



North Carolina Department of Administration

Beverly Eaves Perdue, Governor
Moses Carey, Jr., Secretary

John A. Campbell, Executive Director
N.C. Human Relations Commission

FY2011-12 Martin Luther King Jr. Commission Grant Criteria

The North Carolina Martin Luther King, Jr. Commission is seeking applications for its FY2011-12 Grant Program. The Commission has been authorized by the North Carolina General Assembly to award a limited number of grants to, among other functions and duties, promote among the people of NC an awareness and appreciation of the life and work of Martin Luther King, Jr.

This year the Commission requires proposals be specifically geared to organizing, promoting and implementing a tour of the **Martin Luther King, Jr. National Memorial in Washington, DC** for K-12 school students by the end of the 2011-2012 traditional school year. The organization must include in its proposal how the youth experience will benefit the larger community beyond the tour participants.

General Guidelines

1. **Proposals for the FY2010-11 Grant must be postmarked by April 16, 2012. All proposals must be sent to 1318 Mail Service Center, Raleigh, N.C. 27699-1318. Faxed or emailed applications will not be accepted**
2. Proposals must be submitted by non-profit organizations incorporated in North Carolina with IRS tax-exempt status or governmental entities.
3. Non-Governmental applicants must include the following with their application:
 - a. Certified copy of Articles of Incorporation (includes Secretary of State's official seal).
 - b. By-laws of your organization.
 - c. Letters of tax exempt status from the Internal Revenue Service.
 - d. List of your organization's Board of Directors/Trustees.
4. Grant amount of up to **\$700.00** each may be awarded to an organization in each of the seven (7) designated regions of North Carolina based upon the merit of its Request for Proposal (RFP). If all applicants in one or more of the regions fail to qualify for a grant award because no proposal met the established criteria or because the proposals lacked merit, the Commission reserves the right to expend remaining funds as it deems necessary.
5. Since one award will be given per region, we encourage organizations within the same county, region, etc. to collaborate (i.e., between religious affiliated organizations, fraternities, sororities, NAACP, Urban League, Human Relations Commissions, Economic Development Councils, and the Department of Social Services, to name a few).

Mailing Address:
1318 Mail Service Center
Raleigh, N.C. 27699-1318

Telephone/TDD: (919) 807-4420
Toll-Free: 1-866-324-7474 (1-866 Fair Hsg)
Fax (919) 733-7940

Location:
116 West Jones Street
Raleigh, North Carolina

<http://www.doa.nc.gov/hrc>

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6. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. IT IS THE RESPONSIBILITY OF THE APPLICANT TO SUBMIT ALL MATERIALS IN ONE PACKET BY APRIL 16, 2012.**
7. The Commission has the authority to terminate funding and to seek return of all funds awarded for any misrepresentation.
8. The organization must be willing to enter into a contractual agreement with the Commission concerning the funds.
9. Applications from previously funded organizations will be considered for additional funding **only** if the Commission has received all required forms and reports from the previous grant cycle.
10. Organizations receiving grants will be required to submit an interim report and other required financial documentation to the Commission by June 30, 2012. This report should include details of the tour, including publicity materials and full accounting for all monies received by the Commission using the budget submitted with the contract. This will also include forms required by the Office of State Budget Management.

Request for Proposal of Grant Implementation Guidelines

1. **MISSION STATEMENT**: The mission of the Martin Luther King, Jr. Commission is to encourage appropriate ceremonies and activities throughout the State relating to the observance of the legal holiday honoring Martin Luther King, Jr.'s birthday; provide advice and assistance to local governments and private organizations across the State with respect to the observance of such holiday; and promote among the people of North Carolina an awareness and appreciation of the life and work of Dr. Martin Luther King, Jr.
2. Applications for the Grant must be postmarked on or before ***April 16, 2012***. Final decisions should be made by the Commission on ***April 20, 2012***.
3. **PROPOSAL REQUIREMENTS**: The Commission invites proposals in narrative form, not to exceed three (3) typed pages. Five (5) copies of the application, narrative proposal, and budget/details of how the money will be expended should be forwarded to the Commission. One (1) copy of the checklist and required supporting documents must also be included and placed on top of the five application-proposal-budget sets. The narrative proposal should specifically address the following:
 - a. A proposed budget for the activity and the amount of other funds anticipated for the organization's tour and their source, as well as other sources and amounts being sought for
 - b. Funding; i.e., area churches, businesses, civic organizations, foundations, etc. **Funds for salaries will not be considered for award by the Commission.**
 - c. The specific objectives the organization hopes to accomplish by providing their youth this tour, in measurable terms (i.e. including information about the number of people expected to participate & tour; how the tour will encourage multiracial participation, reduce violence and crime, educate the public about Dr. King's philosophy, and/or increase collaborative efforts between organizations, etc.).
4. Grant applications will be reviewed by the Commission in the areas of the organization's specific objectives, benefit to the community and the narrative describing how the tour experience will engage the larger community in promotion of the philosophies and principles of Dr. Martin Luther King, Jr.

Please forward **five copies** of your application, narrative proposal, and budget, and one copy of the checklist and supporting documents to the N.C. Martin Luther King, Jr. Commission, 1318 Mail Service Center, Raleigh, N.C. 27699-1318.

FY2011-12 Martin Luther King Jr. Commission Grant Application Form

Grants are available to North Carolina non-profit organizations only. All information below is required for application to be processed.

1. Name of Organization: _____
2. Contact Person and Title: _____
3. Telephone Number: _____ Email address: _____
Fax Number: _____
4. Mailing Address: _____
City _____ State _____ Zip Code _____
5. Physical Address (if different): _____
City _____ State _____ Zip code _____
County _____
6. When Organization was founded _____
7. Amount requested from the N.C. Martin Luther King, Jr. Commission: \$ _____
8. Total projected cost of the proposed project: \$ _____
9. Project Beginning Date: _____ Project Ending Date _____
10. Tax Status: (Please check one) **Tax or ID Number Required.**
 Tax-Exempt Charitable Organization [(501)(c)(3)] Federal ID #: _____
 Other Non-Profit Organization (Specify) Federal ID #: _____
 Governmental Tax-Exempt Body ID #: _____
11. Fiscal Year End: _____
12. Brief Synopsis of Project and how it will benefit the community in promoting the principles and ideals of Dr. Martin Luther King, Jr.*

****Please note that you must also submit your Narrative Proposal.***

I hereby certify that the applicant organization does not discriminate on the basis of race, color, gender, age, religion, disability or national origin.

Signature of Non-Profit's Chief Officer

Date Submitted

DO NOT WRITE IN THIS SECTION. FOR MLK COMMISSION STAFF ONLY.

Date received _____

All required materials are included _____ YES _____ NO

FY2011-12 Martin Luther King Jr. Commission Grant Checklist

***This checklist must be submitted with your grant applications. Incomplete applications will not be processed.**

- _____ 5 COPIES OF COMPLETED APPLICATION FORM
- _____ 5 COPIES OF NARRATIVE PROPOSAL
- _____ FEDERAL ID # (**must be listed on the application**)
- _____ 5 COPIES OF BUDGET FOR YOUR PROJECT **AND** DETAILS OF HOW THE ENTIRE FUNDS FOR GRANT WILL BE EXPENDED

Are you a governmental entity? Yes _____ No _____

If you are a governmental entity, you are not required to submit any additional information.

If you are not a governmental entity, then you must also submit the following documentation. Please check all items to ensure that you have included all required documentation:

- _____ CERTIFIED COPY OF ARTICLES OF INCORPORATION (includes Secretary of State's official seal)
- _____ BYLAWS OF YOUR ORGANIZATION
- _____ LETTER OF TAX EXEMPT STATUS FROM THE IRS
- _____ LIST OF BOARD OF DIRECTORS/TRUSTEES
- _____ IF YOU RECEIVED A GRANT IN THE 2010-2011 CYCLE, ATTACH 2 COPIES OF THE PROGRESS REPORTS