



## TSET FY21 Healthy Incentive Grant for School Districts

### Guidelines and Application

#### Purpose

TSET Healthy Incentive Grants for School Districts are designed to help districts adopt and implement best and promising practices in tobacco-free environments, nutrition, physical activity and employee wellness.

#### Application Period

Applications are accepted only during three periods of the State fiscal year (July 1 – June 30). For FY21, application periods are open during the following times:

- September 15, 2020 – October 15, 2020
- January 4, 2021 – February 5, 2021
- April 1, 2021 – April 23, 2021

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

#### General Eligibility

Any Oklahoma public school district may apply until the district has received the maximum funding available provided the district is implementing the following actions, all of which will be demonstrated by the submission of required documents:

#### **The district has a comprehensive 24/7 tobacco-free policy**

The policy's implementation by the district must:

- Prohibit smoking, vaping and smokeless tobacco use anywhere on school grounds.
- Pertain to all students, faculty, staff, visitors and any other person on school property. This includes any outside agency or organization using the district's facilities.
- Apply to all school property indoors and outdoors and is in effect 24 hours a day, seven days a week.
- Post signs at entrances on school property to inform all persons about the tobacco-free facility and grounds.
- Provide for enforcement steps and consequences for violation of the policy.

- Apply to all off-campus school sponsored or school-sanctioned functions.
- Apply to all school vehicles at all times and to personal vehicles while on school property.
- Prohibit the advertising/marketing of tobacco products (including electronic smoking devices) on school grounds and refuses any tobacco funding (including funding from electronic smoking device companies).
- Promote the [Oklahoma Tobacco Helpline \(1 800 QUIT NOW\)](#) and provide tobacco cessation information and resources to employees.

The district will be asked to submit their 24/7 tobacco-free policy in the grant application. Please note that Oklahoma State School Boards Association's (OSSBA) standard policy does not include all of the TSET policy requirements indicated above. A link to a sample policy that meets the incentive grant guidelines can be found here: [TSET Sample 24/7 Tobacco-Free Campus Policy](#)

**The district has an organized wellness committee/council**

- The district will have a wellness committee/council that represents all school levels (elementary and secondary schools) that is inclusive of school and public stakeholders to the extent possible.
- The wellness committee/council will serve as an advisory committee providing guidance to the local school board regarding student health issues and possible revisions, improvements, monitoring and implementation of the wellness policy.
- The district must submit minutes from at least one wellness committee or council meeting where the district wellness policy was discussed.
- Under USDA's final rule, districts must develop and include in their wellness policy a plan for allowing broad public participation in the development, implementation, review, and update of local school wellness policies.
- The district must submit minutes and a sign in sheet where the wellness policy was discussed.

**The district incorporates the Whole School, Whole Community, Whole Child (WSCC) framework**

- This health assessment approach combines and builds on elements of the traditional Coordinated School Health approach from the Centers for Disease Control and Prevention and the Whole School, Whole Community, Whole Child framework for improving student learning and the health environment in schools.
- Districts must include a letter of support from the chairman of the district wellness committee/council. For more information about the WSCC model please refer to the following link: [WSCC](#)

**The district has a written Emergency Operation Plan that includes recovery elements addressing prevention, preparation, mitigation, recovery and response.**

- The district will be required to submit their Pandemic Response Plan.

**The district's School wellness policy meets the following USDA requirements:**

Under the [USDA Content of Wellness Policy/Summary of the Final Rule](#), wellness policies are required to include, at a minimum:

- Goals for nutrition promotion and education, physical activity, and other school-based activities that promote student wellness after reviewing and considering evidence-based strategies;
- Nutrition guidelines for all foods and beverages available on each school campus during the school day that are consistent with federal school meal standards and Smart Snacks in School nutrition standards;
- Nutrition standards for all foods and beverages provided, but not sold, to students during the school day;
- Policies for food and beverage marketing that allow advertising of only those foods and beverages that meet [Smart Snacks in School](#) guidelines;
- Permission for stakeholders (parents, students, teachers, school food authority, teachers of physical education, school health professionals, school board, school administrators, and the public) to participate in policy development, implementation, review, and updates;
- A requirement that the district annually inform and update the community about the policy's content, implementation, and any updates;
- A requirement that the district triennially measure and make available to the public an assessment on implementation, including school compliance, alignment with model wellness policies, and a description of progress made in attaining the wellness policy goals; and
- Designation of one or more district and/or school officials as wellness policy leadership who are **responsible for ensuring school-level compliance** with the wellness policy.

The district will also submit a copy of their latest Child Nutrition Administrative Review Summary. Reviews from 2019 – 2020 as well as archived reviews may be found here:

<https://sde.ok.gov/administrative-reviews>.

### **The district has a District Wellness Policy**

Each eligible district must have a district wellness policy. Applicants may use their own policy, or they may tailor their wellness policy from the sample wellness policy used by TSET and based on best and promising practices and policies. The sample policy is available on the [TSET website](#). The greater the number of policy elements adopted and closer they are to the strongest policy language in the TSET sample policy, the higher the classification. The sample wellness policy is editable and customizable for each district.

The wellness policy and practice, upon review, are classified as one of following: bronze, silver, or gold. The classification is based on the number of best practice elements included in the policy as well as the strength of the policy elements, and together with student enrollment determine the level of funding for which a district is eligible. As districts apply for the next level of funding, their policies as well as practices are verified by TSET staff. Districts achieving policy at the gold level in their first attempt will be subject to a review of the policy implementation practices by TSET staff within a year of grant award.

Districts should contact Laura Matlock, Program Officer, at [LauraM@tset.ok.gov](mailto:LauraM@tset.ok.gov) or 405-764-4668 for assistance or guidance with policy development.

### Previous Incentive Grantee Eligibility

A district that has received prior TSET incentive grant funding is welcome to apply and would be eligible to receive the difference of the previous award up to the maximum award amount under this funding opportunity.

Districts 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 in order to be eligible for submission under this funding announcement. To inquire of the status of a previously-funded incentive grant for your organization, contact TSET Grants Management at [grantsmanagement@tset.ok.gov](mailto:grantsmanagement@tset.ok.gov).

### Non-Acceptance of Tobacco Funds

Applicant organizations are required to complete a Certification of Non-Acceptance of Tobacco Funds form, located on the last page of this document (Attachment A).

### Funding

Funding is available on a first come, first served basis and is determined based upon the following:

1. All requirements being submitted;
2. The number of elements included in the wellness policy;
3. The strength of the wellness policy elements; and
4. District enrollment numbers based on the State Department of Education’s FY19-20 enrollment numbers.

Funding amounts are cumulative, so if a district’s policy and practice qualifies at the gold level, the maximum funding amount is awarded. See Figure 1 for funding amounts.

Healthy District Incentive Grant Awards				
District Enrollment	Bronze	Silver	Gold	Maximum Award
0 - 500	\$3,000	\$5,000	\$7,000	\$15,000
501 – 1,000	\$5,000	\$6,500	\$8,500	\$20,000
1,001 – 2,000	\$6,000	\$8,000	\$11,000	\$25,000
2,000 – 5,000	\$7,000	\$8,500	\$14,500	\$30,000
5,001 – 10,000	\$10,000	\$20,000	\$30,000	\$60,000
10,001 – 25,000	\$15,000	\$35,000	\$50,000	\$100,000
25,000 +	\$20,000	\$40,000	\$60,000	\$120,000

Figure 1

**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.**

**Funding Availability**

Funding varies each year and applications are accepted until the application window closes. TSET may receive more applications than funding can support and applicants are encouraged to apply early as applications are considered on a first come, first served basis.

**Suggested Use of Funds**

Funding must be used for purchases, programs, and/or projects that improve health. Below are suggested uses of funds, although this list is not exhaustive. TSET reserves the right to approve, deny, or—with the awarded grantee—modify any proposed uses of TSET funds.

**Comprehensive Health Education Curriculum**

- SPARK physical education and wellness program
- CATCH (Coordinated Approach to Child Health)

**Training/Demonstrations**

- Staff development training (nutrition education, integrating physical activity during the school day, asthma awareness, diabetes management, etc.)
- Cafeteria staff (knife skills, healthy cooking, food safety, cooking from scratch, behavioral economics, etc.)
- Parent/community (cooking demonstrations, nutrition education, healthy lifestyles, promoting physical activity)
- Students (taste testing, reading nutrition labels, little chef /iron chef competitions, etc.)
- Health promotion classes
- CPR/first aid classes

**Stipends for Wellness Coordinators**

**COVID-19 Response**

- Personal protective equipment
- Hand hygiene stations
- Enhanced cleaning and disinfecting supplies or equipment
- Infection control barriers (Plexiglas)

**Equipment**

- Cafeteria (stoves, refrigerators, flat top grills, tables, coolers, knives and utensils, etc.)
- Playground equipment; PE equipment; fitness room equipment (treadmills, elliptical machines, stationary bikes, etc.)
- Warm up stations for walking track/fitness trail
- Activities for Life (fishing poles, flag football, bowling stations, archery, outdoor skills, dance programs, etc.)
- Health assessment (scales, audiometers, vision screening, blood pressure, stethoscopes, oximeters, pedometers, heart monitors, no contact thermometers, etc.)
- Safety and emergency response (automatic external defibrillators, disaster preparedness)
- Action Based Learning Labs; kinesthetic classroom equipment (TSET suggests the lab or equipment be supported by training on the proper use and implementation of the lab or equipment)

**Capital Improvement**

- Sidewalk Repair
- Walking trail/track
- Playground improvement (cushioning materials, fencing, protective awnings, etc.)

- Ventilation maintenance and updates
- School garden, green house, hydroponic equipment, etc.
- Street safe cross walks (flashing lights, signs, etc.)
- Hydration stations/drinking fountains

### Award Process

Applications received prior to 4 p.m. on the last day of the application window will be reviewed. All eligible applications will be presented to the TSET Board of Directors for funding consideration. Awards are subject to availability of funds and are made on a first come, first served basis. 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.

### Grant Period

The grant period shall be for one year from the date of approval by the TSET Board of Directors. Any requests for extensions to the grant period must be submitted in writing to TSET Grants Management no fewer than 60 days prior to the end of 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. **Any requests for extensions to the grant period must be submitted in writing to TSET Grants Management no fewer than 60 days prior to the end of the grant period.** 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 and confirmation of invoice approval, which is 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.

### Application Preparation and Submission

Applications may be submitted at any time while the funding cycle is open. However, 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 are accepted until 4 p.m. CT on the application closing date.

Applications must be submitted via Smartsheet web form. Smartsheet web forms do not allow the saving of data, so all information must be entered and submitted at one time.

One form is provided by TSET with these instructions and is required for each application: Attachment A, Non-Acceptance of Tobacco Funds Certification. This form must appear as the first page of each submitted application.

#### *Required Attachments*

In addition to the TSET-provided Non-Acceptance of Tobacco Funds Certification form, the following documents are required with each application submission:

1. Copy of the district's 24/7 tobacco-free policy that meets TSET's standards;
2. Copy of wellness committee roster and minutes from the most recent meeting;
3. Letter of support from the chairman of the district wellness committee;
4. Copy of the district's pandemic response plan;
5. Copy of the district's latest child nutrition administrative review; and
6. Copy of the district's wellness policy.

All required policy and supporting documents must be saved as .PDFs and attached in the order listed above behind the Non-Acceptance of Tobacco Funds Certification, respectively. An application submission checklist (Appendix A) is also provided and lists the attachments in the order in which they must appear in the application package. **Please check and double-check that all required documents are included and presented in the order indicated before submitting your application.**

#### *Application Submissions*

Applications must be submitted to TSET via [Smartsheet](#). Applications submitted via any other method will not be considered. Applications may be submitted via this link:

<https://app.smartsheet.com/b/form/20686c3ec780486e92c079aeb1d0c011>. For technical assistance with submitting an application, please contact [grantsmanagement@tset.ok.gov](mailto:grantsmanagement@tset.ok.gov).

**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 with the official application 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 submission but before the deadline an applicant should realize a mistake in or omission from their proposal, 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](mailto:grantsmanagement@tset.ok.gov). The applicant may then resubmit the entire application package if the submission deadline has not passed. The original application will be released from its spot in the

requests queue and will be considered for review in the order that the corrected application is submitted.

### 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.

### Required Software

Applications under this funding opportunity may be completed at no cost to the applicant by using Adobe Reader. The full version of Adobe Acrobat Professional is not required to complete any of the application forms. Applications must be submitted electronically via Smartsheet, which requires no account to use.

This funding opportunity may be accessed on the TSET website at <https://tset.ok.gov/content/healthy-schools-incentive-grants>.



**Oklahoma Tobacco Settlement Endowment Trust  
Certification of Non-Acceptance of Tobacco Funds**

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**Organization/Grantee/Principal Investigator Name:**

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The organization named above hereby certifies that during the term of the agreement with the Oklahoma Tobacco Settlement Endowment Trust it will neither have a direct or indirect affiliation or contractual relationship with a company or foundation engaged in or funded by the manufacture of tobacco, tobacco products, and/or electronic nicotine delivery systems (ENDS), nor will it accept any type of funding from such a company or foundation. The organization further certifies that it will not engage in the manufacture of tobacco products during the term of the grant. This restriction does not apply to the growth or use of noncommercial tobacco for ceremonial use.

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**CERTIFICATION**

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I, the official named below, hereby swear that I am duly authorized legally to bind the grant recipient, contractor, or principal investigator (as applicable) to the above described certification. I am fully aware that this certification, executed on the date below, is made under penalty of perjury under the laws of the State of Oklahoma.

Director of Agency or Principal Investigator:

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Signature

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Date

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Printed Name and Title



## TSET FY21 Healthy Incentive Grant for School Districts

### Pre-Submission Checklist

This document is intended to serve as a helpful tool in reviewing your application prior to submission to TSET's Healthy Incentive Program for School Districts. Completion of this form is not required, and it does not have to be submitted with your application.

All required policy and supporting documents must be saved as .PDFs and attached in the order listed below. **Please check and double-check that all required documents are included and presented in the order indicated before submitting your application.**

**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 with the official application on or before the submission deadline. Additional information will not be requested or accepted after the deadline.

The following documents must be completed and compiled into a single document in the order listed below:

- Attachment A, Non-acceptance of Tobacco Funds Certification
- Copy of the district's 24/7 tobacco-free policy that meets TSET's standards
- Copy of wellness committee roster and minutes from the most recent meeting
- Letter of support from the chairman of the district wellness committee
- Copy of the district's pandemic response plan
- Copy of the district's latest child nutrition administrative review
- Copy of the district's wellness policy