

**Guidelines for Responding to Requests for Funding
From the Bloomington Dr. Martin Luther King, Jr. Commission**

Thanks to the generosity of donors, the City of Bloomington Martin Luther King, Jr. Commission has limited funds available for projects in our community that promote justice, racial harmony and equal opportunity. These guidelines will help the Commission be consistent in its response to request for funds. They should also help potential applicants determine the appropriateness of their proposals for consideration by the Commission.

Applications should explain the relevance of the project to the Commission's mission: to celebrate the life and legacy of Dr. Martin Luther King, Jr., and to promote the acceptance of diversity in our community. Explanations should be brief and to the point, no longer than two double-spaced pages. A detailed budget should list the project expenses and sources of revenue.

The Commission provides funds to selected causes in amounts ranging from \$50 to \$400.

Applications will be accepted from March to September. They must be received by the 10th of the month preceding the meeting at which the application will be reviewed. The Commission meets monthly. Contact the Community and Family Resources Department of the City of Bloomington at 812-349-3471 for meeting dates and times.

All applications should be forwarded to Martin Luther King, Jr. Commission, Post Office Box 100, Bloomington, IN 47402.

Applicants will be notified of the Commission's decision within 14 days after the review. Late applications will be held until the next meeting. The decisions by the King Commission are final.

**Dr. Martin Luther King, Jr. Commission
Request for Funds Application**

Submitted by (name of project proposer) _____
Name of Organization _____
Address _____
Telephone _____ E-Mail _____
Amount Requested: \$ _____

Please describe how your project has the potential to promote justice, racial harmony and equal opportunity.

Does the project have the support of other agencies and/or individuals? Can the applicant provide evidence of the capacity to complete the project as proposed and consistent with the timeline provided?

Will financial support from the Commission for the project provide an opportunity for the applicant that would not otherwise be available?

What other funding sources have been contacted and what is the status of those requests?

Would the project be viable without an infusion from Commission funds?

What plans does the submitter of the project have for acknowledging the role of the Commission? How will the project results be disseminated?

Is it possible to monitor the progress of the project? Is there an evaluation plan tied to the goals of the project? If so, please describe it.

Date reviewed _____	Amount Approved \$ _____
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Date Project Submitter Was Notified of Commission's Decision _____
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