



# Millennium Fund Grant Proposal

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

<Project Title Goes Here>

## I. Grant Applicant

**Full Legal Organization Name**

<name>

Address

<address>

City

<city>

State

<state>

Zip Code

<zip>

Website

<website>

**Executive Director**

Name

<name>

Title

<title>

Phone

<phone>

Email Address

<email address>

**Alternate Contact Person**

Name

<name>

Title

<title>

Phone

<phone>

Email Address

<email address>

**Organizational Description:** <replace this with own text>

## II. Grant Proposal Summary

**Meets One or More of the Following Criteria:** (Indicate Yes Where Applicable)

1. Tobacco Cessation or Prevention
2. Substance Abuse Cessation or Prevention
3. Tobacco or Substance Abuse Treatment

**Purpose of Grant:** <replace this with own text>

**Grant Amount Requested (should tie to budget table):** \$<amount>

### III. Proposed Budget

Expenditure Category	Staff Time	Millennium Fund	Other Fund Sources	In-Kind Contribution	Project Total
<b>Personnel</b>					
Salaries					-
Benefits					-
<b>Total Personnel</b>	<b>0.00</b>	-	-	-	-
<b>Operating</b>					
Travel					-
Rent					-
Utilities					-
Insurance					-
Communications					-
Materials & Supplies					-
Contracts					-
Consultants					-
Employee Development					-
Miscellaneous					-
<b>Total Operating</b>		-	-	-	-
<b>Transfer Payments</b>					
Intergovernmental Transfers					-
Direct Client Services					-
Local Contractors					-
Other					-
<b>Total Transfer Payments</b>		-	-	-	-
<b>GRAND TOTAL</b>		-	-	-	-

**Budget Notes:**

<The Proposed Budget is an embedded Excel spreadsheet. Double click on it to open. Rows can be added or deleted, as can columns. If you wish to include other details, the spreadsheet can be modified. Also, this section of Budget Notes should be used to describe and explain other fund sources, in-kind match, staff time, etc. Delete this text and replace with your own notes.>

## IV. Statement of Need

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<The statement of need should describe the problem that the proposed project will attempt to address, as well as the population that will be served. It should clearly set forth the rationale, or justification, for what is being proposed. Further, your approach to address the problem should be established in evidence-based research. In addition, any supportive data and information verifying the magnitude of the problem should also be incorporated, and why you require a grant to address this issue. Include literature and scientific references to support your request as described in section IX below. Make sure that the reader understands why this project should be considered over others.>

## V. Project Design

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<Describe the project and how you propose to implement it. Identify specific project goal(s) and objectives, how they will be achieved, how success or failure will be measured, and how the evidenced-based processes will be incorporated. Correspondingly, include information on the desired outcome.>

## VI. Grant Management

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<Provide information on how this project will be generally managed. This may include information on the qualifications, responsibilities, tasks, and time commitments of key personnel associated with the project. It could also include a brief description of the history of your organization, its structure, information about office locations and partnerships that will be utilized in carrying out the activities of the grant proposal, relevant experience and organizational accomplishments, and an explanation of what makes your organization an appropriate grantee. In short, establish your credibility as a grant applicant.>

## VII. Evaluation Plan

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<Briefly explain what you want to learn about your program goals, outcomes, and process over the grant period. Include information on two or three primary evaluation questions you expect to answer, assessment methods and strategies you will use to answer your evaluation questions, how stakeholders will be involved in the evaluation process, and how you will use this information to improve desired outcomes.>

## VIII. Sustainability

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<Clearly and effectively communicate your organization's plan and rationale for sustaining, expanding, replicating, or terminating the project once the grant period ends. Information should also include a discussion of how you will secure future funding to sustain the project over the long-term.>

## IX. Evidence-Based Research

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<Provide a maximum of three evidence-based sources that substantiate your methodology of cessation, prevention, or treatment. Sources should be listed in priority order with your strongest source listed as number 1. All sources should be evidence-based, timely, and from reputable sources, preferably medical institutions, accredited universities, or government funded studies. Sources that simply state how tobacco/substance use is harmful will not be accepted. For purposes of this application you should include a valid web link, the title, author, publication date, and 1-2 sentences summarizing the research of each source. If a link to the study is not feasible, contact Jared Tatro for additional guidance.>