



Idaho Juvenile Justice Commission  
District Juvenile Justice Councils  
**REQUEST FOR FUNDING**

Applicant Name:	Agency Affiliation:
Email Address:	Date of Request:

Details of Event or Activity *(include dates, times, locations, and a description)*:

Description of Impact of This Activity/Event on the Priorities of the Council Action Plan:

Itemized Costs: <i>(include a brief description for each)</i>	Requested Funds:	Other Funds: <i>(list sources)</i>
Consultants:		
Registration:		
Travel:		
Supplies:		
Other:		
Total Amount Requested:		



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<b>Reporting Requirements:</b> <ol style="list-style-type: none"><li>1. Applicants must agree to complete and return the standard Evaluation Form and Request for Reimbursement (<a href="#">IDJC Reimbursement for Non-State Employees Form 196-01</a>) within ten (10) days of completing the event. <i>Request for Reimbursement forms that are not delivered to IDJC in a timely manner may be declined.</i></li><li>2. Applicants must agree to report to the IJC or District Council in person, if requested.</li><li>3. Applicants coordinating an event or activity for multiple participants must agree to obtain a completed Evaluation Form from each participant and submit it to IDJC with a list of all participants, including email addresses.</li><li>4. Applicants attending out-of-state events may be required to provide subsequent training in the district based on information learned at the event.</li></ol>	
Signature of Requestor:	Date:

<b>This section below is for District Council &amp; IDJC Use Only</b>	
Date Request Received by District Council:	Date Request Reviewed by Council:
Request Approved: <input type="checkbox"/> Yes (funding is approved contingent on the availability of federal funding) <input type="checkbox"/> Yes, but with conditions identified below <input type="checkbox"/> No	
Special Conditions of Approval:	
Council Chair Signature:	Date:
IDJC Approved: <input type="checkbox"/> Yes (funding is approved contingent on the availability of federal funding) <input type="checkbox"/> Yes, but with conditions identified below <input type="checkbox"/> No	
IDJC Special Conditions of Approval:	
IDJC Signature (COPS Planning & Compliance Unit):	Date:

Please send completed forms to [planningandcompliance@idjc.idaho.gov](mailto:planningandcompliance@idjc.idaho.gov) with a copy of the minutes within ten (10) days of Council approval. The goal of Council funds is to pursue the priorities of the Council Action Plan. Funds are intended for system improvement activities and may not be used to support programming. Funds should not be considered approved until an IDJC Planning and Compliance Unit representative has signed the Request for Funding form and returned it to the District Office Specialist or Council Chair.