

FY25 TSET Discovery Funding Q&As

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1	Q1 Can entities outside of Oklahoma collaborate on a TSET grant as a subcontractor?	Yes, if the following is true. The organization applying for a TSET grant must 1) have a physical office location in Oklahoma, which means they have a business presence and operate in the State of Oklahoma, and 2) have a major role to play in the implementation of the grant (program and/or services) and cannot function merely as a financial agent and pass-through entity to a subcontractor.
2	Q2 Would an organization with a Healthy Living Program Grant be eligible to apply for funding under the Discovery grant?	Yes. The scope of work must not duplicate, in any way, that of the HLP grant.
3	Q3 Is the Discovery Grant a good funding fit for a nonprofit which supports homeless families with food delivery, addiction counseling, and transportation to and from a meal site?	Page 8 of the DY25 Discovery Grant Request for Applications lists the range of programs and strategies that may be funded in the realm of access to and participation in tobacco prevention and cessation, physical activity, nutritious and healthy eating, and healthcare services.
4	Q4 Could funds be used to pay for gym memberships?	Gym memberships and other individual memberships are unallowable expenses under this funding opportunity.

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5	<p>Q5 Can fitness room equipment be purchased with grant funding for either the Discovery or Built Environment grant?</p>	<p>Fitness room equipment items are eligible for purchase through the TSET Built Environment Grants opportunity, specifically the construction implementation portion of the opportunity. Of course, approval for purchase of such items is dependent the scope of work proposed by the applicant, and the fit and context of those item(s) as they directly relate to the purpose(s) described in the opportunity.</p>
6	<p>Q6 Do indirect costs refer to grant manager costs, or the hired staff for our proposed project?</p> <p>What does the process of being assigned an external evaluator include?</p>	<p>Indirect costs refer to costs that are not easily discernable from daily expenses incurred by operating the organization, e.g., utilities, telephone landlines and internet, security. Administrative costs to support the grant such expenses as rent, support personal such as supervisors, office managers, or financial officers are also allowable.</p> <p>Program evaluation – TSET’s review of the application will determine whether a reasonable evaluation design has been proposed. If no design is proposed or one proposed has significant shortcomings, TSET has a contract an external evaluator that will be assigned to work with the applicant to develop a design or plan, if funded.</p>

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7	Q7 Does the 10% overhead cap include direct personnel expenses for staff implementing the program, or are these considered separate direct program costs?	Staff responsibility for directly managing and implementing a TSET grant and its activities are direct costs and are listed within the "Personnel" category of the budget.
8	Q8 Does the requirement that applicants "Must not receive funds or benefit from the sale of tobacco products." exclude cities that are funded through sales and use tax?	Organizations must be able to certify that they neither have a direct or indirect affiliation or contractual relationship with a company engaged in or funded by the manufacture of tobacco products nor will it accept funding from those companies. Cities receiving sales or use tax on tobacco products are not excluded from applying.
9	Q9 Would a project that explores opportunities to develop a mileage reimbursement program targeting vulnerable populations such as elderly, disabled, disadvantaged to access healthy food and medical appointments be eligible for the Discovery grant?	Yes, if the vulnerable populations being addressed are: 1) large segments of people receiving services to prevent tobacco use or obesity; or, 2) populations, regardless of size, with the greatest rates of tobacco use and/or obesity.
10	Q10 Per the RFA, application budgets are allowed to have up to 10% indirect costs. This year, the federal guidelines have been adjusted to allow 15%. Is there a plan for TSET to match the federal guidelines, or is the 10% final?	Indirect costs of 10% of total direct costs is final and the rate approved by the TSET Board of Directors.

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11	Q11 Are the appendices and attachment documents available yet?	Appendices and attachment forms can be accessed by clicking the paperclip icon on the left navigation pane in Adobe. If you cannot see a paperclip icon in Adobe, please ensure that you have fully downloaded this guide and have opened it from your desktop rather than from within your internet browser.
12	Q12 We receive a cigar tax from the State, does this mean we can not apply?	Organizations must be able to certify that they neither have a direct or indirect affiliation or contractual relationship with a company engaged in or funded by the manufacture of tobacco products nor will it accept funding from those companies. Cities receiving sales or use tax on tobacco products are not excluded from applying.

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Q13	Would we be eligible to apply for Discovery Grant funding if our program is not specifically targeted toward either children/teens or seniors but is open to a more general, though at-risk population?	Yes, as long as: - The proposed program aims to maintain or improve the health of Oklahomans, which could also include general and at-risk populations. -Your organization meets the eligibility criteria outlined on pages 2 and 3 of the Discovery Grant Request for Application. -The proposed program is new or a significant expansion of an existing program. -The proposed program aligns with the range of programs and strategies that may be funded in the realm of access to and participation in tobacco prevention and cessation, physical activity, nutritious and healthy eating, and healthcare services on pages 8-10 of the Discovery Grant Request for Application.

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14	Q14 When applying for the grant, should a county government official apply or should the person who manages the program that is interested in receiving the grant apply?	<p>Applications are not required to be submitted by a government official, however an organization will need to provide contact information and signatures from an authorized official (someone who is authorized to sign contractual agreements on behalf of the organization) on some required documents.</p> <p>Applicant organizations must meet all grant eligibility requirements and have the ability to fully manage and execute the grant if awarded.</p> <p>If the proposed program involves multiple partners, the applicant organization must act as the primary contractor and fiscal agent, handling all contract, program management and financial responsibilities.</p>
15	Q15 Is a Title 60 Public Trust eligible to apply?	Yes.
16	Q16 What is TSET'S definition and/or age range of "Children."	TSET defines children as anyone under the age of 18 years old.

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	Q17 Can anyone apply?	<p>The types of entities eligible to apply include the following as listed on page 2 of the RFA:</p> <ul style="list-style-type: none">•Institutions of common and higher education•Public entities (such as a public school district/site and state, county, or local government agencies)•Tribal nations•Non-profit 501 (c)(3) organizations <p>All applicant organizations must have an Oklahoma business presence, and a physical office located within the state of Oklahoma.</p>

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18	<p>Q18 Would a program that addresses mental health fall under this grant?</p>	<p>An application is responsive when:</p> <ul style="list-style-type: none"> -The proposed program is related to one of TSET's constitutionally mandated purposes outlined on page 1 of the Discovery Grant Request for Application. -The organization meets the eligibility criteria outlined on pages 2 and 3 of the Discovery Grant Request for Application. -The proposed program is new or a significant expansion of an existing program. -The proposed program addresses one or more of the funding opportunity objectives listed on pages 4 and 5 of the Discovery Grant Request for Application. -The proposed program aligns with the range of programs and strategies that may be funded in the realm of access to and participation in tobacco prevention and cessation, physical activity, nutritious and healthy eating, and healthcare services on pages 8-10 of the Discovery Grant Request for Application.
19	<p>Q19 Does the Discovery or Built environment grant cover new construction or is it limited to renovations or improvements to existing structures?</p>	<p>The Innovations in Built Environment opportunity does not prohibit new construction. The Discovery Grant opportunity does not accept built environment applications (design or construction).</p>
20	<p>Q20 Are organizations allowed to apply for more than one grant?</p>	<p>Yes, eligible organizations may apply for more than one TSET grant opportunity.</p>

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21	Q21 Can an organization apply for both an Innovation in Built Environment Grant and a Discovery Grant in the same application cycle?	Yes.
22	Q22 Are multiple departments within one organization are allowed to apply for the same grant?	Yes, an organization may submit multiple applications if each proposed program/project is unique and is not duplicative of another.
23	Q23 Can TSET grants funds be used pay rent to a local business/church for the use of the gym facility to allow for additional space for physical activity opportunities in winter months?	As a State of Oklahoma government agency, TSET funds cannot be used directly or indirectly to advance or promote religious beliefs or to inhibit or discriminate against the religious beliefs of others and cannot be used to benefit or support any priest, preacher, minister, or other religious teacher. Events can be held at places of worship if they are open to the public. TSET can support activities at places of worship, if the activities are accessible to all and religious language, symbols, books, or written information are not used to promote a TSET-sponsored event.
24	Q24 Can you clarify who should should sign the the 'Non-Acceptance of Tobacco Funds' Certification?	The Non-Acceptance of Tobacco Funds Certification should be signed by an authorized official of the applicant organization. An authorized official is a person who has been granted the legal authority to act on behalf of an organization.

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25	Q25 If two entities are partnering together, one as the project lead and one as the fiscal sponsor, do both entities have to meet the tobacco-free and worksite wellness policy requirements?	For programs involving multiple partners, the applicant organization will act as the primary contractor and fiscal agent, handling all contract, management and financial responsibilities. The applicant organization must meet all policy and eligibility requirements, including the tobacco-free and worksite wellness policies.
26	Q26 Are funds available through TSET for startup costs for a preschool program?	Page 8 of the FY25 Discovery Grant Request for Applications lists the range of programs and strategies that may be funded in the realm of access to and participation in tobacco prevention and cessation, physical activity, nutritious and healthy eating, and healthcare services.
27	Q27 Is there a limit to the number of grant applications an organization can submit?	No. An organization may submit multiple applications if each proposed program/project is unique and is not duplicative of another.

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28	Q28 If a focus on one mandate includes physical activity as well as addressing tobacco use cessation, will this disqualify the application?	No. On page 10 of the Discovery Grants Request for Application is a table with TSET’s constitutional mandates. Within TSET’s constitutional mandate (#4), under the topic addressing “Health lifestyles and healthcare”, and within the “Program/Services” category an applicant must select a main program/service listed or propose an innovative approach that align with the healthy lifestyles and healthcare topic. Selecting or proposing one main program/service does not prevent an applicant from proposing a secondary goal. Preventing and quitting tobacco use is foundational to TSET’s purpose.
29	Q29 Can an individual researcher who works at a university apply for a discovery grant?	No. Only the following types of entities are eligible to apply: Institutions of common and higher education; Public entities (such as a public school district/site and state, county or local government agencies); Tribal nations; and Non-profit 501 (c)(3) organizations.
30	Q30 Are letters of support from distribution and strategic partners required for the discovery grant application?	Only letters of support/commitment for those providing in-kind or financial match are required.
31	Q31 Do TSET grants allow for the purchase of food/produce?	Healthy refreshments and fresh produce are considered eligible grant expenses.

	Q	A
32	Q32 Will smaller population sizes who service the special needs/ special health care needs populations and their families be considered within this funding opportunity?	Yes, if the population is one having the greatest rates of tobacco use and or obesity. Within the “Overview” section of the RFA, page 2, it states, “The proposed program must address: 1) large segments of people with strategies to prevent tobacco use or obesity; or, 2) populations, regardless of size, with the greatest rates of tobacco use and/or obesity.”
33	Q33 Could funding be used to build ramps for older adults who need access to transit?	No. Building ramps for older adults is considered construction and may be eligible for funding consideration by TSET through the currently open TSET Innovations in Built Environment Grants funding opportunity (092-BEI25), specifically the construction implementation portion of the opportunity.
34	Q34 Can grant funds be used to pay for staff salaries, athletic/workout equipment and/or admission prices to a venue that promotes physical activity?	Yes, funds can be used for salaries and freestanding workout equipment. Refer to Appendix E Budget Tips & Tools and Matching Funds Guidance for more information on budget categories. Individual memberships or admissions are unallowable expenses.
35	Q35 Are volunteers allowed to apply for a grant on behalf of a school?	Volunteers may take the lead or help in writing an application, but the applicant organization must meet all eligibility requirements. Only eligible organizations may receive grants. TSET does not make grants to individuals.

	Q	A
36	<p>Q36 Does a grant exclusively have to address only one of the program/services section or can an applicant select multiple services? For clarification, can an application encompass multiple programs/services within one topic?</p>	<p>No. The Request for Applications, page 8, states an application must focus on a single program/service within one of TSET’s constitutional mandates. Multiple programs/services within one application will not be reviewed.</p>
37	<p>Q37 Our fiscal sponsor will be a non-profit organization acting as the applicant. This organization does not have any employees, only contracted staff, so there are no internal employee policies in place. The actual project will be managed by a separate entity, and we are fully compliant with the workplace wellness and smoke-free policies. Can we still apply and remain eligible, given that the applicant has no employees for whom policies would need to be created? We will include the relevant documentation for the managing entity with our application.</p>	<p>The applicant organization must meet all policy and eligibility requirements, including the tobacco-free and worksite wellness policies. These policies must cover all employees and contractors governed by the applicant agency. The tobacco-free policy should also apply to any property owned and operated by the applicant organization.</p>