



THE  
CAMPUS  
KITCHENS  
PROJECT™

## **MLK DAY OF SERVICE 2011 JANUARY 17, 2011: CELEBRATING 25 YEARS OF SERVICE**

The Campus Kitchens Project (CKP), through funding from the Corporation for National and Community Service (CNCS), is proud to provide funding opportunities for schools to develop campus and community projects that will honor Dr. King's legacy of service. CKP has been selected to bring college students and the community together to address pressing social issues by engaging youth, the elderly and underserved populations in volunteerism with local community groups and Campus Kitchens.

Grants will be awarded for up to \$2,000 for Campus Kitchens and community partners to host a MLK Day of Service program on Monday, January 17, 2011 with an emphasis placed on recruiting volunteers from community-based organizations and disadvantaged youth. Funds may also be used to develop a semester of service program, kick-off of a new Campus Kitchen or build an organization's volunteer base through one-time service events. All schools within the CKP network, schools developing a Campus Kitchen, and community partners are eligible for funding.

### **GRANT OPPORTUNITIES**

We are pleased to offer a number of grants, ranging from \$500 to \$2,000 to our affiliates and out-of-network partners. These grants are made possible by the generous support of the Corporation for National and Community Service. *Please note that the grants are subject to availability of federal funds appropriated for CNCS and awarded to CKP.*

### **PROJECT INFORMATION**

The Campus Kitchens Project is calling upon our affiliates, potential host schools, and community partners to create projects that are dynamic and relevant by

- combining meaningful service with thoughtful reflection,
- includes a diverse cross section of the community as volunteers,
- educates volunteers on the life and work of Dr. King, and
- provide volunteers with opportunities for sustained service and ongoing community involvement.

Specifically, we are asking applicants to show strong ability to meet the following program objectives:

- Host a service MLK Day of Service project which involves underserved populations in direct service or expands collaborative partnerships with community-based organizations.
- Use the MLK Day of Service to promote a Semester of Service by volunteers (e.g. 25 Hours of Service by April 4, 2011)
- Increase service learning partnerships for Campus Kitchen volunteers.



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## PROJECT GUIDELINES:

- Applicants must demonstrate how the grant will lead to sustainable efforts beyond the actual day of service for 2011. Applicants should demonstrate their capacity and experience in implementing successful service and learning projects.
- Applicants should identify local community needs and a strategy to impact them through the project/s.
- The planning process should include multiple partners with defined roles in the development of the program.
- The partners and participants should reflect diversity within the projects and program.
- Applications should describe clearly defined objectives, service project activities, partnerships, orientation and training activities, reflection activities, evaluation and recognition.
- MLK Day of Service activities may include, but are not limited to:
  - Raising awareness about local hunger and hunger relief efforts such as The Campus Kitchens Project,
  - Food drives to provide fresh produce and frozen or canned goods for CKP clients,
  - Special cooking or delivery shifts with targeted volunteers,
  - Collaborating with other community-based organizations on a one day project

## REPORTING REQUIREMENTS

In your advance planning for MLK 2011, factor reporting into your schedule. Good communication happens before, during and **IMMEDIATELY** following your project. Proper reporting greatly increases the impact of your program both locally and nationally, plus it has immediate and direct benefits in communicating to media, key stakeholders and organizational partners.

### REPORT #1- SNAPSHOT REPORT – DUE JANUARY 19, 2011

This is a brief report that will highlight the basic information about your project: number of volunteers, number of projects and media coverage on your MLK Day of Service project.

### REPORT #2 – INTERIM REPORTS

If you are participating in a Semester of Service program, updates on Report #1 are due after each event. Here you will update the information from Report #1, providing figures and details plus all accounting information. Include clear details about sources for matching funds and have clear indicators about how matching funds and in-kind donations are tracked.

### REPORT #3 FINAL REPORT– DUE JUNE 1, 2011

Here you will update the information from Reports #1 and #2, providing final figures and details, plus all accounting information. This report will also include a narrative and a complete financial report. Include clear details about sources for matching funds and have clear indicators about how matching funds and in-kind donations are tracked.

All reports should include:

- Number of volunteers
- Number of hours served
- Names of community partnerships
- Number of meals served
- Special volunteer groups involved
- Challenges and Accomplishments
- Press Coverage & Photos



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## BUDGET INFORMATION

The grant will be paid in two installments. Sub-grantees will receive half of the grant following the award of the grant (by January 1, 2011) and the second half of the grant following the receipt of all three reports by the requested deadlines. Failure to meet these requirements will result in the forfeiture of the second installment of the grant.

## MATCHING REQUIREMENT

Applicants must provide a non-federal match of at least 70% of the total cost of the project, which may include cash and in-kind contributions. Examples of in-kind donations include, but are not limited to:

- Donated staff time used in planning
- Volunteer STAFF time (BUT NOT volunteer participant time in the actual service project)
- Collaborating staff time
- Supplies (Paint, tools, t-shirts, etc)
- Trainers
- Snacks & meals
- Transportation
- Facilities costs
- Equipment
- Services
- Advertising & promotion
- Printing

It does NOT include time for volunteers whose only role is as a participant in the service project. However, volunteer staff time used in planning can be counted as part of the match. All matching dollars or in-kind donations must be sufficiently documented.

The match can come from funds or resources provided by state and local government resources BUT NOT FEDERAL SOURCES. Funds may not be used: to pay honoraria or speakers fees; to support a celebration banquet or other activity that is not connected to the direct service (i.e. parades, recognition ceremonies, celebrations); for religious instruction, worship or proselytization; or for voter registration.

## APPLICATION INFORMATION

Please complete the MLK 2011 Sub-Grantee Application. Please send only the completed grant application, as any additional information will not be considered. **Submit your completed application (Subject: "MLK 2011 Grants") to: [mroche@campuskitchens.org](mailto:mroche@campuskitchens.org). (This is the preferable way to submit the application).** To fax in your application - send to (Subject: "MLK 2011 Grants"): 202.789.5977

**The deadline for completed proposals is on or before 5pm EST, September 1, 2010.**