2012 Martin Luther King, Jr. National Day of Service Mini-Grant Application Guidelines

The Michigan Community Service Commission, Michigan Nonprofit Association, Volunteer Centers of Michigan, The League Michigan, Michigan Campus Compact, and the Sara Ballard Volunteer Fund are awarding $15,500 in mini-grants to Michigan organizations who wish to host volunteer projects as part of the 2012 Martin Luther King, Jr. National Day of Service.

All proposed events or activities must occur on or around MLK Day – Friday, January 6, 2012 through Monday, January 16, 2012. Preference will be given to events that occur on Monday, January 16.

Grant Amounts

Grants valued at up to $1,000 are available and will be distributed based on the following scale:
$1000- Engage 100 or more volunteers
$500- Engage at least 50 volunteers
$250- Engage at least 25 volunteers

Purpose

These grants are intended to encourage volunteer projects that address education, health, clean energy/environmental stewardship, economic opportunity, disaster preparedness, supporting veterans and military families, or public safety. *Please note these funds are available solely to engage people in volunteer projects – not community engagement events (i.e. prayer breakfasts or educational marches).*

Eligible Applicants

National service grantees, volunteer centers, nonprofits, K-12 and higher education institutions are eligible to apply.

Application

Complete the application and budget worksheet in the format requested. *(See attached application and budget worksheet)* Applicants are encouraged to participate in one of the two informational grant webinars occurring on October 20, 2011 at 1:00 p.m. and October 26, 2011 at 4:00 p.m. Webinar registration is available at www.michigan.gov/mcsc.

Application Deadline

Wednesday, November 9, 2011 by 5:00 p.m.

Reporting Requirements

Grant recipients must provide the Michigan Community Service Commission with a completed Final Report by February 3, 2012 *(See attached final report.)*

Other Grant Requirements

If approved, you will be required to participate in one webinar for 2012 MLK Day mini-grant recipients. Available dates include Tuesday, December 6 at 10:00 a.m. or Thursday, December 8 at 3:00 p.m. Registration information will be provided if you are selected as a recipient. You will also be required to register your project as an official 2012 MLK Day event. You will do so through the Michigan Community Service Commission's online event registration process.

Funding Guidelines

Applicants are encouraged to consider the following:

- Funds must be used to support elements of a service project.
- Projects must focus on education, health, clean energy/environmental stewardship, economic opportunity, disaster preparedness, supporting veterans and military families, or public safety.
- Projects should demonstrate collaboration among multiple organizations such as higher education institutions, volunteer centers, youth service organizations, and/or national service programs.

Notification

All applicants will be notified electronically by **Thursday, December 1, 2011**.

Submit Your Application/Send questions to:

1048 Pierpont, Suite 4 ● Lansing, MI 48913 ● Fax: (517) 373-4977
Phone: (517) 335-4295 ● Email: salasa@michigan.gov

Funding for this mini-grant opportunity was made possible by the Connect Michigan Alliance Endowment Fund.

Michigan

MINI-GRANT APPLICATION

Due by 5:00 p.m. on Wednesday, November 9, 2011

Applicant: _____

Are you a 501 c 3? Yes No Employer Identification Number:_____

Contact Person: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

Email: _____

Organizations Involved with Event: _____

Please note: *If your organization is awarded a mini-grant, your check will be made payable to and mailed to the above organization. Checks will only be made payable to the organization, not an individual contact person.*

MINI-GRANT APPLICATION

My project addresses one (or more) of the following topics:

- ☐ Education
- ☐ Economic Opportunity
- ☐ Supporting Veterans & Military Families
- ☐ Health
- ☐ Clean Energy/Environmental Stewardship
- ☐ Disaster Preparedness
- ☐ Public Safety

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1. **What is the volunteer project and which priority area does the project address?**
   Provide an overview of the proposed event including its purpose, an agenda, location, date, and time.

2. **Who will be your volunteers and how will you recruit them?**
   (Examples of volunteers: youth, adults, families.)
   Please list the number of volunteers you expect to engage at your event and how you will recruit them to volunteer.

3. **Who will the volunteer project serve?** *(Examples of those served: veterans, seniors, youth, homeless.)*
   Please describe the service recipients of your direct service project and the number you expect to assist.

4. **Who will you partner with?**
   List all community partners and/or collaborations that will be assisting with the volunteer project (including Individuals, organizations, businesses.)

5. **Budget – How much money will you need for your volunteer project?**
   Please complete the attached Budget Worksheet including any matching funds or in-kind donations.

BUDGET WORKSHEET

Mini-grant funds may be used for project materials and supplies (i.e. tools, transportation, printing, publicity materials). Funds may not be used for staffing or personnel costs.

Applicant: _____

Funding Category (select one):

- ☐ Education
- ☐ Economic Opportunity
- ☐ Supporting Veterans & Military Families
- ☐ Health
- ☐ Clean Energy/Environmental Stewardship
- ☐ Disaster Preparedness
- ☐ Public Safety

ITEM NEEDED	QUANTITY	PRICE	MLK DAY MINI-GRANT FUNDS	MATCHING OR IN-KIND FUNDS
Example: Shovels	*3*	*$20 each*	*$60*	*$0*

Total Requested:	Total Matching or In-kind:

Michigan

MINI-GRANT FINAL REPORT
DUE BY FRIDAY, FEBRUARY 3, 2012

Applicant: _____

Contact Person: _____

Organization: _____

Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

Email: _____

Organizations Involved with Event: _____

Please provide the following:

- Brief overview of the event. Please include one or two things you did that you felt were very successful.
- Total number of event volunteers/recipients (if applicable).
- Total number of volunteer hours served.
- What are your plans to continue to engage the volunteers you generated for this Day of Service?
- Please provide documentation of your event. This could include photos, media clips, videos, list of special guests and/or elected officials, etc.
- "Great Stories," quotes, or other qualitative information about the event.

**Please include pictures of your event that can be used for future publication. Please secure proper permission for sharing the photos. The MLK Day Steering Committee may use these photos publicly.*

PLEASE SUBMIT FINAL REPORT TO:

Michigan Community Service Commission
1048 Pierpont, Suite 4 Lansing, Michigan 48913
Phone: (517)335-4295 Fax: (517) 373-4977

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