eligibility:	2
Funding Restrictions:	2
Funding Guidelines:.....	3
Applications Must Demonstrate the Following:	3
Before You Begin:.....	3
Project Information	4
Project Information:.....	4
Policy, Systems, and Environmental Changes	6
Project Plan	6
Application Review:	7
Scoring Criteria:.....	7
Award Notices and Submission Deadlines	8
Applications Announcement	8
Submission Deadlines.....	8
Award Notices	8
Post-Award Requirements.....	9
Appendix.....	10
Budget Template:	10
Application Checklist:	11

Purpose:

This grant is to fund employers that have completed the Work@Health two-day workshop and are actively working to improve their worksite through assessment, planning, implementation, and evaluation. This grant is to increase access to healthy choices like nutrition, physical activity, stress management, and other wellness components. This grant is to award a contract up to \$1,000 per employer.

This grant funding opportunity is supported by the Centers for Disease Control and Prevention of the U.S. Department of Health and Human Services (HHS) as part of a financial assistance award totaling \$10,000 with 100 percent funded by the Preventive Health and Health Services Block Grant. The contents are those of the author(s) and do not necessarily represent the official views of, nor an endorsement, by CDC/HHS, or the U.S. Government.

Grant Application Guidelines:

All applications for the 2026 grant cycle must be received by 5:00PM, September 4, 2026. Only one application per employer will be considered. Capacity-Building Grants are competitive. Each application will be objectively ranked by a selection committee using this Scoring Rubric. Only ten-\$1,000 contracts will be funded for this cycle.

Eligibility:

- Have 20 or more employees
- Must have one employee that completed Work@Health
- Completed a [Work@Health Scorecard](#) within the last year
- Have or be willing to create a supplier ID with the state of Oklahoma
- Complete application online (paper copies will not be accepted)

Funding Restrictions:

- All incentive items must be less than \$25 per item and must be approved in the original submitted work plan (no swaps without OSDH approval will be refunded)
 - Please outline how you will disperse incentives
- No more than 25% of the budget can be for incentives
- No purchase of food
- No staff time
- Activities taking place at school during the school day
- One-time events that are not aligned with long-term programming

- Gift cards need prior approval
- Advertising
- Clinical care
- Furniture (this does not include office workout equipment)
- Political purposes
- Publicity or propaganda

Funding Guidelines:

Funding should be focused on advancing policy, systems, and/or environmental changes on one or more of the 18 topics of health outline in the CDC Scorecard (i.e. stress management, physical activity, diabetes, etc.).

- Examples of possible funding projects include: environmental changes to increase water consumption, physical activity, chronic disease management (i.e. Water Filters, Yoga mats, Blood Pressure Cuffs)
- Identifying evidence-based programs to have staff trained to offer programming at your worksite (i.e. Tobacco Cessation Coach, Diabetes Prevention Program Lifestyle Coach)
- System level changes- Employee wellness challenges, health fair needs, signage/promotion (i.e. signage to promote wellness activities/strategies, incentives for challenges)

Applications Must Demonstrate the Following:

- Policy, systems, and/or environmental change strategies
- Sustainability
- Clear budget narrative

Before You Begin:

- This application is expected to take 20-30 minutes to complete.
- You will need a copy of the current version of your organization's W-9 to upload and Certificate of Insurance.
- You will need a copy of your most recent [CDC Worksite ScoreCard](#) to upload.
- Please contact Karin Leimbach, Community Engagement Manager, at KarinL@health.ok.gov, if you have any questions or need assistance.

Project Information

Project Lead Information:

- Name:_____
- Organization:_____
- Address:_____
- City, State, Zip:_____
- County:_____
- Phone Number:_____
- E-mail:_____

Fiscal Agent Information:

- Name:_____
 - Organization:_____
 - Address:_____
 - Unique Entity ID (UEI) Number:_____
 - Oklahoma Supplier ID_____
- (Leave blank if you do not have one yet)

A copy of the current version of your organization's W-9 and Certificate of Insurance is required for funding. Please attach.

Workplace Description:

Please describe your workplace.

Project Information:

- Project Title:_____
- Project Date(s):_____
- Project Location:_____
- Total Number of Employees at worksite:_____

Project Reach:

Will your project serve beyond the county listed above?

- Yes
- No

If yes, what other counties (drop down)_____

Project Impact:

Which of the following populations will your project reach?

- Employees
- Employees and Immediate Families

Work@Health Participation:

It is required for your worksite to have at least one Work@Health certified employee. Please provide the name(s) and e-mail(s) of the employee(s) below:

- Name:_____
- E-mail:_____
- Name:_____
- E-mail:_____
- Name:_____
- E-mail:_____
- Name:_____
- E-mail:_____

CDC Worksite ScoreCard:

You are required to submit a CDC Worksite ScoreCard that has been completed within a year of this application. You'll be asked to complete the CDC ScoreCard again at the end of the grant period.

Please upload a copy of your [CDC Worksite ScoreCard](#) results.

Policy, Systems, and Environmental Changes

The purpose of this microgrant is to create sustainable health-promoting changes in your worksite through policy, systems, and environmental changes. Your project must demonstrate connection of policy, systems, and/or environmental changes. You can find more information on Policy, Systems, and Environmental Changes at [Community Commons](#). You can also find templates, worksheets, and suggestions in the Work@Health module resource guides on the Work@Health [dashboard](#).

What is a policy change?

A policy is a written statement developed and adopted by a worksite to achieve goals. This is a tool that worksites and communities use to improve health by advancing initiatives that can affect behaviors of the entire workforce.

What is systems change?

Systems change is transforming and redesigning practices and structures within a worksite to reduce barriers and promote better health outcomes. These changes often work together with policy changes. (i.e. staff getting trained or certified in program, wellness assessment tool, communication material, employee health education, health challenge incentives and materials, etc.)

What is environmental change?

Environmental change is transforming the economic, social, or physical context in the worksite environment that affects health outcomes. These changes are often used in addition to policy and systems change. (i.e. trail markers and signage, path improvements, wellness/stress management space, water stations/filters, etc.)

Project Plan

Following the definitions provided above, please outline a project plan for the employee wellness project you want this funding to support. Please note, that any activity needs to have an accompanying policy in place or in process. Policies are a way to reduce barriers in participation. A copy of the policy will need to be submitted, or an activity will need to include steps to getting a policy passed. The project plan should include:

- Project Title
- Brief Description that is a summary of the plan
- Project Plan & Timeline
 - Please submit a detailed project plan outlining all steps from beginning to end of the proposed project.
 - Provide an overview of the gap or need you will be addressing, how will this benefit and improve employees' health, and an estimated number of employees impacted/reached.

- Include detailed description of how funding will be utilized for purchases, programs, and/or projects that will improve and/or enhance employee wellness efforts.
- Include a timeline for implementation
- Share an evaluation overview including- how you plan to track impact, metrics, data collection (i.e. employees served) and person responsible.
- Explain what steps you will take to make this project sustainable.

Application Review:

Basic Requirements Review:

Every application will be reviewed to ensure it meets basic requirements. Applications will be considered ineligible if:

- Funding request exceeds the maximum award level
- Applicant is suspended, debarred, or otherwise excluded from receiving Federal funds
- Application is submitted after the deadline
- Applicant does not meet the eligibility criteria
- Application is incomplete

Award Contingencies:

In the event OSDH does not receive ten applications for up to \$1,000 each, OSDH reserves the right to distribute remaining funds equitably to awardees as a supplement.

Scoring Criteria:

Criterion	Description	Point Value (total value is 100)
Evidence of Need	The description of the need supported by reputable and/or local qualitative and quantitative data	20
Proposed Use of Funds	The detailed plan of how funding would be used to address need. It will be clear to scorers how funds will be used, how it relates to a policy, and how it will positively impact employees. Completion of Budget Template.	35
Evaluation Plan	The capability to measure impact and reach of the project through scientifically recognized evaluation tools. It will be clear to scorers the who is responsible, method/tool used to collect baseline	30

	and project data, and why this method/tool was selected.	
Sustainability	The capacity to maintain employee wellness efforts beyond this funding opportunity. It will be clear to scorers who is responsible, short and long term goals, and possible sustainable funding.	15

Award Notices and Submission Deadlines

Applications Announcement

Previous Work@Health employers will receive an e-mail once applications are open. Recipients will receive a link to OSDH's Work@Health webpage. The application packet, FAQs, and online submission form will be found on this public website.

Submission Deadlines

A copy of the application will be made available in a pdf form to allow opportunity to internally collaborate. Applications must be submitted online for consideration. Applications will have a deadline of September 4, 2026 5:00PM. No application will be accepted beyond that.

Award Notices

The OSDH Work@Health team will screen applications for eligibility. A team of independent reviewers will review each eligible application. Upon completing scoring, the top 10 highest scoring applications will be contracted up to \$1,000. The Point of Contact and Fiscal Agent for the agency will receive award notifications along with next steps to enter into a contractual agreement for the funds.

Note: This is a reimbursable contract so all awardees must be able to purchase items for the project and submit an invoice for reimbursement. OSDH will not be purchasing on awardees' behalf, but will reimburse for approved items in the application.

Additionally, the Oklahoma State Department of Health reserves the right as the fiscal authority to request additional information or clarification during the review process, negotiate work plans or budgets if appropriate, and determine whether to make all, some, or none of the anticipated awards.

Post-Award Requirements

This is a federal grant funding these awards so all awardees must:

- Follow all financial and reporting procedures and requirements and other terms and conditions stipulated in the negotiated contract between OSDH and the awarded entity.
- Quarterly reports will be required on progress of proposed plan until implementation
- Schedule an in-person site visit with OSDH's Work@Health Master Trainer (Karin Leimbach, KarinL@health.ok.gov)
- A final report will be required by 5PM, August 31, 2027 to KarinL@health.ok.gov. This report will detail the final implementation outcomes and impacts
- Send all evaluation measures back to OSDH's Work@Health Master Trainer (Karin Leimbach, KarinL@health.ok.gov) for reporting by 5PM, August 31, 2027
- Send all receipts for reimbursement by 5PM August 31, 2027 to KarinL@health.ok.gov

Appendix

Budget Template:

Contractor: _____ Date: _____

Contractor Contact: _____ Phone: _____

Contractor Address: _____

Dollar Amount: \$ _____

Summary Budget Request:

Budget Line Item	OSDH Amount	Match (if applicable)	TOTAL
Personnel/Salaries			
Fringe Benefits			
Travel/Training			
Supplies			
Contractual			
Admin Costs/IDC			
Other			
Total			

** Local Match Funding source(s):

Fringe Benefits	STATE	MATCH (if applicable)	TOTAL
Category Totals			
Travel-PerDiem/Training	STATE	MATCH (if applicable)	TOTAL
Category Totals			
Supplies	STATE	MATCH (if applicable)	TOTAL

Category Totals			
Contractual	STATE	MATCH (if applicable)	TOTAL
Category Totals			
Admin Costs/IDC	STATE	MATCH (if applicable)	TOTAL
Category Totals			
Other	STATE	MATCH (if applicable)	TOTAL
Category Totals			
	STATE	MATCH (if applicable)	TOTAL
Category Totals			
TOTAL PROGRAM COSTS			

Application Checklist:

- ☐ Complete online application
 - ☐ Complete all sections of Project Information (contact information)
 - ☐ Show Evidence of Need
 - ☐ Describe Proposed Use of Funds
 - ☐ Provide Overview of Evaluation Plan
 - ☐ Demonstrate Sustainability
 - ☐ Complete CDC worksite Scorecard & Attach
 - ☐ Attach Accompanying Policy (or steps to pass an accompanying policy)
 - ☐ Attach Budget Template
 - ☐ Become an Oklahoma Supplier following directions [here](#)