Opioid Settlement Funds

Grant Application/Request for Proposals (RFP) Template Series

Overview of RFP Template Series

This template series has been designed by the Maine Opioid Settlement Support Center to support Opioid Settlement fund spending processes. We have developed a comprehensive set of templates to be edited by political subdivisions to fit their needs.

This series includes:

1. Grant Application/RFP Template (Microsoft Word)
2. Two Scoring Sheet Templates (Microsoft Excel)
3. Two Budget/Quarterly Financial Report Templates (Microsoft Excel)
4. Award and Rejection Letter Templates (Microsoft Word)

Please see below for instructions and additional context to be considered for each document. Please reach out to the MOSS Center with any questions.

1. Grant Application/RFP Template

Fill in your subdivision information in the sections highlighted in yellow throughout the document. After necessary changes have been made, please feel free to contact MOSSCenter@maine.edu to have it transferred from a Microsoft Word document to an editable PDF file or into an online form.

    a. Executive Summary
        i. Estimated number of awards and individual award amounts should be determined by the entity issuing the application. Adding the "up to" wording provides flexibility in the final award numbers and amounts.
        ii. Grants do not need to be annual; funding can be used over multiple years.
    b. Abbreviations and Definitions

      i. Please list any additional abbreviations or definitions of key terms used throughout the document.

  c. Funding Opportunity Description
      i. Overview of this Request for Proposals
1. Share your subdivisions process with opioid settlement funds so far.
2. Who oversees allocating the funds?
3. Is there a task force or council? How were they selected?
4. What group is deciding which applications will be selected?

  d. Awardee Requirements
      i. Overall requirements
1. You may use your federally negotiated rate or cap your indirect rate. If your organization does not have a federally negotiated rate, you would use the 10% de minimus rate.
   a. "Indirect costs" are costs which are incurred by an organization in the execution of its activities, but which cannot be readily identified with a particular activity. Indirect costs include general overhead costs, such as bank, payroll processing and audit fees; liability insurance; office equipment purchase, or maintenance not directly related to the project; and salaries and benefits of executive or administrative personnel who are not directly engaged in the project.
2. Performance monitoring and reporting requirements
   a. Please consider any additional metrics you would like to see in the quarterly/bi-annual report.

  e. Allowable uses of funds and funding restrictions
      i. The application only lists the categories; please refer to Exhibit E while scoring to get full descriptions of allowable uses.
  f. Sample Applications Response Format
      i. Please follow the link for more information on SMARTIE objectives: https://www.cdc.gov/cancer/ncccp/pdf/smartie-objectives-508.pdf

ii. A letter of commitment is confirmation from a partner organization that confirms they are a partner, outlines their involvement in the project, and details the resources being committed.

2. Scoring Sheet Templates

The scoring sheet templates are designed to help subdivisions identify and score important criteria for funding and share feedback with the applicants. These templates are developed alongside the grant application template, so if any changes are made to the grant application, please review the scoring sheet to make sure it still aligns with the grant application template.

a. Option 1: Weighted Scoring Sheet Template

This template includes scoring-specific criteria in each category and allows for subdivisions to add weights into their scoring. Weights allow certain categories to contribute more to the final score.

i. Instructions (can also be found on the Scoring Sheet template):
1. Distribute one Scoring Sheet per reviewer.
2. Provide an overview of the evaluation criteria to the reviewer.
3. Review the application.
4. Score each section and provide justification/feedback.
   a. highlight strengths, note weaknesses, suggest areas of improvement
5. Final weighted scores will auto-populate in the Excel sheet.
6. Multiple evaluator scores will need to be calculated in a separate Excel sheet.
7. Please Note: Averages and weighted scores will auto-populate for the reviewer when filled out in Microsoft Excel. You may change the weights for the categories, but all weights must add up to 1.

b. Option 2: Basic Scoring Sheet Template

This template includes descriptions of each possible score. Scores for each category will auto-populate in the final score section.

i. Instructions (can also be found in the template):
1. Review the funding opportunity announcement and familiarize yourself with the rubric to understand the goals of the grant and what aspects of the grant application you are scoring.
2. Read the entirety of each assigned application before beginning your first review form.
3. Complete this form for each application you are reviewing. Provide feedback, including strengths and weaknesses, for each category of scoring.

3. Budget/Quarterly Financial Report Templates

A detailed budget is crucial for demonstrating the financial feasibility of a project. These templates help outline all anticipated expenses and potential funding sources in two formats. The first template is simplified, and the second is more detailed (including a quarterly breakdown).

a. Simple Budget Template: A Budget sheet that can outline how funds will be used, help track and manage spending and ensure a transparent breakdown of costs for both the grantor and grantee.
   i. Instructions:
   1. List all projected costs and their appropriate spending categories (e.g., direct, indirect, equipment and materials, travel and other expenses).
   2. Provide a description for each expense to clarify its necessity.
   3. Align each budget line item with appropriate project objectives.
   4. Ensure that the total budget aligns with the funding limits specified in the grant guidelines

b. Budget/Quarterly Financial Report Template: This template will auto-populate necessary information into quarterly reports, simplifying financial reporting for selected applications. This template was developed alongside the grant application template, so if any changes are made to the grant application, please review the scoring sheet to ensure it still aligns with the budget template.
   i. Instructions:

1. There are 5 different sheets included in this Excel document: one for the original spending plan, and four more for the expected quarterly financial reports. When completing your application, put budget information in the sheet titled "Spending Plan." Necessary information will auto-populate in the other sheets for quarterly reports.

2. Each budget line will appear in each quarterly report. If the given Budget Line Item is not being spent during that quarter, please enter "0" in the Amount Spent to Date column and "not applicable for this quarter" in the Spend to Date Notes column.

4. Award and Rejection Letter Templates

These templates create a framework for subdivisions to be able to share the results of their grant application scoring processes. The Award Letter Template formally confirms that a grant has been approved, outlining funding terms, responsibilities, and next steps for the recipient. The rejection letter template provides closure for unsuccessful applicants, showing respect for their effort and offering feedback or encouragement to reapply. Both letters support transparency and professionalism in the grant process.

    a. Instructions: Fill in your subdivision information in the sections highlighted in yellow throughout the document.