



TSET Healthy District & Schools Incentive Grant Program Parameters

Purpose

- The TSET Healthy Districts and Schools Incentive Grants are designed to help districts/schools adopt and implement best and promising practices in tobacco-free environments, nutrition, physical activity and employee wellness.
- Funding is available on a first come first served basis as funding allows.
- The funding amount is based on the wellness policy and implementation classification (bronze, silver, gold) a district/school achieves and the district's/schools student enrollment.
- The higher the classification achieved, the larger the potential grant award.

Eligibility

Districts:

- Open & eligible to all Oklahoma school districts
- District grants focuses on tobacco use prevention and cessation, physical activity and nutrition policy changes.

Individual Schools:

- All individual school sites may apply once their school district has been funded.
- School grants will focus on policy implementation, employee wellness, health promotion, family engagement and community involvement.

To be eligible to apply, the District must have:

A comprehensive 24/7 Tobacco-Free Policy

- The policy must prohibit: smoking, vaping and smokeless tobacco use anywhere on school grounds.
- The policy must 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.
- The policy applies to all school property indoors and outdoors and is in effect 24 hours a day, seven days a week.
- Signs must be posted to inform all persons about the tobacco-free facility at entrances on school property.
- The district will have enforcement steps and consequences included in the district policy.
- The tobacco-free policy applies to all off-campus school sponsored or school-sanctioned functions.
- The policy applies to all school vehicles at all times and to personal vehicles while on school property.



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- The district prohibits 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).
- The district will promote the [Oklahoma Tobacco Helpline \(1 800 QuitNow\)](#) to 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.

A 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 will be asked to 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 will incorporate 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 Child framework for improving student learning and the health environment in schools.
- Districts will be required to include a letter of support from the Chairman of the District Wellness Committee/Council. For more information about WSCC please refer to the following link. [WSCC](#)

School Wellness Policy - USDA Requirements

Under the USDA Local Wellness Policy 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;



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- Policies for food and beverage marketing that allow advertising of only those foods and beverages that meet Smart Snacks in School;
- 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
- Designating one or more district and/or school officials as wellness policy leadership who are responsible for ensuring school-level compliance with the wellness policy.

[USDA Content of Wellness Policy/Summary of the Final Rule](#)

District/School Wellness Policy

- The wellness policy has been tailored from the school wellness policy used by the TSET Healthy Living Program.
- The wellness policy is editable and customizable for each district.
- The wellness policy and practice will be reviewed and classified as one of following: bronze, silver, or gold for a district and for a school, 1 star, 2 star and 3 star.
- The classification is based on 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/schools apply for the next level of funding, their policies as well as practices will be verified by TSET staffs.
- Districts/Schools located in counties served by the TSET Healthy Living Program (see map of Oklahoma) are encouraged to work with their local TSET Healthy Living representative on policy language.
- Districts/Schools that do not have a TSET Healthy Living program in their community, will contact Sharon Howard, Program Manager, TSET Healthy Schools Policy Implementation Grants sharonh@tset.ok.gov 405-521-6231 office or 405-651-4289 for assistance and guidance.
- Districts/Schools achieving policy at the gold level (leader) in their first attempt will be subject to a review of the policy implementation practices by TSET staff within a year of grant award.

District Funding

Funding will be based on district student enrollment using the latest State Department of Education enrollment numbers, the strength of the policy elements and the number of elements included in the



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wellness policy. Funding amounts are cumulative, so if a district’s policy and practice qualifies at the gold level, the maximum funding amount will be awarded.

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

Previously Funded Districts

Districts that have received prior funding are welcome to apply and are eligible to receive the difference of the previous award up to the new maximum award amount. Districts must meet current grant criteria at the gold class and must have passed or corrected deficiencies from their last triannual child nutrition review.

Individual School Sites

Individual school sites use the same wellness policy framework as districts with funding for three levels of achievement (one-to-three star) depending on level and scope of policy adoption and implementation met and their student enrollment.

Healthy Schools Incentive Grant Awards				
School Enrollment	One Star	Two Stars	Three Stars	Maximum Award
0 – 200	\$2,000	\$3,000	\$5,000	\$10,000
201 - 400	\$3,000	\$4,500	\$7,500	\$15,000
401 - 600	\$4,000	\$6,000	\$10,000	\$20,000
601 – 1,000	\$5,000	\$7,500	\$12,500	\$25,000
1,001 +	\$6,000	\$9,000	\$15,000	\$30,000

Previously Funded School Sites

All individual school sites may apply once their school district meets the “Previously Funded Districts” requirements. All school sites must start with the One Star application. Previously funded schools are



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welcome to apply, and are eligible to receive the difference of the previous award up to the new Maximum award amount.

Use of Incentive Grant Funds by Districts and Individual Schools

Funds must be used for purchases/programs/projects that improve health.

Comprehensive Health Education Curriculum

- SPARK Physical Education & 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

Equipment

- Cafeteria (stoves, refrigerators, flat top grills, tables, coolers, knives & utensils, etc.)
- Playground equipment; PE equipment; fitness room equipment (treadmills, elliptical machines, stationary bikes, etc.)

Equipment (continued)

- Warm up stations for walking track/fitness trail
- Activities for Life Equipment (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, etc.)
- Safety & Emergency Response (automatic external defibrillators, disaster preparedness)
- Action Based Learning Labs; kinesthetic classroom equipment (TSET's prefers 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.)
- School garden, green house, hydroponic equipment,
- Street safe cross walks (flashing lights, signs, etc.)
- Hydration stations/drinking fountains



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Application Process

If a district or school is interested in applying for a Healthy District or School Incentive Grant, a district or school representative **must contact Sharon Howard, TSET Healthy Schools Incentive Grant Program Manager to discuss the grant details and the online application process.** There will be two application periods during the FY2020 grant year. The first grant cycle where applications will be accepted is July 1, 2019 until September 20, 2019. The second grant cycle will be December 2, 2019 until January 15, 2020. Applications are accepted until the end of each application period or until funds are exhausted, whichever comes first.

District Application

- After discussing the application with the program manager, the district representative will be asked to submit a web form. The form will collect district and contact information, as well as potential use of funds if a grant were awarded. The District will upload the 24/7 – Tobacco Free Policy and the District Wellness Policy for review as a prerequisite for application.
- After receiving the prerequisite requirements, the district will be provided feedback, and if qualified, on the policy level and potential level of funding the district will be eligible to apply for
- A link to the grant application site will be emailed from TSET Grants Management to the **District Authorizing Official** (superintendent or designated official with the authority to formally sign contracts and assume responsibility for the grant)
- The superintendent/authorizing official may share the password and link to the district representative/grant writer
- Links to the grant application site will be sent in the order they are received for qualified applicants.
- 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 notification after the Board of Directors meeting. Please review your documents carefully for accuracy and completeness prior to submission.
- 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 an application is submitted and a confirmation email is received, the application has been placed into the queue for funding consideration in the order in which it was received.
- After the TSET Board of Directors meeting, the contacts for each of the applicants will be telephoned and notified via email the status of their application.



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

School Application

The School Representative will be asked to **contact Sharon Howard, TSET Healthy Schools Incentive Grant Program Manager to schedule a call to discuss the grant details and the online application process.**

- After discussing the application with the program manager, the program manager will determine the level of readiness for the school to apply
- When deemed ready to apply, the school representative will be asked to submit a web form. The form will collect school and contact information, as well as potential use of funds if a grant were awarded
- A link to the grant application site will be emailed from TSET Grants Management to the **District or School Authorizing Official** (superintendent, principal or designated official with the authority to formally sign contracts and assume responsibility for the grant)
- The superintendent/principal/authorizing official may share the password and link to the district representative/grant writer
- Links to the grant application site will be sent in the order they are received for qualified applicants.
- All Schools must start with and complete one star criteria first. Schools may apply for more than one level at a time, but levels must be completed in sequence.
- 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 notification after the Board of Directors meeting. Please review your documents carefully for accuracy and completeness prior to submission.
- 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, that your application has been placed into the queue for funding consideration in the order in which it was received.
- After the TSET Board meeting, the contacts for each of the applicants will be telephoned and Notified via email the status of their application.
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Evaluation

TSET evaluates 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.