2017 MLK Day of Service Award Sample Application

HOW TO PLAN YOUR APPLICATION SUBMISSION:

1. Before you complete our ONLINE application, please review and use this SAMPLE Application to gather the information needed for your online submission.

2. Complete all required supplemental documentation (W-9, Budget Spreadsheet, Letter of Authorization, Letter of Commitment) and submit separately as directed in this SAMPLE Application.

3. Complete the ONLINE Application.

IMPORTANT NOTE: The online application has a time limit. It is strongly recommended that you do the application in one sitting. Please consider saving your work in a WORD document in case there are any issues.

SECTION 1 – Organization Information

*Which year is your organization applying for?

Organization or Group Name:

Mission of Organization (if applicable):

*Brief Overview of Organization:

Website:

*How long has your group/organization been in existence? (year of origin)

*Type of Organization For Profit

Other:
SECTION 2 - Project Details

*Project Name/Title:

*Project Type/Category: Economic Opportunity

Other:

*Project Date (00/00/00):

*Project Start Time:

*Project End Time:

*Project Location: Address City State Zip

Please note: Letters of Authorization are REQUIRED for projects located on Broward County/City property.

*Project Description:

What is the total amount you are requesting?

*Please provide a detailed narrative of your proposed project below:

1. Project Description and Outcome – Please provide a brief description of the purpose of the project and anticipated outcome or expected impact in Broward County:
2. How does your service project promote Dr. Martin Luther King, Jr.'s legacy or the MLK Day of Service Theme – "A Day On, Not A Day Off"?

3. Describe the population(s) you are targeting with this project and the anticipated number of people you expect to serve by your service project:

4. How many letters of commitment are you submitting?

5. Which community partners are or will be directly involved in your service project?  
   Please note: Letters of support describing the specific role of each partner are REQUIRED. The letter should be on the organization’s letterhead and include the name, title, telephone number and e-mail address of the appropriate contact person within the partner organization.

6. How can you partner with Broward College (if any)?  
   Please note: we strongly encourage applications, which will provide hands on learning and volunteer experiences for our students, faculty, and staff.
SECTION 4 - Volunteer Information

*Please tell us the number of volunteers that will be in your group:
(Please note: Include the number of people who you anticipate will contribute their time, ideas and support prior to and on the MLK Day of Service event)

*Can others contact you to join your service project? Yes

*Would you be willing to allow BC students, faculty and staff volunteer for your project? Please elaborate.

*Will you provide Photo Release Information for Volunteers: Yes

*Do you agree to obtain Photo Release Information for all project participants (including volunteers)? Yes
(Please note: We’d like to post your service project photos or videos. A photo release is required for any person, any age with your submission. Parents of children will need to sign a release for their child(ren)

Each person participating in the project (volunteers and participants) will need to complete the consent form.

CONSENT TO RELEASE FORM (review online)

SECTION 4 - Requested Budget Information

If you are not awarded the full funding requested for your project, will you be able to complete your project? Yes

Are you including the following:

W9  Yes

IRS Letter of Certificate Yes

Letter of Authorization Yes

Letter of Commitment Yes
SECTION 5 - Contact Person / Authorized Representative Information

First & Last Name
Title
Email Address
Phone Number
Street Number & Ste. #
City State Zip

**Please note:** The Contact Person is the representative who is responsible for the submission of the required documents (Interim Report, Final Project Report, Volunteer Sign-In sheets, Receipts, etc.).

Name of Fiscal Agent who will sign W-9 form:
(if different from above) First & Last Name

Phone Number: Phone Number

Email Address

Applications **MUST** be submitted electronically via online web submission. Additional attachments may be sent electronically to Project Manager, Kelly Alvarez Vitale at Kelly@StrategicPhilanthropyInc.com

Attachments submitted electronically must be received by MLK Day of Service Staff no later than **Tuesday, October 25, 2016 by 12:00 p.m.**

File Naming of Electronic Attachments

- Attached files must be emailed and labeled appropriately using the following naming convention: “2017 Award Application [Agency/Organization Name] [File Name]”
  
  For example: 2017 XYZ Agency Letter Authorization  
  2017 XYZ Agency Letter of Commitment  
  2017 XYZ Agency Itemized Budget  
  2017 XYZ Agency W9  
  2016 XYZ Agency IRS Letter (if applicable)

Submit attachments as an email to MLK Day of Service Staff at: Kelly@StrategicPhilanthropyInc.com with the following subject line: “2017 Award Application [Agency/Organization Name]”.

*Must be received no later than 12 p.m. on October 25, 2017
Questions/Technical Difficulties

If you have questions or if you are having difficulties in submitting your Award Application, please contact the MLK Day of Service Staff:

Kelly Alvarez Vitale, Project Manager:  Kelly@StrategicPhilanthropyInc.com  561.985.2418

Applications MUST BE submitted ONLINE, please visit:  http://www.broward.edu/MLKservice.

Thank you for your submission!

“Life’s most persistent and urgent question is:

‘What are you doing for others?’  - Dr. Martin Luther King, Jr.