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

**SUB-GRANTEE APPLICATION**

Before proceeding, carefully read the Request for Proposals (RFP) for information about this grant. The submission information is at the end of this application.

**There are four sections to this application:**

- **Applicant Information and Organization Background**
- **Project Information**
- **Budget Information**
- **Application Submission**

Note that the space allocated in the template expands as necessary when you type, and the existing spacing is not necessarily an indicator of the quantity of text required. Please be sure that your responses are sufficient and succinct.

<b>APPLICANT INFORMATION</b>	
Name of Organization:	
Street Address:	
City:	State: ZIP:
Mailing Address (if different from above):	
City:	State: ZIP:
Project Contact Person:	
Title:	
Main Phone Number:	( ) -
Alternative Phone Number:	( ) -
Mobile Number:	( ) -
Fax Number:	( ) -
Main Contact E-mail:	
Alternative E-Mail:	



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Organization type (please check only one - primary affiliation): <input type="checkbox"/> Nonprofit (national, state or local) <input type="checkbox"/> Government agency <input type="checkbox"/> K-12 school <input type="checkbox"/> College/University <input type="checkbox"/> Faith-based organization <input type="checkbox"/> Other _____
Amount Requested: <input type="checkbox"/> \$500 <input type="checkbox"/> \$1,000 <input type="checkbox"/> \$1,500 <input type="checkbox"/> \$2,000
<b>ORGANIZATION BACKGROUND</b>
If you <b>are not</b> a CKP affiliate, please provide a brief statement of the organization's history, mission and goals.
If your organization has been involved in prior MLK Day of Service programs, please briefly describe the scope of former projects and your overall prior experience.
Briefly explain your experience with managing other federal funds, state grants, foundation grants or other grants.



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Respond to the following four questions regarding fiscal controls:

- a) What is your current organizational budget and what percentage of the budget would this grant represent?
- b) Who are the key staff responsible for fiscal oversight, and what past experience will they bring to program? Detail the responsibilities of each key staff member.
- c) Describe your general accounting system and fiscal controls.
- d) What is your system for tracking revenue, expenditures, budgeting, cost centers, donations and all grants funds received?

#### **PROJECT INFORMATION**

Please briefly describe the community need, your MLK objectives and planned project(s).

Identify the specific community need/s that your program will focus on. Support with statistics if available.

Identify at least three objectives for your overall MLK 2011 program. Please refer to the Objectives section of the MLK Day of Service 2011 RFP.

**PROJECT START DATE:**

**END  
DATE:**



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<p>Describe the planned project(s). Include how the project(s) promotes the life and teachings of Dr. King. Demonstrate how your project(s) will bring the diversity of the community together.</p>	
<p>Describe your plan to promote the Semester of Service to existing and new networks and engage participants.</p>	
<p>Please explain how you will develop sustainable volunteer opportunities beyond the actual Day of Service. If you are participating in a Semester of Service, please give examples of activities.</p>	
<p>Please briefly describe how you will orient volunteers on the day of your program, your plans for a reflection activity and your concluding activity or celebration plan.</p>	
<b>TARGET OUTPUTS</b>	
<b># VOLUNTEERS for MLK WEEKEND</b>	
<b># PARTICIPANTS FOR SEMESTER OF SERVICE</b>	
<b># PROJECTS:</b>	



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<b># PARTNERS:</b>	
<p>Please briefly describe how you will engage volunteers and diverse sectors of your community, including youth. Describe your plan to collect and electronically register the full contact information of your volunteers (e.g. using <a href="http://www.mlkday.gov/">http://www.mlkday.gov/</a> )</p>	
<p>Please briefly describe how you will collect data, including number of participants, number of volunteer hours, etc, and how you will evaluate your project.</p>	
<p>Describe your plan to promote your program, including working with media, in order to maximize its impact.</p>	
<p>Please provide an executive summary of your overall program based on the Project Information provided above. This will be used for promotion and marketing purposes.</p>	



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<b>BUDGET INFORMATION</b>				
Please provide a detailed budget of planned expenditures. Requested amount may not exceed 30% of the total project budget, while total matching funds must equal 70%. All categories require tracking of receipts.				
Category	Funds from CKP	Matching Funds		Total
		Cash	In-Kind	
<b>A. Salaries and Benefits of staff</b>				
<b>Staff</b> (accounting, etc) Explain role of staff member in MLK project and add calculation # hrs/ week x \$#/hr. x # weeks				
<b>Volunteer Staff (not volunteers coming out on days of service, but planning staff)</b> Explain main role for each – Project coordinator, registration, recruitment, resource development, etc. Calculate as follows: # volunteers (role) x # hrs x \$ \$20.25 (2008 value of volunteer hour. Ref: Independent Sector)				
<b>B. Transportation and Travel</b> Specify form of transportation, mileage, and reason for travel.				
<b>C. Project Expenses</b> This category is for basic supplies, like paint, tools, food, drinks, etc. Add lines for each main sub-category.				
<b>D. Promotional Items</b> In this category, include T-shirts, caps, publicity, etc.				



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<b>E. Contractual Services</b>				
<b>F. Printing</b> This category might include program books, fliers, registration materials, etc. Please specify.				
<b>G. Other :</b> Please specify.				
<b>TOTALS</b>				

<b>BUDGET NARRATIVE</b>
Provide additional explanation regarding the expenses outlined in each budget category as it relates to the program.
Identify the source, amount of matching funds and confirmation of funds secured to date.

**APPLICATION SUBMISSION**

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. (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.**