Rutherford Opioid Settlement Grant Writing Workshop

MTSU Office of Prevention Science and Recovery
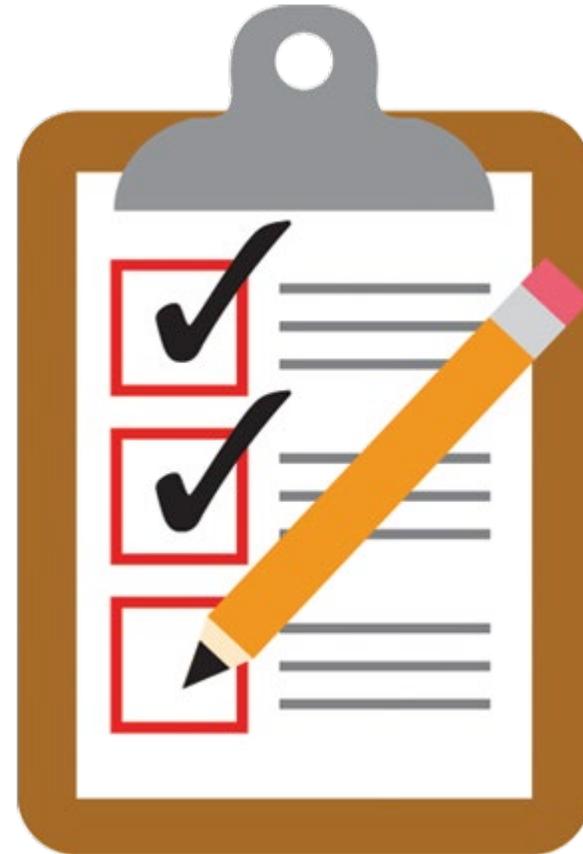
- Today's Workshop Will Help You:
  - Understand the **ROB Grant Application** Format

  - Strategically Compose an **Evidence-Based Proposal**

  - **Utilize Online Resources** to Aid in Strengthening your Proposal

- In 2022, Rutherford County established the **Rutherford Opioid Board (ROB)** to oversee strategic dissemination of opioid abatement funds.

- With ROB expecting to receive nearly $4.5 million in opioid abatement dollars from 2023-2026, **they established the MTSU Office of Prevention Science and Recovery** to assist with evidence-based utilization of settlement dollars and to serve as a resource to other Tennessee counties.

Office of Prevention Science and Recovery

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Sarah Gwinn

- Bachelors in Political Science with a Business minor and a Masters in Public Administration
- Certificate in Fund Development from the Center for Nonprofit Management
- **Background in grant writing for small/medium local nonprofits with a focus on food insecurity, adult education, and affordable housing**
- Currently in higher education grant writing, program design and grant management with a concentration in public health programs and research with **over $17 million in successful grant awards since 2015.**

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Rutherford Opioid Settlement:
Grant Writing Workshop (Pre)

The application website includes:

- **Portal link** for the application platform

- **Downloadable templates** for some required documents

- **Resources** to strengthen your application

- Submission **checklist** to ensure all materials are attached

- **FAQ** section

chhs.mtsu.edu/rcos/

Changes for 2026-2027

- Only **$823,000** available for the year

- Funding cap of **$100,000** for any given request with high likelihood of partial funding of requests

- Only **one** application opportunity for the year

- Focus on **sustainability planning** that is not reliant on future ROB funds

- Prioritization of **new** projects or programs

- Utilization of an **online application portal** for funding requests

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The Request for Proposals is Divided Into 6 Sections

1. Funding Opportunity Description

2. Award Information

3. Eligibility Requirements

4. Application & Submission

5. Application Review

6. Appendix

Last Updated:
01/07/2026

Prepared By:

Office of Prevention
Science and Recovery

Rutherford
Opioid
Settlement

Request for
Proposals

RoB
RUTHERFORD OPIOID BOARD

RUTHERFORD
OPIOID BOARD

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- Funds **must** be used for **Rutherford County residents**

- Funds **must** be used within **1 of the 6 main strategy areas**
  - Primary Prevention, Harm Reduction, Treatment, Recovery Support, Education and Training, Research and Evaluation

- **Single application opportunity per year,** pending future lawsuit settlements

Funding Opportunity Description

In 2021 Rutherford County had 141 fatal overdoses, a 48% increase in overdoses since 2019. To attend to community needs such as this, the Tennessee Opioid Abatement Council has distributed relief funding to all 95 counties in Tennessee provided from national opioid lawsuit settlements.

The Rutherford Opioid Board has chosen to disseminate these funds directly into the community to repair damages caused by the opioid crisis. **Funding is available for the abatement and remediation of opioid use and misuse exclusively for the benefit of Rutherford County residents, citizens, and denizens.**

Funding will be used to positively impact the community within the Tennessee Opioid Abatement Council's six main strategy areas:

Tennessee Opioid Abatement Council 6 Main Strategy Areas

1. Primary Prevention	2. Harm Reduction	3. Treatment
4. Recovery Support	5. Education and Training	6. Research and Evaluation

Proposals will be received for this funding opportunity on an annual basis, pending continued annual payout funding from national opioid lawsuit settlements. The Rutherford Opioid Board reserves the authority to award or deny funding to community organizations based on their application review outlined in this Request For Proposals document.

This Request For Proposals document overviews all eligibility requirements for organizations requesting funding, outlines the application and submission process for organizations, and clearly identifies how proposals will be scored to inform funding decisions made by the Rutherford Opioid Board.

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- Organizations are permitted **one grant per fiscal year and then eligible to re-apply** after a successful grant term

- **Maximum funding** amount for an organization is **$100,000**

- Funding is typically disbursed on a reimbursement basis; however, exceptions may be requested

- **Awards will be made at the May & June ROB meetings**

Award Information

Eligible community organizations are permitted one grant per fiscal year. Community awardees are eligible to re-apply for funding after successful completion of their grant term. Government organizations are permitted multiple re-appropriations (awards) of Rutherford Opioid Settlement funds within a single fiscal year.

The maximum funding request per agency is capped at $100,000 as decided by the Rutherford Opioid Board.

Grant proposals approved for funding will operate on a reimbursement basis, unless otherwise approved by Rutherford County for special circumstances.

Awards will be granted once per fiscal year by the Rutherford Opioid Board. To be considered for funding, applicants must submit their entire application by the following due date:
- **March 31st**, for consideration of 12 months of funding beginning July 1.

All grant contracts end on June 30th at the conclusion of the county's fiscal year.

The MTSU Office of Prevention Science and Recovery will host training opportunities for agencies interested in learning best practices for preparing a high-quality and competitive application, as well as responsible grant management if awarded funds. These trainings will be offered through MTSU's Center for Health and Human Services and will not have any bearing or impact on the application review process.

All application awards are not final until approved by the Rutherford County Commission. Additionally, the Rutherford Opioid Board and Rutherford County Commission reserve the right to modify this timeline as needed.

Prioritization in funding considerations will be given to new programs and projects.

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- **Non-Profit and Government Organizations are eligible to apply**

- Organizations **must** provide **quarterly reporting** of their progress to OPSR

- Funds **must** be used for **approved uses** from the State's Opioid Abatement Council's List

- If awarded, **monthly** or **quarterly drawdown** is expected.

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Eligibility Requirements

Any funds awarded through this funding opportunity must be used for the benefit of Rutherford County residents and documentation must be retained ensuring the geographic eligibility of the recipients. There is no cost match requirement for this funding opportunity.

TYPES OF ELIGIBLE ORGANIZATIONS
Any nonprofit charitable organization with 501©(3) status
Any chamber of commerce exempt from IRS Code 501©(6)
Any nonprofit civic organization
Any government organization in Rutherford County

Reporting Requirements

If funded, the recipient agency will be required to collect and report information quarterly relating to the impact of the program on the target population. Funded agencies will be provided with a reporting template and technical assistance to set up appropriate data collection. The information collected from the agency will be collated into a report for the Rutherford Opioid Board and the Tennessee Opioid Abatement Council to measure the impact of the funds within the community to reduce opioid use and misuse. Funded agencies will be required to track financial utilization of grant funds to provide documentation of allocations spent at the end of the grant term.

Activity Requirements

Proposed activities in the funding request must be permitted from the Tennessee Opioid Abatement Council's Approved Remediation List of activities. See **Appendix D** to reference the approved remediation list. Each recipient will be required to identify which of the Tennessee Opioid Abatement Council main strategies their funding request is targeting: Primary Prevention, Harm Reduction, Treatment, Recovery Support, Education and Training, and Research and Evaluation.

Appendix D

TN Tennessee State Government — Opioid Abatement Council

Remediation List Strategies

(Primary Prevention, Treatment, Harm Reduction, Education/Training, Recovery Support, Research/Evaluation of Abatement Strategy Efficacy)

Strategy – Schedule A (Core Strategies)	Section Number	Language
Education/ Training	A1	Expand training for first responders, schools, community support groups and families
Harm Reduction	A2	Increase distribution to individuals who are uninsured or whose insurance does not cover the needed service
Treatment	B1	Increase distribution of MAT to individuals who are uninsured or whose insurance does not cover the needed service
Primary Prevention	B2	Provide education to school-based and youth-focused programs that discourage or prevent misuse
Treatment	B3	Provide MAT education and awareness training to healthcare providers, EMTs, law enforcement, and other first responders
Treatment	B4	Provide treatment and recovery support services such as residential and inpatient treatment, intensive outpatient treatment, outpatient therapy or counseling, and recovery housing that allow or integrate medication and with other support services
Primary Prevention	C1	Expand Screening, Brief Intervention, and Referral to Treatment ("SBIRT") services to non-Medicaid eligible or uninsured pregnant women
Treatment	C2	Expand comprehensive evidence-based treatment and recovery services, including MAT, for women with co occurring Opioid Use Disorder ("OUD") and other Substance Use Disorder ("SUD")/Mental Health disorders for uninsured individuals for up to 12 months postpartum
Recovery Support	C3	Provide comprehensive wrap-around services to individuals with OUD, including housing, transportation, job placement/training, and childcare
Recovery Support	D1	Expand comprehensive evidence-based and recovery support for NAS babies
Recovery Support	D2	Expand services for better continuum of care with infant need dyad

This format was created to assist with reporting on funding received by Tennessee counties and community grants.

Appendix D

TN Tennessee State Government — Opioid Abatement Council

Remediation List Strategies

(Primary Prevention, Treatment, Harm Reduction, Education/Training, Recovery Support, Research/Evaluation of Abatement Strategy Efficacy)

Recovery Support	D3	Expand long-term treatment and services for medical monitoring of NAS babies and their families
Primary Prevention	E1	Expand services such as navigators and on-call teams to begin MAT in hospital emergency departments
Recovery Support	E2	Expand warm hand-off services to transition to recovery services;
Recovery Support	E3	Broaden scope of recovery services to include co-occurring SUD or mental health conditions
Recovery Support	E4	Provide comprehensive wrap-around services to individuals in recovery, including housing, transportation, job placement/training, and childcare
Recovery Support	E5	Hire additional social workers or other behavioral health workers to facilitate expansions above
Treatment	F1	Provide evidence-based treatment and recovery support, including MAT for persons with OUD and co-occurring SUD/MH disorders within and transitioning out of the criminal justice system
Treatment	F2	Increase funding for jails to provide treatment to inmates with OUD
Primary Prevention	G1	Funding for media campaigns to prevent opioid use (similar to the FDA's "Real Cost" campaign to prevent youth from misusing tobacco)
Primary Prevention	G2	Funding for evidence-based prevention programs in schools
Primary Prevention	G3	Funding for medical provider education and outreach regarding best prescribing practices for opioids consistent with the CDC's Updated Clinical Practice Guideline for Prescribing Opioids, the Tennessee Department of Health Chronic Pain Guidelines, and current evidence
Primary Prevention	G4	Funding for community drug disposal programs
Harm Reduction	G5	Funding and training for first responders to participate in pre- arrest diversion programs, post-overdose response

This format was created to assist with reporting on funding received by Tennessee counties and community grants.

- **3 Sections of the Application**
  1. **Project Summary**
  2. **Project Narrative**
  3. **Project Budget**

- These 3 sections will be submitted and **scored on a 100-point rubric** by the MTSU OPSR Review Committee.

- Only applications with a minimum score of 70pts will be referred to the board for funding determination.

Application Components

The application includes a Project Summary, Project Narrative, Project Budget and supporting attachments. All application components will be submitted using an **online submission portal**. Refer to page 10 for portal information.

Project Summary

This section overviews the applicant's proposal and identifies a target population, outlines goals and objectives, selects a main strategy, anticipates number of people served, provides a cost statement, and more. Applicants must also include the identification of an assigned agency contact for overseeing and reporting on grant progress.

Project Narrative

The narrative of the proposal focuses on describing the population served, identifying the need that you will address, outlining the goals and objectives used to measure success, identifying evidence-based practices for implementation, planning for metrics to measure progress and success, and explaining your organization's capacity to achieve your goals. Each section has character limits (which include "spaces" in the count).

SECTION HEADERS	SECTION DETAILS
Need Statement & Target Population	Define the specific community that will be served and why they will specifically benefit. Include information and data that clearly support the need and justification for the evidence-based services or program. 1500 Characters
Identification of Activities	Identify and describe the selected main strategy and allowable activities that will be utilized for this funding request. Refer to Appendix F for the list of main strategies and allowable activities. For each allowable activity in your proposal, identify the activity's section number. For example, the activity section number for "Expand Naloxone training for first responders, schools, community support groups and families" is "A1". 1500 Characters

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Project Summary

*Primary Contact for Grant Proposal

Name of person responsible for this application (if questions arise)

Email Address

Phone Number

*Organizational Information

Agency Name

Street Address

City, State, Zip

Website

*Organization Type

- ☑ Charitable
- ◯ Civic
- ◯ Governmental
- ◯ Other

*Upload 501c3 documentation

⬆

Select a file or drag here

*

Year Established

Number of Employees

Number of Volunteers

Number of People Served Annually by the Agency

*Opioid Abatement Funding

Does your organization receive abatement funding from the TN Opioid Abatement Council? If yes, indicate how much. If no, type N/A.

Does your organization receive abatement funding from other counties' abatement distributions? If yes, indicate how much. If no, type N/A

If you receive abatement funding from these other sources, does that funding overlap with the population target for THIS request?

>> ›

Insurance & Licensing

Certain allowable activities will require state compliance with some licensing requirements (IE: licensing or certification for Tennessee SAFE Act compliant recovery housing). Please complete each section if applicable.

*Does your organization have Commerical Liability & Professional Services Liability Insurance?

If Yes, Enter Amount

○ [   ]

○ No

*Is this organization licensed by the Tennessee Department of Health?

If Yes, provide License #

○ [   ]

○ No

*Is this organization licensed by the Tennessee Department of Mental Health and Substance Abuse Services?

If Yes, provide License #

○ [   ]

○ No

Next page >

Project Summary

This section is intended to provide a high-level overview of your application. This section is not confidential and will be entered into the public record if your application meets the minimum scoring criteria to be presented to the board for funding consideration.

*What is the primary Abatement Strategy for your request?

Note: many programs touch multiple strategies, pick the strategy that is the "best fit" for your program's activities. Refer to Appendix D for additional information.

◯ Primary Prevention

◯ Harm Reduction

◯ Treatment

◯ Recovery Support

◯ Education & Training

◯ Research & Evaluation

*Provide a brief (2-sentence) overview of the program.

[   ]
0/100

*Define the target population that this program serves, within Rutherford County.

[   ]
0/100

*What is the overarching goal for this program?

[   ]
0/100

*Requested Funding and Service Reach

Amount Requested from the Rutherford Opioid Board

[   ]

Number of people served by this funding request

[   ]

List all "**Allowable Activities**" included in your proposal. Reference **Appendix D** for activity section numbers. Include a brief description of the activity within the context of your program.

For Example:

A1: Provide first responder trainings to address stigma of SUD/OUD and increase knowledge of proper naloxone administration.

You must enter at least 1 "Allowable Activity", additional lines are provided if needed.

* Activity 1

Activity 2

Activity 3

Activity 4

Activity 5

Activity 6

*The Rutherford Opioid Board has established that all ROB funding must be spent for the benefit of Rutherford County residents, citizens, and denizens. By signing below, you will certify that 100% of the funding from the Rutherford Opioid Board will comply with that restriction.

Type   Sign

Type your name below to generate a signature.

Next page   ❯

Project Narrative

Narrative Character Length Restrictions

1. Need Statement & Target Population: **1500 characters**

2. Identification of Activities: **1500 characters**

3. Goals and Objectives: **3500 characters**

4. Program Design: **5000 characters**

5. Evaluation Plan: **1500 characters**

6. Organizational Capacity: **2000 characters**

7. Sustainability: **1500 characters**

Need Statement & Target Population

*"Define the **specific community** that will be served and **why they will specifically benefit**. Include information and **data** that clearly support the need and justification for the evidence-based services or program."*

- **Identify what specific need that you intend to address with this project.**
  - We know it's OUD related, but what specific aspect of that need do you want to address? Is there a gap in service? Does need outpace current service availability?

- **Define your target population**
  - Justice-involved people? People experiencing homelessness?
  - Include any stats or demographic information that you need to provide a fuller picture of the "who" aspect.

1500 Characters

Identification of Activities

*"Identify and describe the **selected main strategy(ies)** and **allowable activities** that will be utilized for this funding request. For each allowable activity in your proposal, identify the activity's section number."*

- **Refer to the list of main strategies and allowable activities in *Appendix D* to inform this next section.**

- **Identify the main strategy and then describe the related allowable activities that you are electing.**
  - Give thought to how these strategies and activities inform your overall program goals and objectives.

  - "Recovery Support (C3): agency will provide wrap-around services for clients enrolled in the program, including employment assistance and childcare access."

1500 Characters

Goals and Objectives

*"Provide an explanation of the proposal's **goals and objectives**. Include **measurable outcomes and outputs** with **specific timeframes for completion** of goals. For objectives, include specific steps that will be completed to achieve your goal. Use S.M.A.R.T goals to draft measurable and time-sensitive goals in the narrative."*

- **Utilize SMART Goals & Objectives:**
  - **S**pecific, **M**easurable, **A**chievable, **R**elevant, and **T**ime-bound.

- Use your **strategies** and **allowable activities** identified in the previous section to create your smart goals and objectives.

- Your **Goal** is what you want to achieve, your **Objectives** are how you are going to accomplish that activity.

3500 Characters

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Goal #1

By November 2024, the MTSU Office of Prevention Science and Recovery will increase the willingness of individuals experiencing homelessness in Murfreesboro to disclose OUD and seek harm reduction care, as measured by feedback surveys from program participants.

Objective 1: Train 100% of outreach staff on safe handing of hazardous materials and needle exchange safety within first month.

Objective 2: Procure initial supply of needles and portable sharps containers for distribution during outreach visits within first month.

Objective 3: Begin weekly harm reduction outreach and education to target community by the beginning of second month.

Appendix E

SAMHSA
Substance Abuse and Mental Health
Services Administration

Developing Goals and Measurable Objectives

To be able to effectively evaluate your project, it is critical that you develop realistic goals and measurable objectives. The information below will help applicants in developing goals and objectives for use in your Project Narrative. It also provides examples of well-written goals and measurable objectives.

Goals

Definition – a goal is a broad statement about the long-term expectation of what should happen because of your program (the desired result). It serves as the foundation for developing your program objectives. Goals should align with the statement of need that is described. Goals should only be one sentence.

The characteristics of effective goals include:

- Goals address outcomes, not how outcomes will be achieved.
- Goals describe the behavior or condition in the community expected to change.
- Goals describe who will be affected by the project.
- Goals lead clearly to one or more measurable results.
- Goals are concise.

Examples

Unclear Goal	Critique	Improved Goal
Increase the substance use and HIV/AIDS prevention capacity of the local school district.	This goal could be improved by *specifying an*	Increase the capacity of the local school district to reduce high-risk

selected evidence-based substance use prevention curriculum.	measurable, or time-bound. It can be made SMART by specifically indicating who is responsible for training the teachers, how many will be trained, who they are, and by when the trainings will be conducted.	trained **75% of health education** teachers **in the local school district** on the selected, evidence-based substance use prevention curriculum.
90% of youth will participate in classes on assertive communication skills.	This objective is not SMART because it is not specific or time-bound. It can be made SMART by indicating who will conduct the activity, by when, and who will participate in the lessons on assertive communication skills.	By the **end of the 2022 school year, district health educators** will have conducted classes on assertive communication skills for 90% of youth **in the middle school** receiving the **substance use and HIV prevention curriculum.**
Train individuals in the community on the prevention of prescription drug/opioid overdose-related deaths.	This objective is not SMART as it is not specific, measurable or time-bound. It can be made SMART by specifically indicating who is responsible for the training, how many people will be trained, who they are, and by when the training will be conducted.	By the end of year two of the project, the **Health Department** will have trained **75% of EMS staff in the County Government** on the selected curriculum addressing the prevention of prescription drug/opioid overdose-related deaths.

Last Updated: 06/05/2023

Program Design

*"Outline the **evidence-based** or evidence-informed practices that will be used to achieve your goals. Include a summary of your **timeframe for completion** and the steps necessary for successful implementation. **Identify possible challenges** that will be addressed to ensure successful implementation. State **how quickly you can begin** implementation if selected for funding."*

- **Evidence-Based Practice**
  - *Confirmed by scholarly research to be significantly effective*
- **Evidence-Informed Practice**
  - *Informed by local practice to be beneficial*

- **CDC Evidence-Based Strategies**
  - *Targeted Naloxone Distribution*
  - *Medication Assisted-Treatment*
  - *Treatment Upon Release from Incarceration*
  - *Syringe Service Programs*

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Appendix F

CDC Centers for Disease Control and Prevention

Drug Overdose

Drug Overdose Home

Evidence-Based Strategies for Preventing Opioid Overdose: What's Working in the United States

There are strategies that can assist community leaders, local and regional organizers, non-profit groups, law enforcement, public health, and members of the public in understanding and navigating effective ways to prevent opioid overdose in their communities. **Use this information as a reference for evidence-based practices that have been successfully implemented in the U.S.**
Evidence-Based Strategies for Preventing Opioid Overdose (PDF – 40 pages)

Evidence-Based Strategies for Preventing Opioid Overdose

Guiding Principles

There are overarching principles that serve as a guide for the design and implementation of effective overdose prevention strategies. The four guiding principles below are lessons learned from previous public health emergencies.

1. **Know your epidemic, know your response.**
   Opioid overdose is driven by many different mechanisms and human experiences, and people may follow a variety of paths toward opioid misuse and overdose. The realities faced by people who use drugs may be common across regions or vary within tight social groups.
2. **Make collaboration your strategy.**
   Effectively responding to the opioid overdose epidemic requires that all partners be at the table. Make collaboration your strategy by ensuring that all community entities are able to fulfill their necessary roles.
3. **Nothing about us without us.**
   Prevention strategies need to take into account the realities, experiences, and perspectives of those at risk of overdose. Those affected by opioid use and overdose risk should be involved in developing the solutions. The design, implementation, and evaluation of interventions help assure those efforts are responsive to what's happening in the local community and can achieve the desired goals.
4. **Meet people where they are.**
   The guiding principle of "meeting people where they are" means more than showing compassion or tolerance to people in crisis. This principle also asks us to acknowledge that all people we meet are at different stages of behavior change. Recognizing these stages helps set reasonable expectations for interacting with people.

Successful Strategies for Preventing Opioid Overdose

The ten evidence-based strategies highlighted below are actions that states and jurisdictions can take today to prevent overdoses tomorrow.

- **Lean heavily on existing evidence-based and evidence-informed practices** and communicate how that will shape your own implementation strategy.

- Give a short **implementation timeline**.
  - Can be bullet point or an embedded table.

- **What kind of barriers or challenges** do you anticipate?

- Do you have any **partner organizations that will increase your successful implementation?**

5000 Characters

Evaluation Plan

*"Explain how progress and **success will be measured**, including **what data will be collected** as part of the evaluation process. Both qualitative and quantitative outputs and outcomes can be included as data."*

How will you determine success?

- **Will you do surveys, pre- and post-evals, follow-up calls?**

- **What data do you need to collect to determine the success of your program?**
  - Think Qualitative & Quantitative.

- **Think short-term, intermediate, and long-term outcomes.**
  - Knowing you only have 1 year of funding at a time means leaning into the short and intermediate outcomes.

1500 Characters

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How will you determine success?

- Know that if you are funded, **the MTSU Office of Prevention Science and Recovery will provide Technical Assistance** in refining your evaluation plan, evaluation tools, and data items.

- For your application you do not have to be an expert in evaluation, but you will be **expected to put thought into how you can evaluate your program's efforts to show success** within this narrative.

Appendix G
Evaluation Metrics Guidance

This document outlines suggested evaluation metrics within each main strategy that can be included in your grant application to measure success.

Primary Prevention

- Increasing local screening for Opioid Use Disorder (OUD) and Substance Use Disorder (SUD)
- Increasing community knowledge of the risks of substance misuse
- Increasing utilization of local drug disposal units
- Expanding implementation of evidence-based school prevention programs

Harm Reduction

- Expanding distribution of naloxone to all members of the community
- Increasing awareness of first responders on strategies to connect at-risk individuals with behavioral health supports
- Expanding comprehensive syringe service programs with wrap-around services
- Increasing the number of community members trained in naloxone administration

Treatment

- Increasing the distribution of Medication Assisted Treatment (MAT) to uninsured individuals
- Increasing knowledge of MAT to healthcare providers, first responders, and law enforcement
- Expanding integration of medication in residential and outpatient treatment programs
- Expanding MAT to incarcerated individuals

Appendix G
Evaluation Metrics Guidance continued...

Recovery Support

- Expanding warm hand-off services to transition into recovery services
- Increasing local comprehensive wrap-around services including housing, transportation, and job training
- Expanding the capacity of locally trained Peer Recovery Specialists
- Expanding recovery support for individuals transitioning out of the criminal justice system

Education and Training

- Increasing knowledge of MAT within healthcare providers, first responders, and Peer Recovery Specialists
- Increasing awareness in government staff of appropriate procedures to provide services to individuals in recovery
- Decreasing local stigma regarding individuals with OUD and stigma of effective OUD treatment
- Increasing knowledge of emergency room staff on post-discharge planning with opioid overdose patients

Research and Evaluation

- Identifying locally effective opioid abatement strategies with measurable success
- Increasing utilization of local Prescription Drug Monitoring Data to improve local surveillance

Organizational Capacity

*"Detail the applicant's **capacity to effectively implement** the outlined activities. **Reference prior experience**, prior program successes, current institutional capabilities & **community partnerships** that will support successful implementation if funded."*

- **Your organization is the expert in delivering services to your target population!**

- This is **your opportunity to brag** on your organization's abilities, staff expertise, and program success for similar programs.
  - Include information about staff experience **with managing similar programs**, or **programs that work with a similar population**.
  - Include awards or accolades that your organization or staff have received for similar or relevant work

2000 Characters

Sustainability

*"Due to the **limited nature of funding** in the future with decreasing availability over time, the ROB wants to encourage agencies to outline how they will work to make their program **sustainable** without continued reliance on abatement funding."*

- **ROB abatement funds received from the state are anticipated to decrease over time.**

- ROB cannot be the long-term funding source for these proposals due to the limited nature of funds.
  - Identify ways that your agency will work to develop funding streams to maintain programs beyond ROB.
  - State abatement grants, federal & state mental health funders, individual donors/foundations, means-based payments, insurance reimbursement enrollment.

1500 Characters

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Project Budget

- Remember that whatever $$ amount you request **needs to be <u>reasonable, allocable, and justified</u>**.

- **All funding must be used to benefit Rutherford County residents.**

There are 9 separate budget classifications to consider:

1. Salaries (Staff & 1099 contractors)
2. Benefits & Taxes
3. Supplies
4. Telephone
5. Occupancy
6. Travel
7. Insurance
8. Specific Assistance to Individuals
9. In-Kind Expenses

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	Budgeted Cost	Budget Item Justification	Cited Allowable Expense See Appendix D (example: A1)	Explanation of Budget Section
a. Salaries				Enter compensation, fees, salaries, and wages paid to grant employees.
*Project Director: Name, % FTE spent on the grant, base salary * FTE %.*				
Subtotal	$ -			
b. Benefits & Taxes				Enter (a) the organization's contributions to pension plans and to employee benefit programs such as health, life, and disability insurance; and (b) the organization's portion of payroll taxes such as social security and medicare taxes and unemployment and workers' compensation insurance for grant funded employees.
Project Director: Name, Full fringe rate, or just FICA (7.65%)				
Subtotal	$ -			
c. Supplies				Enter the organization's expenses for grant focused office supplies.
Subtotal	$ -			
d. Telephone				Enter the organization's expenses for telephone, cellular phones, telephone equipment maintenance, and other related grant related expenses.
Subtotal	$ -			
e. Occupancy				Enter the organization's expenses for use of office space and other facilities, heat, light, power, other utilities, and similar expenses on this grant project.
Subtotal	$ -			
f. Travel				Enter the organization's expenses for grant travel, including transportation, meals and lodging, and per diem payments. Include gas, licenses and permits, and leasing costs for company vehicles. Include travel expenses for meetings and conferences.
Subtotal	$ -			
g. Insurance				Enter the organization's expenses for grant project focused liability insurance and other insurance. Do not include employee-related insurance.
Subtotal	$ -			
h. Specific Assistance to Individuals				Enter the organization's direct payment of expenses of clients, patients, and individual beneficiaries on the grant project. Include such expenses as medicines, medical and dental fees, clothing, transportation, insurance coverage, and wage supplements.
Subtotal	$ -			
i. In-Kind Expenses				Enter the organization's in-kind expenses regarding the value of contributed resources donated to the grant program.
Subtotal	$ -			
Requested Grand Tot				
j. Total Direct Costs	$ -			
All budget section explanations are derived from the TN Department of Finance and Administration				
https://www.tn.gov/content/dam/tn/finance/documents/fa_policies/policy3.pdf				

- Budget Justification is a very tedious requirement, **but it is very important Bnt for reviewers to help them connect the activities within the narrative to the actual budget line items** you've identified.

- Provide context for each spending allocation (line by line), write out your math word problem:

  - **Ex Salary:** *CPRS (base salary of $65,000) allocated 40% effort to program management and service delivery for 12 months. Total allocation is $26,000 for year 1 (40% x $65,000= $26,000).*
    BE SURE TO COUNT FRINGE & TAXES! FICA 7.65% ($26,000 x .0765= $1,989)

  - **Ex Mileage:** *CONUS reimbursement rate $0.70 per mile for transportation to and from MAT delivery sites for participants. Allocating $1,050 for mileage in year 1 (1,500 miles x .70= $1,050)*

❑ Copy of Annual Audit
❑ Budgeted Revenues and Expenses for the Current Year
❑ Budgeted Revenues and Expenses for the Prior Year
❑ Actual Revenue and Expenses for the Prior Year
❑ Rutherford County Fund Monitoring Form: Compliance Survey
❑ Salary Schedule *(if proposing grant funding for salary position)*
❑ 501 (c)(3) Determination Letter *(if applicable)*
❑ Letters of Support *(if applicable)*

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STATE UNIVERSITY.

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- Proposals **must** be submitted via **portal:** https://chhs.mtsu.edu/rcos/

- Questions can be answered from our FAQ page or by attending a grant writing workshop.

- Limited pre-submission TA available via request to OPSR@mtsu.edu

- *Awarding Timeline:*
    - Application received by March 31st.
    - ROB will vote on application in either May or June (half in May & half in June), depending on submission volume and strategy selected.
    - Funds will be dispersed in July with a program start date of July 1st.

- **2-stage Review Process**
  1. MTSU OPSR Review and Scoring
     *Applications receiving **70pts and above** will be referred to the board for funding determination.*
  2. ROB Review and Awarding
     (Board will only review Project Summary, Project Budget, and Score/Comments from Narrative for voting)

- All rankings and scorings are **available for feedback**, regardless of funding decision.

- If an application receives a score below the 70pt threshold, the agency will be provided with the reviewer feedback on their proposal for agency use.

EVALUATION CRITERIA

Proposal Section	Maximum Points Available
Project Summary	5
Project Narrative	
• Need Statement & Target Population	10
• Identification of Activities	5
• Goals and Objectives	10
• Program Design	15
• Evaluation Plan	5
• Organizational Capacity	10
• Sustainability	5
Project Budget	
• Budget Detail on Excel Template	10
• Budget Justification	20
Required Attachments	5
Total	100

Application Section		Poor	Below Average	Average	Above Average	Exceptional	Section Score
Project Summary	*Points Available:*	1-2	3-4	5-6	7-8	9-10	
	Scoring Criteria:	• Does not identify a clear target population. • Does not identify a clear program goal. • Does not identify a clear cost statement.	• _Partially identifies_ a clear target population. • _Partially identifies_ a clear program goal. • _Partially identifies_ a clear cost statement.	• _Adequately identifies_ a clear target population. • _Adequately identifies_ a clear program goal. • _Adequately identifies_ a clear cost statement.	• _Clearly identifies_ a target population. • _Clearly identifies specific_ program goals. • _Clearly identifies_ a _justifiable_ cost statement.	• Clearly identifies a target population. • Clearly identifies specific and _measurable_ program goals. • Clearly identifies a justifiable cost statement. • _Program overview is expected to positively impact the target population._	
Project Narrative: *Need Statement and Target Population*	*Points Available:*	1-2	3-4	5-6	7-8	9-10	
	Scoring Criteria:	• Does not identify a clear target population. • Does not present data to support the program need.	• _Partially identifies_ a clear target population. • Presents _data that inadequately supports_ the program need.	• _Adequately identifies_ a clear target population. • Presents _data that adequately supports_ the program need.	• _Clearly identifies_ a target population. • Presents _data that strongly supports_ the program need.	• Clearly identifies a target population. • Presents _local_ data that strongly supports the program need. • _Clearly explains how the population will specifically benefit._	

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Rutherford Opioid Settlement:
Grant Writing Workshop (Post)