Manatee County

Opioid Impact Grant

Application

Manatee County Public Safety

2101 47th Terrace East

Bradenton, Florida 34203

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Opioid Impact Grant Application

Agency Name: _____

Address, City, State, Zip Code: _____

Executive Director: _____

Board Chairperson (if applicable): _____

Contact Person: _____

Phone Number: _____ E-mail: _____

Agency's Fiscal Year: _____ Federal ID Number: _____

Funding Request Amount: _____

By signing below, the agency acknowledges that the Manatee County Opioid Impact Grant will be utilized to support direct services benefiting Manatee County residents in line with the Manatee County Opioid Response Framework and the Florida Opioid Allocation and Statewide Response Agreement. These funds will not be used for executive salaries for staff that do not provide direct services to clients.

Late or incomplete submissions will result in disqualification. This request is consistent with the organization's mission, Articles of Incorporation, and Bylaws, and has been approved by a majority of the agency's Board of Directors, Advisory Board, or Executive Committee.

_____ _____

Board Chair (if applicable) Date

_____ _____

Agency Executive Director or Chief Executive Officer Date

Application Checklist

Initials of Primary Contact	Documentation
	Completed Application
	Most recently filed IRS 990
	Independent Auditors Report and the Financial Statement no older than two fiscal years and Management, Response and Opinion Letters
	Letters of Recommendation from funders or community partners (Maximum of three attachments)
	Letters of Commitment (if applicable)
	Awards, Recognitions of Certifications (Maximum of three attachments)
	Staff Roster and Resumes
	Board of Directors List
	Agency Approved By-Laws
	Documentation for leverage funding or in-kind donations
	Proposed Budget Form
	Non-profits only: IRS 501 (c)(3) or 501(c)(6) determination letter
	Certificate of Liability Insurance Coverage (minimum of $1 Million)
	Certificate of Status from Florida Department of State, Division of Corporations, showing “active status” (Not required for Federal, State, or Local governmental agency)
	Licenses (if required)
	Other (e.g. annual reports, maintenance plans, studies, etc.)

Eligibility Screening

Initials of Primary Contact	Eligibility Screening
	The applicant agency is a local government, municipality, or non-profit organization
	The proposal is within the scope of the Southwest Florida Opioid Allocation Agreement
	The proposal does not include ineligible cost
	The applicant agrees to attend the Health Services information session
	Grant Request Amount:

Section 1 – Agency Overview (25 points)

1.1 – Background

Please provide a detailed statement outlining your agency's mission, a brief outline of your organization's history, and an overview of the services currently offered within Manatee County. Additionally, demonstrate that your agency has maintained a minimum of two years of operational experience in Manatee County, highlighting any relevant achievements and contributions during that period.

1.2 – Proposed Scope of Work

Please describe your agency's proposed program for which the grant will be utilized. Finally, explain the key similarities and differences between your agency's proposed scope of work and the existing programs.

1.3 – Organizational Stability

Please demonstrate the agency's organizational stability by providing a detailed description of the agency's leadership, including its board of directors or other key decision-makers, and the processes through which policies are established. Additionally, please describe the qualifications and experience of staff who work directly with clients of the program, project, or service for which funds are being requested.

1.4 – Financial Stability

Please provide a comprehensive description of the agency's financial stability and overall financial strength, including an outline of the relevant policies and procedures in place to ensure sound financial management and accountability. Please also describe the methods employed by the agency to reduce costs. Lastly, please provide agency's overall organizational revenue and expenses for the last two years.

Section 2 – Experience (10 points)

2.1 – Personnel and Achievement

Please describe the agency's expertise within the proposed scope of work, highlighting its proven ability to deliver services effectively. If the agency does not have prior experience within the specific scope, provide a detailed explanation of how the agency possesses the capacity, skills, and resources necessary to successfully administer the program, project, or service.

2.2 – Performance

Please provide a detailed account of the agency's successes, including the total number of unduplicated individuals served annually. Provide the total number of individuals who have successfully completed the program or have been positively impacted by the services, along with the achievement of intended outcomes and the time frame within which these outcomes were realized. Explain any unsuccessful outcomes and describe the methods used to improve future results. Additionally, please comment on how your agency serves clients from different racial, ethnic, gender, and economic backgrounds.

Section 3 – Plan (35 points)

3.1 – Community Need

Please describe the community need for the proposed program, project, or service, focusing specifically on the needs of Manatee County residents. Detail how this need was identified and explain how the agency intends to address it through the implementation of the proposed program, project, or service.

3.2 – Targets and Outcomes

Please provide a detailed description of the geographic area(s) to be covered, the priority population, and the estimated number of individuals to be served. Include an overview of the population demographics (to include age, gender, ethnicity, and income level), key performance indicators, and expected outcomes for the proposed program, project, or service, along with the metrics, both programmatic and client-specific that will be used to measure success and ensure accountability for achieving the identified impact.

3.3 – Implementation

Please describe the agency's detailed plan for implementing the proposed program, project, or service. Include an estimated timeline for the implementation, highlighting key dates, milestones, and any critical phases of the project to ensure successful execution.

3.4 – Accountability to Impact

The County plans to conduct evaluations at regular intervals to ensure that funded agencies are on track to achieve the proposed impact. Please describe what success will look like for your program, project, or service, and outline the specific goals and data that will be tracked to measure real-time progress and performance. Include both programmatic and client-specific goals and data.

3.5 – Efficacy

Please describe how the proposal is guided by nationally recognized outcomes, best practices, and evidence-based research. If the program, project, or service is innovative, promising, or emerging and lacks extensive supporting evidence, explain why it is expected to be effective and outline the specific outcomes that will demonstrate its efficacy. Include links to relevant research that supports the program's methodology.

Section 4 – Opioid Abatement Priorities (10 points)

4.1 – Funding Priority

Please describe how the proposed program, project, or service aligns with one or more of the current Core Strategies and Approved Uses as outlined in Florida Opioid Allocation and Statewide Response Agreement and the priority areas approved by the Manatee County Board of County Commissioners.

Section 5 – Sustainability (20 points)

5.1 – Existing Funding

Please describe how the proposed program, project, or service will continue to operate beyond the funding term. Include details of any current or anticipated future funding, or in-kind donations, and demonstrate the agency's capacity and expertise in securing additional funding or resources to ensure the ongoing sustainability of the program, project, or service.

5.2 – Collaboration

If the proposed plan involves collaboration with other agencies, please describe how the opioid impact grant will support the activities of these collaborators, including how services will be coordinated and with whom. If collaboration is not a current component of the plan, provide an explanation of potential collaboration opportunities with other agencies in the future.

5.3 – Cost Efficiency

Please demonstrate the cost-effectiveness of the proposal by providing evidence of the financial Return on Investment (ROI) and quantifiable impact of the Manatee County Opioid Impact Grant related to the proposed program, project, or service. A detailed program budget form must be attached as a supplemental document to support this analysis. Additionally, describe cost reduction methods for this specific program, project, or service.

5.4 – Equipment Only (No Point Value Awarded)

Agencies applying for funding for equipment purchases must respond to the following prompt, all other agencies may leave this section blank.

If the proposal includes a one-time funding request for equipment purchase, please describe the expected serviceable life of the equipment and outline the necessary maintenance plans that will be implemented to ensure its long-term durability.

Section 6 – Compliance (10 points)

6.1 – Data Collection

Please identify the data that will be collected and describe the data collection strategies to be employed in the proposed project or service, including the use of EDI 837 files, non-electronic tracking of client-specific records, or other non-standard data. Outline the specific methods that will be used to assess the success of the program. For reference, you may consult the State of Florida Opioid Settlement Dashboard for examples of data collection methodologies.

6.2 – Reporting and Monitoring

Please describe the agency's experience and success with reporting and monitoring activities for similar substance abuse, mental health, or government-funded programs. Provide details on the methods by which data will be reported to the County, ensuring compliance with all relevant reporting requirements.