

Martin Luther King Jr. Day of Service

January 16, 2012

Guidelines for Funding Requests

Requirements for Funding:

- Projects should be organized by Senior Corps or AmeriCorps State Programs (Funding is not allowable for AmeriCorps VISTA)- please designate a lead program to receive funding from the Governor's Office of Community Service (OCS)
- Include Disability Inclusion in the planning, design, and delivery (for tips on how to develop an inclusive project visit <http://mlkday.gov/plan/library/recruitment/attracting.php>)
- Projects should recruit and engage persons with disabilities
- Projects must be open to the public
- Project leaders must send a post event evaluation to OCS - please track event participation
- Post project on mlkday.gov or post online using a volunteer recruitment portal affiliated with www.buildmontana.org

Preference will be given to applicants planning events that:

- Occur on MLK Day, Jan 16, 2012 (requests for projects that happen around MLK Day will be considered)
- Include cross-stream participation from National Service Members- please contact all members in your area to invite them to participate- get contact info from OCS or the Corporation for National and Community Service (CNCS) state office
- Tie into the themes of economic opportunity and/or hunger
- Include strong public outreach

Allowable use of funds: Funds are to be used for direct programming needs, project materials, transportation for participants, food, non-alcoholic beverages and other necessary refreshments, venue or material rentals. Funds may not be used to cover personnel costs.

Funding Amounts: You may request up to \$2,500 for your MLK Day of Service Project. The Governor's Office of Community Service reserves the right to partially fund requests. If you have a project over \$2,500, please contact OCS directly to see if extra funding is available.

Funding Process:

- Submit a Event Funding Request Form to the Governor's Office of Community Service by 12/12/11
- Accepted applicants will be notified and asked to submit a funding agreement
- Payments will be submitting for processing by year end
- Project Details (who, what, when, where, & why) for the public sent to OCS by 1/9/12
- Event and Service Project Evaluation form sent to OCS by 1/25/2012

Contact:

Please send all requests to serve@mt.gov

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