







Millennium Fund Prevention/Cessation/Treatment Grant Application Guide

For the Period July 1, 2016, through June 30, 2017

The Idaho Legislature appropriates funding from the Idaho Millennium Fund to eligible applicants who provide services that help individuals to never start, to quit, or to receive treatment for, tobacco or substance use. This process begins with a submitted application to the Joint Legislative Millennium Fund Committee. Applicants that are awarded a Millennium Fund Grant must then submit an annual report detailing the project, and any outcomes and expenses. Please contact Jared Tatro, Legislative Services Office, with any questions at (208) 334-4740 or email jtatro@lso.idaho.gov.

Grant Awards

1. Grants are contingent upon available funding and subject to appropriation by the Legislature.
2. **The committee will only consider complete applications using current forms for programs and projects directly correlated to one or more of the following:**
 -  Tobacco cessation or prevention;
 -  Vaping/E-Cigarette cessation or prevention;
 -  Substance abuse cessation or prevention; or
 -  Tobacco or substance abuse related disease treatment.
3. **Incomplete or late applications will not be included for consideration.**
4. The committee will **not** accept requests to fund permanent capital improvements or organizational start-up costs. This could include, but is not limited to, the purchase of buildings, infrastructure updates or remodeling of facilities, or purchase of vehicles. An organization must be fully established with a mission that includes the prevention, treatment, or cessation of tobacco, alcohol, or substance use.
5. Program implementation must be established in evidence-based research. Include no more than three web-based links to substantiate that your organization's 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.
6. Projects will be funded for state fiscal year 2017 (July 1, 2016 – June 30, 2017).
7. Funding decisions are expected to be made during the 2016 Legislative Session and the distribution of grant awards will occur in the first part of July.
8. Non-state entities receiving a grant will be required to sign an agreement with the state that guides the use and accounting of the Millennium Funds so awarded.

9. Grant award winners must submit their completed evaluation results along with their annual report. If a separate organization is selected by the committee to evaluate prior-year award winners then those award winners that have also received an award for fiscal year 2017 will be required to work directly with the evaluation organization. This may include sharing evaluation questions/surveys/forms and being able to meet with and discuss your project. This secondary application process does not preclude you from continuing with your current evaluation process.
10. 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.
11. In accordance with Section 67-702, *Idaho Code*, the Legislative Audit Division may 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 for this grant cycle, TENTATIVELY SCHEDULED for late November or early December, 2015, 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 2017 (July 1, 2016, through June 30, 2017). In addition, anyone that received a grant for fiscal year 2015 (July 1, 2014, through June 30, 2015), should 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. A specific presentation time can be requested by an applicant, but not guaranteed, to accommodate travel and other special needs.

Application Procedure

Fully completed grant applications and annual reports must be received by close of business (5:00 PM MT) on Friday, October 16, 2015 – At the direction of the committee Co-Chairs, no exceptions will be granted. You will need to submit a separate grant application for each project requested. Standardized templates have been created in MSWord and MSEXcel for your use, and are available online for download. Once completed, the application, budget form, and annual report should be returned via e-mail to both of the support staff listed at the end of this document. In addition, a hard copy may be submitted, 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 have difficulty with any part of the application process, please contact Jared Tatro for technical support. Templates include:

MFGGRANT – 2017: *Millennium Fund Grant Proposal.* The entire application including the budget form

should not exceed 8 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, whether or not it meets certain established criteria, the purpose for the grant, the amount requested, and the proposed budget. **When completed, it should not exceed three 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: Section IX of the application is to provide no more than 3 reputable sources of research that demonstrate how your organization's methods are evidence-based. Delete the text under each heading and replace with the required information. **When completed, it should not exceed 1 page in length.**

APPLICATION BUDGET FORM: This MSEXcel file contains the budget template that all entities will need to complete. Be sure to answer all questions, even if the answer is \$0 or N/A.

MFREPORT – 2015: *Millennium Fund Annual Report.* For those who received a Millennium Fund Grant for fiscal year 2015 (July 1, 2014, through June 30, 2015), 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 actual expenditures that are compared to the requested budget. The budget portion will be need to be completed in a separate MSEXcel file that can be found on the Millennium Fund website. **If possible, please try and keep your work to no more than 6 pages.**

ANNUAL REPORT BUDGET FORM: This MSEXcel file contains the budget template that all entities will need to complete in addition to their annual report. Be sure to answer all questions, even if the answer is \$0 or N/A.

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.*

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.

Further information regarding presentations to the committee will be provided to all eligible applicants at a later date. Please contact the Idaho Legislative Services Office with any comments, suggestions, or questions regarding the Idaho Millennium Fund grant application process.

Contact Information

Address:

JOINT MILLENNIUM FUND COMMITTEE

Room C305, State Capitol

Boise, Idaho 83720

Support Staff:

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Information on the 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	House
Patti Anne Lodge, Co-Chairman	Stephen Hartgen, Co-Chairman
Dan Johnson	Fred Wood
Fred Martin	Robert Anderst
Dan Schmidt	Phyllis King
Janie Ward-Engelking	Matt Erpelding

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.

Information on 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.

