



## MLK Day of Service Request for Proposals

**Due Date: October 18, 2024**

**Washington Campus Coalition for the Public Good (WACC)**, as a member of the Partnership Alliance\*, is excited to offer grants to our member campuses to support Martin Luther King, Jr. National Days of Service Projects in 2025. **All [WACC-member institutions](#) are eligible to apply for this Partnership Alliance grant opportunity.**

Throughout his life, Martin Luther King, Jr. sought to bring diverse people together to solve problems in an effort to form "the beloved community." He once said that "life's most persistent and urgent question is 'What are you doing for others?'" This grant intends to help students see how they can truly make a difference in their communities while also encouraging them to continue serving throughout their lives. Grant proposals for MLK Day of Service must show adherence to the spirit of service that Dr. King espoused.

**Prospective grantees may apply for \$1,000, \$2,000, or \$5,000 to support their MLK Day of Service project.** Grant levels vary based on the number of students expected to participate.

[Engage NJ](#) is the lead agency for this \$250,000 per year, multi-year grant with the purpose of honoring the legacy of Dr. Martin Luther King, Jr. The Partnership Alliance was awarded funding through an AmeriCorps Days of Service Grant. The program proposes to engage over 6,500 students across 11 states in service on, or around, Martin Luther King, Jr. Day in 2025 that support underserved and marginalized individuals and communities.

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*\* The Partnership Alliance is a network of state and regional place-based organizations across the country dedicated to supporting the public purpose of higher education and community engagement nationally through a robust and diverse array of programs, initiatives, and events.*

*Partnership Alliance members represent a state or region, as follows: Washington Campus Coalition for the Public Good - Washington and Idaho, LEAD California, Engage NJ - New Jersey, Community-Engaged Alliance - Indiana, Partners for Campus Community Engagement - New York and Pennsylvania, North Carolina Campus Engagement, Transform Mid-Atlantic - Maryland, Washington DC, and Delaware.*



## MLK Day of Service Focus Areas

Proposals must demonstrate how they intend to:

- Support underserved individuals and communities.
- Engage in activities to counter the corrosive effects of hate-fueled violence on our democracy and public safety.
- Increase economic, environmental, educational, or other forms of equity and that meet an important immediate community need or advance racial justice and equity solutions.
- Support environmental stewardship, including supporting communities to become more resilient through measures that reduce greenhouse gas emissions, conserve land and water, increase renewable energy use, and improve at-risk ecosystems, especially in underserved households and communities.
- Engage volunteers from historically underrepresented groups - including but not limited to Black, Indigenous, people of color, LGBTQI+, veterans and military families, persons in rural areas, and persons with disabilities - to remove barriers to their full and equal participation.

## Eligibility and Award Levels

- All current [WACC-member institutions](#) in good standing (dues paid) are eligible to apply.
- Prospective grantees may apply for one of the following grant levels:
  - **\$1,000:** Estimated 50-100 students serving at the MLK Day of Service event
  - **\$2,000:** Estimated 101-200 students at the MLK Day of Service event
  - **\$5,000:** Estimated 201+ students serving at the MLK Day of Service event

*Please note that these numbers are used as a guiding metric rather than a strict criterion. Campuses should use past events as a benchmarking tool. First-time MLK Day of Service events should lean toward setting conservative targets.*

## Grant Requirements

1. **MOU/Subagreement:** Grantee must sign an MOU/Subagreement, route it for appropriate signatures, and issue an invoice to Engage NJ for the amount awarded. Engage NJ will accept invoices upon completion of the signed MOU/Subagreement and MLK Coordinator background check.
2. **WACC & AmeriCorps Logos:** Grantee must use WACC and AmeriCorps logos on marketing materials and press releases.
3. **MLK Coordinator:** Proposals must identify an MLK Coordinator for their grant and event who will serve as the primary contact for their campus. It is preferred that the MLK Coordinator be a full-time salaried individual with sufficient capacity and access to student leaders and volunteers on their campus.
4. **Background Checks:** MLK Coordinator must agree to complete a National Service Criminal History Check.
5. **Grant Tracking Sheet:** MLK Coordinator must document expenses on a Grant Tracking Sheet including:
  - a. Grant Expenses: Grantee must provide receipts for grant-related expenses (see below for allowable expenses).



- b. **In-Kind Expenses:** The MLK Coordinator salary/benefits must be used as a match for the grant and be documented as an in-kind contribution. They must track their time, provide documentation of salary/benefits, and submit a signed Attestation Form attesting to the hours spent planning or coordinating their MLK event. Non-personnel in-kind contributions including donations such as free transportation, space, food, guest speakers, etc. must be documented in the final fiscal report.
  - c. Expenses must match the amount being awarded.
  - d. Unused or expenses without a receipt must be returned to Engage NJ by 1/24/2025.
6. **Due 1/31/25:** Grantee must submit their Grant Tracking Sheet and Project Report including participation data by this date.

## Important Background Check Information

All MLK Coordinators are required to complete the National Service Criminal History Check (NSCHC) and be cleared **prior** to documenting their time as match. Once grantees are selected, grantees will be provided specific procedures and forms for completing the NSCHC. [Engage NJ](#) will conduct and pay for NSCHC background checks through their vendor accounts.

Until these clearances are received, the MLK Coordinator may not begin to count their time on any award or event activities as in-kind contributions. The turnaround time for these clearances is typically 1-3 weeks, depending on the complexity of the person's history.

In the event a background check is not cleared, the person can do one of the following:

1. Submit an appeal form to the vendor to request a review of the background record in question. (Sometimes there are mistakes reported or made that are responsible for non-clearance.)
2. Select a different MLK Coordinator and have them complete the NSCHC and be cleared (to counting time as match).
3. Work with WACC program staff to identify alternative match options.

## Allowable Expenses

Grant expenses must support 2025 MLK Jr. National Days of Service events. ***Copies of receipts for grant expenses must be submitted in the final report.***

Allowable expense categories include:

- **Transportation** - Including vehicle rental or mileage reimbursement. The standard mileage reimbursement should not exceed the federal mileage rate.
- **Equipment and Supplies** - Including print, food, drinks. Must include an individual listing of items costing more than \$1,000.
- **Contractors** - Including guest speakers and event facilitators.
- **Other** - Please contact WACC's Program Director, Amy Brown ([amy.brown@wwu.edu](mailto:amy.brown@wwu.edu)) for approval of "other" budget items and significant budget amendments after you have been selected as a grantee, and in advance of spending.

**Note: Unused, or expenses without a receipt, must be returned to Engage NJ by 1/24/2025.**



## Program Timeline

<b>Sept 24, 2024</b>	<b>Request for Proposals Opens</b>
October 2, 2024	Info Session for WACC member campuses (3pm PST). Register <a href="#">HERE</a> .
<b>Oct 18, 2024</b>	<b>Application Deadline</b>
<b>Nov 4, 2024</b>	<b>Grantee Selection &amp; Notification</b>
Nov 15, 2024	Deadline for MLK Coordinators to complete NSCHC
Nov 15, 2024	MOU/Subagreements signed by campus partners / Invoices Accepted
<b>Jan 5-27, 2025</b>	<b>MLK Events Timeframe (expenses are not allowable after 1/27/2025)</b>
<b>Jan 31, 2025</b>	<b>Final Grant Tracking Sheet and Program Report Due</b>
Spring 2025 (TBA)	Shared Learning & 2025 Event Planning (optional)
Fall 2025 (TBA)	Request for Proposals Opens for 2026 MLK Events (optional)

## Proposal Sections & Selection Criteria

1. **Purpose of Funding:** Proposal clearly describes the event(s) the funding will be used to support and how the funds will be used.
2. **Location of Event:** Proposal describes where the event will be held and if it is in a rural, urban, or suburban area.
3. **Primary goal area(s):** Proposal lists the MLK Day of Service goals that the event(s) will focus on.
4. **Organizational Capacity:** Proposal describes current organizational capacity and/or previous experience in successfully planning and implementing MLK Day of Service or similar events.
5. **Community Partners:** Proposal lists expected community partners and how they will be recruited and engaged.
6. **Deliverables:** Proposal lists the number of people expected to participate.

## For More Information

We are offering a virtual [Listening Session Wednesday, October 2<sup>nd</sup>, at 3PM PST](#). Please join us to learn more about this opportunity and get your questions answered. The meeting will be recorded and shared. [Register HERE](#).

## How to Apply

1. Please click [HERE](#) first to see a full test application to preview all questions and requirements.
2. Click [HERE](#) to begin your application.

**Submission Deadline: [October 18, 2024](#)**

## Questions?

Please contact Amy Brown, Program Director, at [amy.brown@wwu.edu](mailto:amy.brown@wwu.edu).

