



North Carolina Department of Administration

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

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

FY2010-11 Martin Luther King Jr. Commission Grant Criteria

The North Carolina Martin Luther King, Jr. Commission is seeking applications for its FY2010-11 Grant Program. The Commission has been authorized by the North Carolina General Assembly to award a limited number of grants to assist existing or emerging Martin Luther King, Jr. programs.

The Commission requires proposals be specifically geared to organizing, promoting and implementing programs that reflect the philosophy of Dr. King throughout the year. Examples include, but are not limited to: youth programs to enhance race relations; voter education and registration; reducing the high school drop-out rate; literacy programs (including essay contest); anti-gang activities; leadership training; and promotion of cultural arts.

General Guidelines

1. **Proposals for the FY2010-11 Grant must be postmarked by November 30, 2010. 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 NC 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 amounts of up to \$2,500.00 each will be awarded to two organizations in each region. 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.

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) 807-4435

Location:
116 W. Jones Street, 2nd floor
Raleigh, NC 27603

*<http://www.doa.nc.gov/hrc/>
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5. Since two awards will be given per region, we encourage organizations within the same county, region, etc. to collaborate (i.e., between religious affiliated organizations, NAACP, Urban League, Human Relations Commissions, Economic Development Councils, and the Department of Social Services, to name a few).
6. **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. IT IS THE RESPONSIBILITY OF THE APPLICANT TO SUBMIT ALL MATERIALS IN ONE PACKET BY NOVEMBER 30, 2010.**
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 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, 2011. This report should include details of the project, 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 NC 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 **November 30, 2010**. Final decisions will be made by the Commission by **December 17, 2010**.
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. Grant Proposal should describe in detail in the proposed narrative how organizations intend to implement the program and illustrate how they are addressing and resolving these issues in their communities.

- b. The ways in which the proposed **year-round** King program(s) will address one of these issues in a creative or innovative manner. Describe the projected impact of this program on the community, including demographic data, local statistics or other relevant information.
 - c. A proposed budget for the activity and the amount of funds requested from the Commission. Funds already committed for the program(s) and their source, as well as other sources and amounts being sought for funding; i.e., area churches, businesses, civic organizations, foundations, etc. **Funds for salaries will not be considered for award by the Commission.**
 - d. The specific objectives the project hopes to accomplish, in measurable terms (i.e. including information about the number of people expected to attend the program(s); how the program(s) 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 merit, originality, appropriateness, likelihood of success, benefit to community, quality of proposal, length of program, and how the proposed program promotes 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.