



**HEALTHY INCENTIVE
GRANT: SCHOOLS**

FY27 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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To locate Attachments and Appendices, click on the paperclip icon with the document open in Adobe Reader.

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 RFA 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 the TSET Funding Portal. Anyone working on an application must have a Funding Portal account. To register and login, please visit <https://oktset.my.site.com>. Applicants can find [instructions](#) on registering and applying through the TSET Funding Portal on the TSET website. Applications must be submitted to the portal account registered and owned by the applicant organization, not a third party or otherwise ineligible entity. New registration requests can take up to two (2) business days to approve. Third party consultants will need written approval from the applicant organization to gain access to the Funding Portal account for the organization.

TSET strongly encourages not waiting until the deadline to register for the Funding Portal or complete applications as registration approvals and technical assistance are not guaranteed at the last minute.

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.

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**FY27 Healthy Incentive Grants for School Districts Funding Cycle 1**

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

Applications Due: October 8, 2026, by 4:00 pm CT

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

Grant Start Date: January 1, 2027

FY27 Healthy Incentive Grant for School Districts Funding Cycle 2

Applications Open: January 5, 2027, at 8:00 am CT

Applications Due: February 4, 2027, by 4:00 pm CT

Applicants Notified of Award Decisions: within two (2) days of the April 2027 TSET Board of Directors meeting

Grant Start Date: May 1, 2027

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Purpose

TSET Healthy Incentive Grant (HIG) for School Districts is returning for Fiscal Year 2027 (FY27). The TSET Healthy Incentive Grant for School Districts 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 approved TSET-funded brands that support healthy lifestyles, tobacco cessation and tobacco-free living. As part of this Resource Guide, applicants can find guidance on policies, committee structure and promotional activities required for grant eligibility. TSET values these policy initiatives and continues to invest in them year after year because of the transformational impact they have on Oklahoma school systems. The requirements for tobacco-free and wellness policies are intended to create a community-driven movement toward 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 requirements.

Application Period

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

For FY27, application periods are open during the following times:

- September 9, 2026, at 8:00 AM CT – October 8, 2026, at 4:00 PM CT
- January 5, 2027, at 8:00 AM CT – February 4, 2027, at 4:00 PM CT

Eligibility

To be eligible for this grant, applicants must meet the following criteria:

- The school must be listed on either:
 - The Oklahoma State Department of Education accredited district directory,
 - The Oklahoma State Department of Education's publicly available charter school list, or
 - The Oklahoma Statewide Charter School Board's list of charter schools.
- The school district must serve students who attend classes in person.
- The school district must be located in Oklahoma and operate from a brick-and-mortar facility that is owned by the district at the time of application.
- The school district must be in good standing with the Oklahoma Secretary of State and the Oklahoma Tax Commission.

- The school must be able to attest that the organization does not and will not accept funding from the tobacco industry by submitting Attachment A: Certification of Non-Acceptance of Tobacco Funds

Funding through this program can only address **one project per award**. Each organization can submit only one application per funding cycle. If an applicant organization has submitted a grant application in a previous funding cycle, it must start and submit a new grant application for the current cycle.

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 by the applicant at the time of submitting the grant application.**

Any project involving the potential declaration of eminent domain will not be considered. Applicants must 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.

Additionally, all proposed projects must be open and accessible to the public during reasonable usage hours. Projects that are exclusively available to only the applicant organization's staff are not eligible for funding.

Eligibility of Previous Healthy Incentive Grant Recipients

Starting in FY26, all awarded grantees are only eligible to receive funds from this program once every three fiscal years. This means that school districts who are awarded funding during FY27 will not be eligible for funding through this program again until FY30. School districts must be awarded before school sites within the district are eligible to apply in future fiscal years. Beginning in FY27, individual school sites may apply only if their school district has been awarded in FY26.

A list of school districts awarded in FY26 can be found and referenced on the TSET HIGD website. To inquire about the status of a previously funded incentive grant awarded to your school district, please complete the [HIG Q&A webform](#).

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.

Program Staffing

If awarded, the applicant agency must assign a project manager and an authorized official for the grant. The project manager and the authorized official must be employed by the applicant agency. The authorized official is the person who receives the contract document for the grant and whom the organization has designated as being authorized to sign contracts behalf of the organization. This person will receive all important grant-related information disseminated by TSET. The project manager is the person directly responsible for ensuring the grant meets its requirements and agreed upon results, inclusive of planning, organizing and directing the completion of the project for the organization serving as the grantee while ensuring the program is executed on time, on budget and within scope of work agreed upon. The project manager also serves as the primary contact for TSET and contractors and will be responsible for submitting all program documents, reports, etc., throughout the contract year.

If awarded, this grant must be administered directly by the applicant agency, as it would be the designated grant recipient. **Oversight and implementation must not be delegated to a third-party contractor.**

Criteria

Criteria for this 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 Healthy Lifestyles**
- **Promotion of Tobacco Cessation**
- **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 funded 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: Certification of Non-Acceptance of Tobacco Funds and must be submitted upon registering for an account and accessing applications in the TSET Funding Portal.

Promotion Requirements

To meet the grant's promotion requirements, school districts must promote at least one approved TSET-funded brand in each of the following categories:

1. Healthy Lifestyles
2. Tobacco Cessation

Districts should select the brands that best align with the ages, needs and interests of their students, staff and families. **Free promotional materials for all eligible brands may be ordered through the [TSET Fulfillment Center](#).** Additional information about each brand is available through the individual brand websites.

Promotion of Healthy Lifestyles

School districts must promote *at least one* of the following TSET-funded healthy lifestyles brands:

- **Shape Your Future**, which provides resources that encourage Oklahoma families, educators and students to eat better, move more and be tobacco-free. Shape Your Future offers resources appropriate for students and teachers in grades K–12.
- **Swap Up**, a program of the TSET Healthy Youth Initiative that encourages healthier food and beverage choices among youth ages 13–18.
- **Talk About Tobacco**, a Tobacco Stops With Me prevention resource for educators and parents; or
- **Worth It**, TSET's youth tobacco and nicotine prevention brand, available beginning in September 2026.



Talk About Tobacco
FROM TOBACCO STOPS WITH ME

WorthIt
A PROGRAM OF TSET

To document that this criterion has been met, applicants must:

- Provide a brief statement identifying the brand or brands promoted, the intended audience and how and where the promotion occurred; and
- Upload photos showing the promotional materials displayed, distributed or otherwise in use within the district.

Promotion of at least one eligible healthy lifestyles brand is required to meet this criterion.

Promotion of Tobacco Cessation

School districts must promote *at least one* of the following TSET-funded tobacco cessation brands or resources:

- **Oklahoma Tobacco Helpline**, which provides free, nonjudgmental services to help Oklahomans quit tobacco;
- **My Life, My Quit™**, a tobacco cessation program designed for youth;

Districts should select the brand or resource that is most appropriate for their intended audience.



To document that this criterion has been met, applicants must:

- Provide a brief statement identifying the brand or resource promoted, the intended audience and how and where the promotion occurred; and
- Upload photos showing the promotional materials displayed, distributed or otherwise in use within the district.

Promotion of at least one eligible tobacco-free living brand or resource is required to meet this criterion.

District Wellness Committee

To be eligible for funding, districts **must** have a district-level committee that addresses health and wellness including a variety of member types, such as parents, students, representatives of the school food authority, physical education teachers, school health professionals, the school board, school administrators and the public. As part of this application, school districts must submit documentation of two (2) Wellness Committee meetings held within the last year from the date of application submission. Submitting copies of agendas, minutes and signed attendance sheets for each meeting is required to meet application 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. Applicants are also encouraged to use the Policy Builder Tool found in Appendix B and the section on page 10 of this guide. As part of the application submission, districts must provide a copy of the district policy, which **must** have proof of passage including a signature of an authorized official and the date the 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 D: Sample Wellness Policy was developed as a guide to align language with federal and state laws and offer additional policy enhancement options. Applicants are also encouraged to use the Policy Builder Tool found in Appendix B and the section on page 10 of this guide. As part of the application submission, districts must provide a copy of the district policy, which **must** have proof of passage including a signature of an authorized official and the date the policy was passed*.

In 2026, the Oklahoma State Legislature passed the Right to Recess Act (HB1081) which goes into effect for the 2026-2027 school year. District wellness policies are expected to incorporate language complying with new state law to meet Healthy Incentive Grant criteria.

*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. Alternatively, applicants may also provide official minutes from the meeting when the policy was passed in lieu of signature. Please reach out to grantsmanagement@tset.ok.gov with any questions related to proof of passage.

Policy Builder Tool

TSET and Alliance for a Healthier Generation worked collaboratively to create two policy builder tools for use by school districts in Oklahoma. The Oklahoma School District Wellness Policy Builder & the Oklahoma 24/7 Tobacco-, Smoke-, and Vape-Free Campus Policy Builder walk district teams through required decisions step-by-step to produce policy documents aligned to the TSET Sample Policies. School districts can use these tools to build policies to suit a district's needs. This resource can be found on the [Policy Builder Tool](#) website. Schools will need to create an Alliance Action Center Account to access the Policy Builder. Instructions on how to create an account are available on the Alliance for a Healthier Generation [website](#). See Appendix B: Policy Builder Tool One-Pager for more information and details on how to access these free tools.

Funding

The maximum funding amount a 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 must 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 matching with other non-TSET funding opportunities.
- Grant funds **must** be utilized, and documentation of project completion must be submitted to TSET by the end of the one-year cooperative agreement period.
- 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 the one-year cooperative agreement period.

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)
- 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, emergency preparedness)
- School garden, green house, hydroponic equipment, etc.
- Street safe crosswalks (flashing lights, signs, etc.)
- Warm up stations for walking track/fitness trail

Funding Limitation

All funds must be awarded and used consistently with Oklahoma law. 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:

- Pre-award costs (expenses incurred before the cooperative agreement period)
- 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
- Endowments
- Hiring lobbyists
- Items for which third-party reimbursement is available
- Vehicles
- Land or property

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. 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 the required statement and photographic documentation demonstrating district promotion of at least one approved TSET-funded Healthy Lifestyles brand.
- Not submitting the required statement and photographic documentation demonstrating district promotion of at least one approved TSET-funded Tobacco Cessation brand or resource.
- Not submitting required documentation of district promotion of at least one approved TSET-funded Tobacco brand or resource.
- Not submitting application electronically via Salesforce, TSET's Funding Portal
- Not submitting to the Salesforce account owned and registered by the applicant organization
- 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 by the applicant organization at the time of submitting the grant application
- Proposing more than one project per application
- Submitting incomplete budget documentation, a budget that does not align with project plan, or budget information that is inconsistent throughout the application
- 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 for Funding Cycle 1 will be accepted via TSET's Funding Portal beginning on September 9, 2026, at 8:00 AM, Central Time, and must be submitted before 4:00 PM, Central Time, on October 8, 2026. 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.

Applications must be submitted to the TSET Funding Portal account registered and owned by the applicant organization, not a third party or otherwise ineligible entity.

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 – Please use (xxx) xxx-xxxx format

- 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, staff and families.

Funding eligibility is based on meeting all criteria established for the Healthy Incentive Grant program. In this section, applicants must upload documentation and provide written responses demonstrating that each criterion has been met.

For the promotion criteria, districts must promote:

- At least one approved TSET-funded Healthy Lifestyles brand; and
- At least one approved TSET-funded Tobacco-Cessation brand or resource.

Applicants are not required to promote every listed brand. Promotion of additional brands is optional and does not replace any other application criterion.

Promotion of Healthy Lifestyles

Select the approved TSET-funded Healthy Lifestyles brand or brands promoted by the district:

- Shape Your Future
- Swap Up
- Talk About Tobacco
- Worth It

Applicants must provide the following:

- A brief statement identifying the brand or brands promoted;
- A description of the intended audience;
- A description of how and where the promotional materials were displayed, distributed or used; and
- Photos clearly showing the selected brand's materials being promoted within the district.

Promotion of at least one listed Healthy Lifestyles brand is required.

Promotional documentation must show activity that occurred before the application submission date. Photos should be clear enough for reviewers to identify the qualifying TSET-funded brand or resource. A logo included only in an application, presentation or internal planning document does not demonstrate promotion within the district.

Promotion of Tobacco Cessation

Select the approved TSET-funded Tobacco Cessation brand or resource promoted by the district:

- Oklahoma Tobacco Helpline
- My Life, My Quit

Applicants must provide the following:

- A brief statement identifying the brand or resource promoted;
- A description of the intended audience;
- A description of how and where the promotional materials were displayed, distributed or used; and
- Photos clearly showing the selected brand's or resource's promotional materials within the district.

Promotion of at least one listed Tobacco Cessation brand or resource is required.

Promotional documentation must show activity that occurred before the application submission date. Photos should be clear enough for reviewers to identify the qualifying TSET-funded brand or resource. A logo included only in an application, presentation or internal planning document does not demonstrate promotion within the district.

District Wellness Committee

Provide documentation of two (2) meetings within the previous 12 months from application submission.

- Wellness Meeting Date #1
- Provide copies of agendas, minutes and signed attendance lists for Meeting #1.
- Wellness Meeting Date #2
- Provide copies of agendas, minutes and signed attendance lists for Meeting #2.

School District's Tobacco-Free Policy

- Provide a copy of your district's policy. Include proof of passage (signature of authorized official and adoption date).

School District's Wellness Policy

- Provide a copy of your district's policy. Include proof of passage (signature of authorized official and adoption date).
** In 2026, the Oklahoma State Legislature passed the Right to Recess Act (HB1081) which goes into effect for the 2026-2027 school year. District wellness policies are expected to incorporate language complying with new state law to meet Healthy Incentive Grant criteria. **

Please select the checkbox to confirm the Tobacco-Free Policy and Wellness Policy include a signature and adoption date.

E. Funding Amount Requested

Provide funding request information. Your documentation of bids and/or cost estimates **must** support the full requested budget amount. Budget amounts must be consistent throughout the application to be considered for review.

- 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.
- Upload your completed Attachment B: Budget Justification here. You must utilize the provided template for your budget. Ensure that both the Justification and Summary Budget sheets are included in your submission.
- What is your total funding request? This amount must match the total amount provided in Attachment B: Budget Justification.
- Upload documentation of bids and/or cost estimates here. Note that all bids and/or cost estimates must be solicited or dated within three (3) months prior to application submission. Documentation of bids and/or cost estimates must support the full requested budget amount.

F. Project Plan and Timeline

- Project Title
- Provide a brief description for the project that could be used for summary publications (e.g., 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.

- Provide a detailed description of how the grant funds will be utilized for purchases, programs and/or projects that best address the needs and opportunities that improve health of students and staff. Include a timeline for when the project will start, any major milestones and a completion date. TSET reserves the right to approve, deny or—with the awarded grantee—modify any proposed uses of TSET funds.
- Upload your project plan documentation using the template provided in Attachment C: Project Plan 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.
- **Public Recognition Acknowledgment:** Select the checkbox to acknowledge that, if awarded, your organization will publicly recognize TSET as the funder of the grant project. This includes using applicable resources from the TSET-provided communication toolkit, installing required project and tobacco-free signage and coordinating with TSET's Strategic Communications division regarding attribution, logo use and signage requirements.
- **Evaluation:** Click the box to acknowledge and agree to work with an assigned TSET evaluation if awarded.

H. Evaluation

The questions in this section help with the evaluation of the Healthy Incentive Grant. While this section is required, it is not reviewed as part of the application for funding consideration.

- Did your district adopt a new policy or revise an existing policy (beyond routine administrative updates) in order to qualify for this grant?
 - Yes, we adopted one or more new policies.
 - Yes, we made substantive revisions to one or more existing policies.
 - Yes, we both adopted new and revised existing policies.
 - No, our existing policies already met the grant requirements.
 - Other (please describe):
- If yes, which required policy or policies were adopted or revised in order to qualify for this grant? Check all that apply.
 - District's 24/7 Tobacco-Free Policy
 - District's Wellness Policy
 - Other (please specify):

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** document promotion of at least one approved TSET-funded Healthy Lifestyles brand in accordance with the requirements of this Resource Guide.
- School districts **must** document promotion of at least one approved TSET-funded Tobacco Cessation brand or resource in accordance with the requirements of this Resource Guide.
- 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 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

Healthy Incentive Grant grantees are not required to expend funds or submit claims for reimbursement prior to receiving their award payment from TSET. Grantees must submit all invoices, receipts and other supporting documentation in the quarterly reports. 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 with 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 referred 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.

Cooperative Agreement Period

Grantees will have one year to complete all grant activity. TSET award funds cannot apply to expenses incurred before or after the cooperative agreement period.

Cooperative agreements will be issued for the following time periods:

- Funding Cycle 1: January 1, 2027 – December 31, 2027
- Funding Cycle 2: May 1, 2027 – April 30, 2028

Grant Monitoring and Reporting Requirements

TSET will regularly monitor project performance and completion of contract deliverables to ensure the implementation 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 per requests.
- 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 implementation 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 Recognition of TSET Funding

All TSET Grantees **must** publicly recognize TSET as the funder of the grant project. Public recognition helps demonstrate TSET’s investment in improving the health of Oklahoma communities and informs students, staff, families and community members about the source of project funding.

TSET will provide successful applicants with a communication toolkit containing approved language, graphics and other resources for recognizing TSET’s support. TSET encourages grantees to use applicable toolkit resources when communicating about the grant project through channels such as websites, social media, newsletters, news releases, presentations and partner or community communications.

Grantees must also install permanent project signage acknowledging TSET as the funder. TSET will provide required project signage at no cost to the grantee. Grantees must coordinate with TSET’s Strategic Communications division regarding the placement of required signage and the appropriate use of TSET’s name, logo and funding acknowledgment language. 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.

A formal communications plan is not required. However, grantees are encouraged to plan how they will use the communications toolkit and their available communication channels to share information about the completed project and recognize TSET’s support.

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 grant funds when the grantee does not already have appropriate signage. Grantees may work with their assigned TSET Communication Strategist to identify or obtain appropriate 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

Questions about this funding opportunity must be submitted in writing via the [HIG Q&A webform](#). 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: HIG Budget Justification

Attachment C: Project Plan Template

Appendices

Appendix A: FY27 HIG Terms and Conditions

Appendix B: Policy Builder Tool One-Pager

Appendix C: Sample 24/7 Tobacco-Free Policy

Appendix D: Sample Wellness Policy