

Dr. Martin Luther King, Jr. Birthday Celebration Commission Service Day Initiative - A Day On! Not A Day Off

Grant Funds Provided by:



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REQUEST FOR PROPOSALS, DUE NOVEMBER 15, 2013

Applications will only be accepted through our online submission form <http://bloomington.in.gov/mlk> .

The Dr. Martin Luther King, Jr. Birthday Celebration Commission of the City of Bloomington, Indiana, invites proposals for funding for service and educational activities beginning on or around the federal holiday, January 20, 2014. Organizations are invited to create projects that are dynamic and relevant by combining meaningful service and thoughtful reflection, and that provide volunteers with opportunities for sustained service and ongoing community involvement. Eligible applicants may include not-for-profit organizations, businesses, faith organizations, schools, community and neighborhood organizations, public and private agencies, student organizations, and organizations that serve veterans or military families. Grant amounts will depend upon the number and quality of proposals funded, with amounts based partially on the number of volunteers to be utilized; projects using the greatest numbers of volunteers will receive more funding than those using fewer volunteers.

- Projects utilizing fewer than 100 volunteers, may apply for up to \$500
- Projects utilizing 100 to 250 volunteers, may apply for up to \$1,000
- Projects utilizing 251 to 500 volunteers, may apply for up to \$1,500
- 500+ volunteers, may apply for up to \$2,000

Funding must be used prior to 5/31/14. If the source of your funding is federal, an earlier deadline may apply.

PROJECT REQUIREMENTS

Projects will be approved for funding based upon the following criteria. The proposed activity will:

- Get necessary things done in the community - address education, public safety, environmental, or other needs through direct service and citizen action, and strengthen

the community through engaging in service - bring people together in pursuit of a common objective of value to the community;

- Reflect the life and teaching of Dr. Martin Luther King, Jr. - demonstrate Dr. King's proposition that "Everybody can be great, because everyone can serve";
- Begin or occur in significant part on the federal holiday (January 20, 2014) and include on-going volunteer components according to the needs of your organization.

PLEASE NOTE

- Projects which include continued service during "40 Days of Peace" are particularly encouraged.
- Projects which involve disadvantaged youth* or veterans or military families in service activities or as recipients of service are particularly encouraged.

*[*Disadvantaged youth, as defined by the Corporation for National and Community Service, are youth up to 24 years old, who, because of characteristics, circumstances, experiences or insufficiencies, encounter financial, legal, social, educational, emotional and/or health problems and may have significant difficulties growing into adults who are responsible citizens, productive workers, involved members of communities, and good parents.]*

EXAMPLES OF PROJECT ACTIVITIES

The project may include but is not limited to the following types of activities:

- feeding the hungry, packing or delivering meals
- tutoring children or adults
- stocking a food or clothing pantry
- repairing a school and/or adding to its resources
- translating books or documents
- collaborations which bring together communities of faith and secular human service programs
- renovating low-income or senior housing
- removing graffiti or painting a mural
- organizing health fairs
- collecting oral histories of elders
- restoring public spaces
- organizing a blood drive
- community-wide serv-a-thons that bring a broad cross-section together, including schools or school districts that seek to involve students and teachers in joint-project service
- service-learning projects that link students in schools and universities with community organization

GRANT LIMITATIONS

- Grants under this program may constitute federal assistance and may not be used to inhibit or advance religion in a material way; award may not be used to fund religious instruction, worship or proselytization.
- No part of an award may be used to pay honoraria or fees for speakers.

- Funds should not be requested to support a celebration banquet or other activity not connected to service.

BEFORE YOU BEGIN

Before proceeding with your 2014 MLK Day Project Registration and Request for Funding, please have the following information available:

- Project Contact Person information
- Project description and dates
- Project volunteer needs
- Funding request and project budget details

PLEASE NOTE: You will not be able to save your application to complete later.

OPTIONAL QUESTION AND ANSWER SESSION!

You are invited to attend a workshop with a question and answer session if you need assistance – Wednesday, October 30, 2 P.M. in the McCloskey Conference Room #135 at City Hall, 401 N. Morton Street, Bloomington, IN. If this is your first time applying for funding for “A Day on! Not a Day Off,” this is highly recommended.

For additional technical assistance, contact Craig Brenner, Special Projects Coordinator, 812-349-3471 or brennerc@bloomington.in.gov.

Application

The following information is required, so please have it ready when you complete the online application at <http://bloomington.in.gov/mlk>

Contact Information

Contact Name: _____

Contact E-mail: _____

Contact Phone: _____

Contact Mailing Address: _____

Project Description

Select the primary category of your planned activity

Service Project
 (volunteer work day, special event utilizing volunteers, etc.)

Educational Event
 (forum, guest speaker, etc.)

Project Name: _____

Describe how your project fits the requirements of the MLK Day of Service or 40 Days of Peace initiatives.

Executive Summary of your projects (100 words or less)

How many people will be affected by your Service Project? _____
How many people are anticipated to attend your Educational Event? _____

Will this project involve disadvantaged youth in service or as recipients of service? Yes No
If yes, how many

Will this project involve veterans or military families in service activities or as recipients of service? Yes No
If yes, how many veterans or individuals who are part of military families? _____

When is your project planned to occur? (Check all that apply) On the MLK Day of Service Holiday (Jan. 20 2014)
 During MLK Week (Jan. 20-26 2014)
 During the 40 Days of Peace (Jan 20 – Feb. 28, 2014)

On how many dates is your project offered? (specific dates will be entered below) One Day ONLY
 Multiple Dates offered

Activity Start Date _____ Activity Start Time _____
Activity End Date _____ Activity End Time _____

Include additional dates or explanation of project activities

Project Location is: Same address as Project Contact address
 Different location than Project Contact address

Project Location (street, city, state, zip)

Volunteer Needs and Recruitment

Please estimate the total number of volunteers needed for your MLK project _____
How many will be recruited from within your organization or program? _____
How many will be recruited from the public? _____

If you are recruiting volunteers from the public for your MLK Day project, the City of Bloomington Volunteer Network can help you get the word out about MLK Day of Service volunteer needs. In the weeks prior to MLK Day, volunteer opportunities posted with the Volunteer Network will be:

- Featured on the Volunteer Network website front page
- Posted on the national service site www.serve.gov and the national MLK Day website
- Featured in the *Herald-Times* "VolunteerBloomington!" column on Wednesdays
- Promoted through Public Service Announcements on local radio stations
- Spotlited during a live radio segment Wednesday mornings (8:30-9 a.m.) on WGCL AM1370 and FM95.9.
- Featured on media sponsor WFIU public radio spotlights
- Emailed to over 4000 individuals and forwarded to even more!

Volunteer Contact Name: _____

Volunteer Contact Title: _____

Volunteer Contact Email: _____

Volunteer Contact Phone: _____

More information will be forwarded to applicants requesting recruitment assistance after project grant funding has been announced in December 2013

Project Funding Request

Are you requesting funding for this Project? Yes or No

Select Funding Eligibility Category

- up to \$500 – fewer than 100 volunteers utilized
- up to \$1,000 – 100 to 250 volunteers utilized
- up to \$1,500 – 251 to 500 volunteers utilized
- up to \$2,000 – 500+ volunteers utilized

GRANT FUNDS Requested	
Printing	
Supplies	
Equipment	
Other	

OTHER FUNDS available	
Staff	
Printing	
Supplies	
Equipment	
Other	

IN-KIND Available	
Staff	
Printing	
Supplies	
Equipment	
Other	

	Total GRANT FUND requested	Total IN-KIND Available	Total OTHER Funds Available	TOTAL BUDGE
TOTALS				

Budget Narrative – Provide a description of costs associated with the proposed project

Make Grant Check Payable to:

Organization

Individual

Organization Name:

Individual Name :

If receiving funds through an individual, we will require a social security or FTIN number before fund dispersal

Any additional information or comments regarding this application (limit 150 words)