



Millennium Fund Grant Application Guide

For the Period July 1, 2015, through June 30, 2016

Joint Millennium Fund Committee

The Joint Millennium Fund Committee consists of ten members; five members from the Senate and five members from the House of Representatives. Three members are appointed by the president pro tempore of the Senate—one of whom is co-chairman of the committee, and two are appointed by the minority leader of the Senate. In the House, three members are appointed by the speaker—one of whom is co-chairman, and two are appointed by the minority leader of the House of Representatives. The term of a member coincides with the term of election to the Legislature. Any vacancy on the committee is filled by the appointing authority of that member, and members may be reappointed to a subsequent term. Current members include:

Senate

Patti Anne Lodge, Co-Chairman
Dan Johnson
Fred Martin
Elliot Werk
Dan Schmidt

House

Stephen Hartgen, Co-Chairman
Fred Wood
Robert Anderst
John Rusche
Phylis King

The committee is required to meet no less than twice each year. It establishes its own rules for governance and operation of committee proceedings. It can also solicit applications for funding from the Idaho Millennium Income Fund, and meet to hear testimony. The committee also has the power and duty to evaluate the actual and potential success of programs funded with moneys from the income fund, and to present recommendations annually to the Legislature. The committee is supported by staff assigned to it from the Legislative Services Office.

Millennium Funds

The *Idaho Millennium Income Fund* consists of distributions from the Idaho Millennium Permanent Endowment Fund, the Idaho Millennium Fund and such moneys that may be provided by legislative appropriations. The income fund is managed by the State Treasurer and retains its own earnings. The uses of this fund are determined by legislative appropriation.

The *Idaho Millennium Permanent Endowment Fund* consists of eighty percent of moneys received each year by the state of Idaho on and after January 1, 2007, pursuant to the master settlement agreement entered into between tobacco product manufacturers and the state, and any other moneys that may be appropriated or otherwise directed to the fund. Each year, the State Treasurer is to distribute five percent of the fund's average monthly fair market value for the first twelve months of the preceding twenty-four months, to the Idaho Millennium Income Fund, providing that the distribution does not exceed the fund's fair market value on the first business day of July.

The *Idaho Millennium Fund* consists of twenty percent of moneys received each year by the state of Idaho on and after January 1, 2007, pursuant to the master settlement agreement entered into between tobacco product manufacturers and the state, and any other moneys that may be appropriated or otherwise directed to the fund. Each year, the State Treasurer is to distribute five percent of the fund's average monthly fair market value for the first twelve months of the preceding twenty-four months, to the Idaho Millennium Income Fund, providing that the distribution does not exceed the fund's fair market value on the first business day of July.

Grant Awards

1. Grants are contingent upon available funding.
2. The committee will **only consider** applications for programs and projects directly related to one or more of the following:
 - Tobacco cessation or prevention;
 - Substance abuse cessation or prevention; or
 - Tobacco or substance abuse related disease treatment.
3. Program implementation must be established in evidence-based research. Include no more than three web-based links to substantiate that your organizations methods of cessation, prevention, or treatment have been tested and proven by a reliable and reputable source. Sources that simply state how tobacco/substance use is harmful will not be accepted. The references should be listed in priority order with the strongest research listed first.
4. The committee will **not** consider applications requesting funding for permanent capital improvements or organizational start-up costs.
5. Projects will be funded for state fiscal year 2016 (July 1, 2015 – June 30, 2016).
6. Funding decisions are expected to be made during the 2015 Legislative Session and the distribution of grant awards will occur in the first part of July.
7. Non-state entities receiving a grant may be required to sign a contractual agreement with the state that guides the use and accounting of the Millennium funds so awarded.
8. State agencies are required to revert any unexpended and unencumbered grant moneys at the end of the fiscal year, while non-state entities are also encouraged to do the same.
9. In accordance with Section 67-702, *Idaho Code*, the Legislative Audit Division may be requested to examine the accounts of any public or private entity receiving an appropriation from the Legislature.

Grant Application Review

The Joint Millennium Fund Committee will hold the first of two meetings this year, TENTATIVELY SCHEDULED for late November or early December, 2014 at the following location:

State Capitol
700 W. Jefferson Street
Boise, Idaho 83720

At that time, all applicants will be invited to make a formal presentation on their grant proposal for Fiscal Year 2016 (July 1, 2015, through June 30, 2016). In addition, anyone that received a grant for Fiscal Year 2014 (July 1, 2013, through June 30, 2014), should also submit a written annual report on their activities and expenditures for that grant period, and be prepared to include it as part of any formal presentation made to the committee. Be prepared to succinctly respond to any questions committee members may have regarding the information you are providing them. Once all applications are received, agenda time slots will be established and applicants will be notified individually regarding presentation times and material submission deadlines.

Application Procedure

Grant applications and annual reports must be received by close of business (5:00 PM MT) on Friday, October 17, 2014. You will need to submit a separate grant application for each project requested. Standardized templates have been created in MSWord for your use, and are available online for download. Once completed, the application and annual report should be returned via e-mail to the support staff listed at the end of this document. In addition, a hard copy may be provided, if the applicant so chooses. **No faxes please.** Please do not return a PDF file, in that some portions of the templates may eventually be incorporated into a variety of other publications. If you are having difficulties with any part of the application process, please contact Jared Tatro for technical support. Templates include:

MFGRANT – 2016: *Millennium Fund Grant Proposal.* The entire application should not exceed 6 pages in total and for explanatory purposes the application can be thought of in three parts:

Part 1: Sections I through III of this template must contain very concise information about the grant applicant, the organization, whether or not it meets certain established criteria, the purpose for the grant, the amount requested, and the proposed budget. The application template consists of tables and an embedded Excel worksheet. To activate the embedded worksheet in Section III, double click inside the table area, make your modifications, and add your data. When complete, ensure that the entire budget is visible then click anywhere outside the worksheet to exit. **When completed, it should not exceed two pages in length.**

Part 2: Sections IV through VIII, are more free form. Delete the text under each heading and replace with your own text. **If possible, please confine these sections to no more than 4 pages in length.**

Part 3: Sections IX is a new section for the applicant to provide no more than 3 reputable sources of research that demonstrate how your organizations methods are evidence-based. Delete the text under each heading and replace with the required pieces of information. **When completed, it should not exceed 1/2 page in length.**

MFREPORT – 2014: *Millennium Fund Annual Report.* For those who received a Millennium Fund Grant for FY 2014 (July 1, 2013, through June 30, 2014), you are required to submit a final report on your activities and expenditures for the grant period. The template asks for your project title, organizational

contact information, the grant amount awarded, project goals, project justification, project summary, geographic area covered, outputs, outcomes, and project revenues and expenditures. This template also consists of tables and an embedded Excel worksheet. **If possible, please try and keep your work to 2 pages.** To get a rough idea of what this report might look like once completed, see, MFSAMPLE – 2013).

IMPORTANT: *In addition to the grant application and annual report, please provide a signed cover letter. The cover letter should contain a brief organizational introduction and a summary of your proposal. If desired, you may also include an addendum to clarify, supplement, or support the information contained in your grant application.*

It should be noted that Committee members receive an electronic copy of each grant application. As such, applications should not include brochures, photographs or other materials which cannot be easily disseminated.

Finally, Information regarding presentations to the committee will be provided to all eligible applicants at a later date. Please contact the Idaho Legislative Services Office for any comments, suggestions, or questions you may have on the Idaho Millennium Fund grant application process, or on how we can be more responsive to your needs.

Contact Information

Address:

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