



FY26 School District Resource Guide



Important Viewing Instructions

If you are viewing this document in a web browser, some features ***will not work properly***.

To ensure full access to all content and functionality, please ***download this file and open it using Adobe Acrobat Reader***.

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About this Document

This document is intended for informational purposes and reflects current planning; it does not obligate TSET to make any specific number of awards. Awards are contingent upon the availability of funds, satisfactory performance by the grantee and approval by the TSET Board of Directors. If there is any inconsistency between the information contained in this guide and the terms of any resulting cooperative agreement, the terms of the cooperative agreement are controlling.

This document may be amended by TSET. Amendments can be found on TSET's website under the section [TSET Healthy Incentive Grants](#). It is the responsibility of the applicant to review any such amendments and make necessary changes in the application to meet the amended requirements.

Ceremonial Use of Tobacco in Native American Culture

TSET acknowledges the spiritual and ceremonial value that tobacco has in Native American culture. Phrases such as "tobacco-free" mentioned in this document refer to commercially produced tobacco products and non-ceremonial use of tobacco.

Required Software

This document may be viewed and associated forms 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 via Salesforce, TSET's Funding Portal, beginning in September of Fiscal Year 2026. To register and login, please visit oktset.my.site.com. Applicants can find instructions on registering and applying through the Funding Portal on the [TSET website](#).

Resource Guide Attachments and Appendices

Attachment and Appendices provided in this Resource Guide are listed below and can be accessed by clicking the paperclip icon on the side navigation pane in Adobe Reader. If you cannot see a paperclip icon in Adobe, please ensure that you have fully downloaded this document and have opened it from your desktop rather than from within your internet browser. The forms can also be accessed by clicking on the Application Guidelines and Forms folder in the [Resources tab](#) in the Funding Portal.

Current and Previous TSET Grantees

Current TSET grantees are not prohibited from applying for funding under this opportunity. However, projects submitted under this funding opportunity must be unique and not duplicate another TSET-funded grant or contract. Previous TSET grantees or contractors who are in good standing with TSET are also eligible to apply for funding under this opportunity. If you have questions about your eligibility to apply as a current or former TSET grantee, please submit your questions to the [HIG Q&A webform](#).

Key Dates

FY26 Healthy Incentive Grant for School Districts Funding Cycle 1

Applications Open: September 2, 2025, at 8:00 am CT

Applications Due: September 30, 2025, by 4:00 pm CT

Applicants Notified of Award Decisions: within two (2) days of the November 20, 2025 TSET Board of Directors meeting

FY26 Healthy Incentive Grant for School Districts Funding Cycle 2

Applications Open: January 9, 2026, at 8:00 am CT

Applications Due: February 6, by 4:00 pm CT

Applicants Notified of Award Decisions: within two (2) days of the April 2, 2026 TSET Board of Directors meeting

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Purpose

TSET Healthy Incentive Grant (HIG) for School Districts is returning for Fiscal Year 2026 (FY26) with some exciting updates to the program. With an expansion of the program budget, new application process and updated metrics for awarded applicants, HIG for School Districts will continue to leave a lasting impact on Oklahoma's schools. The TSET Healthy Incentive Grant is available to all public school districts in Oklahoma and aims to incentivize districts to establish wellness committees, adopt tobacco-free and wellness policies and promote TSET programs on healthy living. As part of this Resource Guide, applicants can find guidance on policies and committee structure required for grant eligibility. TSET values these policy initiatives and continues to invest in them year after year because of the transformational impact it has on Oklahoma school systems. The requirements for tobacco-free and wellness policies are intended to create a community-driven movement towards improved community health and bring awareness to the importance of tobacco-free public spaces and overall wellness.

Unique to this grant program, TSET will award HIG for School Districts on a first come, first served basis as long as applicants meet all application and eligibility requirements. Funding through this program can only address one project per award.

Application Period

Applications are accepted during the two open periods of the state fiscal year (July 1 – June 30).

For FY26, application periods are open during the following times:

- September 2, 2025 – September 30, 2025
- January 9, 2026 – February 6, 2026

General Eligibility

Applications are open to all public school districts in Oklahoma. Awards will not be made to organizations that receive funds or benefit from tobacco sales. All eligible applicant organizations must be in good standing with the Oklahoma Secretary of State. For the term of the cooperative agreement with TSET, applicants must be able to attest that the organization does not and will not accept funding from the tobacco industry by signing and submitting Attachment A: Certification of Non-Acceptance of Tobacco Funds.

Project Service Area

All projects must take place and only serve populations within Oklahoma. The project area or property where the project is to be located must be owned or under the control of the applicant at the time of submitting the grant application.

Any project involving the potential declaration of eminent domain will not be considered. Applicants should have existing control of the project area's right-of-way.

Public Accessibility

All applications must be for projects, goods or services that are available to all Oklahomans, regardless of income. If an applicant organization charges a fee for access to its services, the applicant must demonstrate that the proposed project would be available to all Oklahomans free of charge, according to a sliding fee scale, scholarships or other proposed option. For example, if a school charges a fee to utilize TSET-funded improvements, the applicant entity must demonstrate in its application how all Oklahomans, regardless of income, will have an opportunity to access the TSET-funded improvements.

Eligibility of Previous Healthy Incentive Grant Recipients

A district that has received TSET Healthy Incentive Grant funding in previous years is eligible to apply, regardless of prior funding level or award amount.

All previous TSET HIG grantees must have submitted final documentation for the previous grant(s) and the grant(s) must have been closed satisfactorily to be eligible for submission under this funding opportunity.

After FY26, all awarded grantees are only eligible to receive funds from this program once every three (3) fiscal years. Meaning, school districts who are awarded funding during this fiscal year will not be eligible for funding through this grant program again until FY29. School districts must be awarded before school sites within the district can apply in future fiscal years. Beginning in FY27, individual school sites may apply only if their school district has been awarded in FY26.

To inquire about the status of a previously funded incentive grant awarded to your school district, please complete the [HIG Q&A webform](#).

Criteria

Criteria for the grant have been developed using best and promising practices in tobacco-free environments, nutrition, physical activity and employee wellness, with emphasis on higher impact policies and actions to improve school health. Documentation of having

met each criterion is required from the district. Each application is reviewed based on specific criteria:

- **Certification of Non-Acceptance of Tobacco Funds**
- **Promotion of Shape Your Future and/or Healthy Youth Initiative**
- **Promotion of the Oklahoma Tobacco Helpline**
- **District's Wellness Committee Meetings**
- **District's 24/7 Tobacco-Free Policy**
- **District's Wellness Policy**
- **Completed Budget Justification and supporting documentation of bids and/or cost estimates**
- **Completed Project Plan**

Specific criteria and required documentation, as well as additional information and sample policy language, are included in this guide.

Certification of Non-Acceptance of Tobacco Funds

All applicants will be required to certify that the organization will neither have a direct or indirect affiliation or contractual relationship with a company or foundation engaged in or funding by the manufacturer 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. This form can be found in Attachment A: the Certification of Non-Acceptance of Tobacco Funds and must be submitted upon registering for an account and accessing applications in Salesforce, TSET's Funding Portal. Cities receiving sales or tax on tobacco products are not excluded from applying.

Promotion of Shape Your Future and/or Healthy Youth Initiative

School districts **must** promote TSET's Shape Your Future program and/or TSET's Healthy Youth Initiative. [Shape Your Future](#) is a community health education intervention that encourages Oklahomans to eat better, move more and be tobacco-free. Shape Your Future strives to educate parents, teachers, caregivers and all Oklahomans on how to make the healthy choice the easy choice. Free materials, including ones specific to educators, can be found online at [ShapeYourFutureOK.com](#). The [TSET Healthy Youth Initiative](#) helps younger Oklahomans learn how to live healthier lives through reduced tobacco use and improved nutrition and physical activity, with the goal of creating generational change. Free materials for TSET Healthy Youth Initiative campaigns can be found on the [TSET ordering website](#). Districts need to provide a statement of how you promote Shape Your Future or campaigns within the Healthy Youth Initiative work funded by TSET. Provide a few examples by uploading files.

Promotion of the Oklahoma Tobacco Helpline

School districts **must** promote the Oklahoma Tobacco Helpline to meet eligibility requirements. The [Oklahoma Tobacco Helpline](#) offers nonjudgmental services to help

Oklahomans quit tobacco. Free materials to promote the Oklahoma Tobacco Helpline can be found on the [TSET ordering website](#). Districts need to provide a statement of how you promote the Oklahoma Tobacco Helpline funded by TSET. Provide a few examples by uploading files.

District Wellness Committee

To be eligible for funding, districts **must** have a wellness committee including parents, students, representatives of the school food authority, physical education teachers, school health professionals, the school board, school administrators and the general public. As part of this application, school districts must submit documentation of two (2) Wellness Committee meetings held within the last year. Submitting copies of agendas, minutes and signed attendance sheets for each meeting is required to meet grant criteria.

District 24/7 Tobacco-Free Policy

School districts **must** adopt a 24/7 tobacco-free policy to meet eligibility requirements. The policy must be comprehensive and meet 100% of the elements outlined in Appendix C: Sample 24/7 Tobacco-Free Policy by committing to a tobacco-, smoke- and vape-free campus and facility. Appendix B: 24/7 Tobacco-Free Policy Reference Sheet is a tool for which you can use to do a self-assessment of the policy prior to submission. This is intended to guide your policy development and not a guarantee for award. As part of the application submission, districts must provide a copy of the district policy, which **must** include proof of passage (e.g., signature of authorized official and date policy was passed*).

District Wellness Policy

School districts **must** adopt a district wellness policy to meet eligibility requirements. The district's policy **must** include all minimum required elements to meet federal and state laws as well as score 50% or higher on the policy enhancement criteria for nutrition, physical activity and staff wellness. Appendix E: Sample Wellness Policy was developed as a guide to align language with federal and state laws and offer additional policy enhancement options. Appendix D: Wellness Policy Worksheet is a tool for which you can use to do a self-assessment of the policy prior to submission. This is intended to guide your policy development and not a guarantee for award. As part of the application submission, districts must provide a copy of the district policy, which **must** include proof of passage (e.g. signature of authorized official and date policy was passed*).

*Note: Both the 24/7 Tobacco-Free Policy and the District Wellness Policy must be included as required attachments, complete with signatures and adoption dates. If your organization does not typically sign policies after formal approval, please provide signed documentation from agency leadership confirming that the policies are in effect, including the effective dates for each policy along with the policies themselves.

Funding

The maximum funding amount your district is eligible to receive is determined by the district enrollment numbers according to the most recent data from the Oklahoma State Department of Education.

District Enrollment	Max Funding
≤ 2,000	Up to \$50,000
≥ 2,001	Up to \$80,000

Applicants should utilize the [Oklahoma State Department of Education school site enrollment numbers](#) for the most current year to determine accurate enrollment.

- Funding is an “up to” amount and **must** be supported by project bids and/or cost estimates and they must support the full requested budget amount.
- Detailed and realistic bids and/or cost estimates must be solicited within three (3) months prior to submitting the application so project costs at the time of estimate are understood and reflected in the proposed budget.
- Funding for this program varies each year and TSET may receive more applications than current funding can support. Awards are made on a first come, first served basis based on application and eligibility requirements.
- Funding does not require a match, but schools are encouraged to use these funds for match with other non-TSET funding opportunities.
- 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.
- A district may only receive funding one time during the fiscal year. Once awarded, the district will not be eligible to apply again for three (3) fiscal years.
- Awarded applicants will need to provide invoices and/or receipts as proof of funds spent on allowable costs during the quarterly reporting process.

Important note: All funds must be spent and projects must be completed within one year from date of award.

Suggested Use of Funds

Districts awarded grant funding will apply the funds for purchases, programs and/or projects that best address the needs and opportunities that improve the health of the students and staff. TSET reserves the right to approve, deny or—with the awarded grantee—modify any proposed uses of TSET funds. Please note, HIG funds can only be used to support one project per award – see examples below. This list is not exhaustive.

Examples for use of funds:

- Activities for life (fishing poles, flag football, bowling stations, archery, outdoor skills, etc.)
- Cafeteria equipment (stoves, refrigerators, flat top grills, tables, coolers, knives, and utensils, etc.)
- Built environment (e.g., sidewalk repair, walking trail/track)
- Comprehensive Health Education Curriculum
- CPR/first aid equipment
- Health assessment (audiometers, stethoscopes, oximeters, pedometers, scales, etc.)
- Hydration stations/drinking fountains
- Physical Education equipment, fitness room equipment (treadmills, elliptical machines, stationary bikes, etc.)
- Playground equipment/improvements
- Safety and emergency response (automatic external defibrillators, disaster preparedness)
- School garden, green house, hydroponic equipment, etc.
- Street safe crosswalks (flashing lights, signs, etc.)
- Warm up stations for walking track/fitness trail

Funding Limitations

TSET funds cannot be used either in support of or opposition to any measure that is being referred to a vote of the people by means of the initiative or referendum, or that citizens of this state are attempting to have referred to a vote of the people by initiative or referendum. In addition, funds cannot be used to influence elections or an official's duties, nor will TSET funds be used directly or indirectly to advance or promote a grantee's religious beliefs or to inhibit or discriminate against the religious beliefs of others and will not be used to benefit or support any priest, preacher, minister or other religious teacher.

Specific unallowable budget items include:

- Food/beverage procurement
- Staff stipends
- Staff time for fundraising events
- Individual professional or personal memberships
- Entertainment costs for amusement or diversion
- Cash/prize donations for fundraisers or events
- Operating deficits or retirement of debt
- Pre-award costs
- Endowments
- Hiring of lobbyists
- Items for which third-party reimbursement is available
- Vehicles

- Land

This list is not exhaustive. Although all budgets will undergo review prior to issuance of a cooperative agreement, applicants with questions about potential budget items are encouraged to submit their questions to TSET according to the process detailed in these guidelines prior to submitting an application. TSET reserves the right to deny funding for any budget items that are unallowable, inappropriate, or unrelated to the project. See additional instructions on budget guidelines and the provided template, Attachment B: Budget Justification, below.

Application Disqualification Criteria

Disqualification means that TSET will not review or consider the application further. Applicants are encouraged to apply again in future funding cycles. We will disqualify applications for:

- Not submitting a District 24/7 Tobacco-Free Policy with proof of passage
- Not submitting a District Wellness Policy with proof of passage
- Not submitting documentation of District Wellness Committee meetings
- Not submitting documentation of district promotion of Shape Your Future and/or TSET Healthy Youth Initiative
- Not submitting documentation of district promotion of the Oklahoma Tobacco Helpline
- Not submitting application electronically via Salesforce, TSET's Funding Portal
- Not submitting application by the due date and time indicated in this Resource Guide
- Not meeting eligibility requirements
- Not completing or submitting required forms and policies
- Requesting total funding from TSET greater than the maximum funding amount allowable based on district enrollment
- Proposing a project located on property that is not owned or under the control of the applicant organization at the time of submitting the grant application
- Proposing more than one project per application
- Submitting incomplete budget documentation or a budget that does not align with project plan
- Submitting incomplete project plan documentation or a project plan that does not align with budget, support TSET goals, or provide a reasonable timeline

Application Submission

Applications will be accepted via TSET's Funding Portal beginning on September 2, 2025, at 8:00 AM, Central Time, and must be submitted before 4:00 PM, Central Time, on September 30, 2025. Applicants can find instructions on registering and applying through

the funding portal on the [TSET website](#). Applications submitted by mail, hand delivery, fax, email or other means will not be accepted.

No additional information may be submitted after the deadline.

Applicants are strongly encouraged not to wait until the deadline to submit, as technical assistance cannot be guaranteed at the last minute.

Application Sections, Instructions and Required Documentation

These instructions describe the sections of the application and are designed to ensure the submission of necessary information. Applicants should follow these detailed instructions fully and carefully. Applicants must specifically address and respond to each item. Unless specified as optional, each item listed below is required. Applications submitted without all required sections will be deemed unresponsive and not eligible for review.

Each section A through G below must be addressed in the application.

A. Organization Information

This section captures information related to the funding request including:

- Official School District
- Authorized Official Name
- Authorized Official Title
- Authorized Official Phone Number
- Authorized Official Email Address

B. Applicant Information

Complete this section if the person completing the application is someone other than the Authorized Official.

- Applicant Contact Name
- Applicant Contact Title
- Applicant Contact Phone Number
- Applicant Contact Email Address

C. District Information

- District Enrollment – Use most recent data as submitted to the Oklahoma State Department of Education (OSDE).
- District's Mailing Address
- District's County
- District's Phone Number
- Superintendent Name
- Superintendent Phone Number
- Superintendent Email Address

D. Healthy Incentive Grant Criteria Requirements

This grant offers incentive funds to school districts that adopt policies and practices to address tobacco, nutrition, physical activity and employee wellness. Policy requirements for these grants help to create a learning environment that establishes and supports healthy behaviors for students, teachers and staff. Funding of awards is based on meeting criteria requirements set forth by the incentive program. In this section, you will be required to upload documents and/or provide text responses related to the criteria requirements.

- Promotion of Shape Your Future and/or TSET Healthy Youth Initiative
 - Provide a statement of how you promote Shape Your Future or campaigns within the Healthy Youth Initiative funded by TSET.
 - Provide a few examples of how you promote these within your school district by uploading files.
- Promotion of the Oklahoma Tobacco Helpline
 - Provide a statement of how you promote the Oklahoma Tobacco Helpline funded by TSET.
 - Provide a few examples of how you promote these within your school district by uploading files.
- District Wellness Committee (documentation of two (2) meetings within the previous 12 months)
 - Wellness Meeting Date #1
 - Wellness Meeting Date #2
 - Provide copies of agendas, minutes and signed attendance lists for each meeting.
- School District's Tobacco-Free Policy
 - Provide a copy of your district's policy. Include proof of passage (e.g. signature of authorized official and date policy was passed).
- School District's Wellness Policy
 - Provide a copy of your district's policy. Include proof of passage (e.g. signature of authorized official and date policy was passed).

E. Funding Amount Requested

- Will these funds be used at multiple schools?
 - If yes, what school sites?
- Is project related to or part of a larger project?
 - If yes, please provide more details about the larger project.
- What amount of funds are you requesting?
- Upload your completed Attachment B: Budget Justification. You must utilize the provided template for your budget.

- Upload documentation of bids and/or cost estimates here. Note that all bids and/or cost estimates should be solicited or dated within three (3) months prior to application submission.
 - Your documentation of bids and/or cost estimates **must** support the full requested budget amount.
- Complete the Periods for Proposed Operating Budget section
 - Select your funding cycle from the Budget Periods table to view or add budget details for the application.
 - Click “Add Budget Details” to input your funding amount request.
 - Be sure to scroll to the bottom of the budget and click Next after completing the budget before clicking Save & Next.

F. Project Plan and Timeline

- Project Title
- Provide a brief description for the project that could be used for summary publications (e.g., Staff Wellness Initiatives, Cafeteria Cooler & Cooking Utensils, A Safe Place to Play, etc.).
- Project Plan & Timeline
Applicants must submit a detailed project plan outlining all steps from start to finish for the proposed project. This information will help TSET track the project's status until the project is closed out and completed.
- Upload your project plan documentation using the template provided in Attachment C: Project Plan & Timeline Template.

G. Acknowledgements

- Objections to Terms and Conditions: Any objections to the Terms and Conditions found in Appendix A: Terms and Conditions should be disclosed at this point in the application. If there are no objections, respond N/A.
- Signage Acknowledgment: Click the box to acknowledge that if your organization is an awarded recipient, you will work with TSET's Strategic Communication division to publicly promote TSET as a funder of the project. This would include display of signage provided by TSET at no cost to the grantee.

Application Review Process and Review Criteria

Review Process

Each application submitted for funding consideration will be reviewed internally by TSET for adherence to the basic requirements listed in these guidelines. Applicants who have not met the eligibility or application requirements will not be eligible for funding consideration. It is the applicant's responsibility to ensure adherence to all eligibility and application requirements. **Applications submitted without a document indicated in these guidelines as required will be ineligible for funding consideration.** Applications that are ineligible for review shall be notified after the TSET Board of Directors meets to make funding decisions.

Eligible applications will then be reviewed to determine if the application meets the required criteria included in this guide.

Award decisions shall be made at the sole discretion of the TSET Board of Directors.

Review Criteria

Applications that meet the criteria listed in this Resource Guide shall undergo further review in accordance with the requirements below.

- School Districts **must** be promoting the Shape Your Future and/or TSET Healthy Youth Initiative.
- School Districts **must** be promoting the Oklahoma Tobacco Helpline.
- School Districts **must** submit documentation of two (2) Wellness Committee meetings within the last twelve (12) months.
- School Districts **must** have a 100% comprehensive 24/7 Tobacco-Free Policy.
- School Districts **must** include language to meet all minimum requirements for federal and state laws as well as score 50% or higher on the policy enhancement criteria for nutrition, physical activity and staff wellness within their comprehensive Wellness Policy.
- School Districts **must** submit a complete Budget Justification using the provided template, Attachment B and supporting documentation of bids and/or cost estimates.
- School Districts **must** submit a complete Project Plan & Timeline using the provided template, Attachment C.

Awards

Submission of a final application does not guarantee award of a grant. All eligible applications will be presented to the TSET Board of Directors for funding consideration and are subject to availability of funds. Award decisions are made during a regular meeting of the TSET Board of Directors, which is open to the public. Applicants will be

notified of their award status within two (2) business days of the [TSET Board of Directors meeting](#). **Notification will be made via email to the authorized official listed on the application form.** 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 two (2) business days 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 form. Unfunded applicants are eligible to submit a new application during the next funding cycle.

Payment

Grantees are not required to 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 which are issued via email by TSET Grants Management to the authorized official. Failure to submit all requested documents within 60 days of receipt of the email from TSET Grants Management may result in forfeiture of award.

Vendor Registration

Awarded organizations must complete the State of Oklahoma's vendor registration process upon notification of award. TSET will inform organizations of the requirements of that process upon notification of award.

Electronic Funds Transfer Registration

The State of Oklahoma requires that vendors receive payments via electronic funds transfer (EFT). Grantees will be provided instructions from the Office of Management and Enterprise Services (OMES) on the appropriate steps to take to ensure registration for EFT payments.

Discussions and Negotiations

TSET will review each application based on the documents submitted and will issue a cooperative agreement. Negotiations may be conducted in writing, by phone or by virtual meeting. Terms, conditions, budgets, methodology or other features of the applicant's application may be subject to negotiation and subsequent revision. The criteria requirements of the Resource Guide shall not be negotiable and shall remain unchanged unless TSET determines that a change in such requirements is in the best interest of the State of Oklahoma.

Cooperative Agreement and Terms and Conditions

Upon award, a cooperative agreement will be sent to the awardee (now referenced to as grantee). It is the sole responsibility of the grantee to review the agreement's terms and conditions prior to signing the agreement. See Appendix A: Terms and Conditions.

Grant Period

The grant period shall be for one year from the date of approval by the TSET Board of Directors, which will be reflected in the cooperative agreement.

Grant Monitoring and Reporting Requirements

TSET will regularly monitor project performance and completion of contract deliverables to ensure the project stays on schedule and is completed in a timely manner. This will include:

- Timely and accurate submission of required deliverable documentation, including submission of quarterly reports within the funding portal.
- Timely and responsive communication.
- Effective project oversight, including validation of purchases and invoice submission.
- Continued progress in accordance with the project plan.
- Installation of signage that acknowledges TSET as a project funder.

Examples of unsatisfactory performance include ongoing issues with contract management and project oversight, failure to make meaningful progress toward completion of project milestones/major activities or other major factors that jeopardize the success of the project. Such performance may result in corrective action and placement on TSET's Grant Ineligibility List. Organizations on this list will be ineligible for future TSET funding opportunities until all outstanding contract deliverables are fully completed and resolved.

Public Awareness of TSET Support

Successful applicants shall support project awareness of TSET's funding through project communications, partner and donor communications and by installing permanent signage acknowledging TSET as a funder. This is a key requirement in ensuring the visibility of TSET's mission in Oklahoma. A plan to publicly promote the grant project is required if funding is approved.

TSET's Strategic Communication division will advise grantees on signage and acknowledgement requirements during the grant term. TSET will provide project signage directly at no cost to the grantee. Should grantees opt to purchase their own signage,

they must still work with TSET staff to ensure the correct attribution to and logo usage for the Agency.

Grantees must also ensure that tobacco-free signage is placed near the area(s) enhanced by TSET funding. Breathe Easy or other tobacco-free signs may be purchased with TSET funds if the grantee does not already have them. Grantees can work with their Communication Strategist to procure these signs during the grant period.

Evaluation

TSET evaluates all its grant programs for effectiveness and impact. HIG awardees must participate in a program evaluation when called upon to do so by TSET.

Release of Information

Pursuant to Title 62 O.S. § 2309(D)(4), any application submitted under this funding opportunity shall be confidential until the date and time of award, at which point related documents and information shall be subject to the Oklahoma Open Records Act (Title 51 O.S. § 24A.1 et seq.) and the Oklahoma Open Meeting Act (Title 25 O.S. § 301 et seq.).

Questions

TSET has a public Q&A process to allow equal information about funding opportunities to be shared with applicants. Questions about this funding opportunity must be submitted in writing via the HIG Q&A webform above.

When posing questions, every effort should be made to be concise and include the page number and section references, when possible. It is the applicant's responsibility to check the TSET website for answers to submitted questions.

For Healthy Incentive Grants, TSET will answer questions continuously throughout the year. Answers will be posted on the TSET Healthy Incentive Grants -- Schools webpage.

Attachments and Appendices

Attachments and appendices provided in this Resource Guide are listed below and can be accessed by clicking on the name of the document or by clicking the paperclip icon on the side navigation pane in Adobe Reader. If you cannot see a paperclip icon in Adobe Reader, please ensure that you have fully downloaded this guide and have opened it from your desktop rather than from within your internet browser.

Attachments

- Attachment A: Certification of Non-Acceptance of Tobacco Funds
- Attachment B: Budget Justification
- Attachment C: Project Plan & Timeline Template

Appendices

- Appendix A: Terms and Conditions
- Appendix B: 24/7 Tobacco-Free Policy Reference Sheet
- Appendix C: Sample 24/7 Tobacco-Free Policy
- Appendix D: Wellness Policy Worksheet
- Appendix E: Sample Wellness Policy
- Appendix F: Step-by-Step to Application Submission
- Appendix G: Frequently Asked Questions