2015 MLK Day of Service Award 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, Consent and Release Form, Budget Spreadsheet) and submit separately as directed in this SAMPLE Application.

3. Complete the ONLINE Application.

IMPORTANT NOTE: The ONLINE application must be completed and submitted in its entirety. Once you begin the ONLINE Application, you will have to complete it in ONE session.

SECTION 1 – Organization Information

*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

Other:
SECTION 2 - Project Details

*Project Name/Title:

*Project Type/Category:

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 (50 words or less):

*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: (300 words or less)
2. How does your service project promote Dr. Martin Luther King, Jr.'s legacy or the 2015 MLK Day of Service Theme – "A Day On, Not A Day Off"? (100 words or less)

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: (100 words or less)

4. 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

5. 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 3 - Volunteer Information

*Please tell us the number of volunteers that will be in your group:

(Please note: Include the number of people who have contributed their time, ideas and support prior to and on the 2015 MLK Day of Service event)

*Can others contact you to join your service project?

*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:

*Do you agree to obtain Photo Release Information for all project participants (including volunteers)?

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.

Please see photo release template on website.

Please mail the original, signed Photo Release forms to:

Broward College
Adriana Fazzano, Attn: MLK Day of Service
111 E. Las Olas Blvd.
Ft. Lauderdale, FL 33301

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

*Please complete the Itemized Budget Sheet for your service project located on the MLK Day of Service website.

ITEMIZED BUDGET SHEET LINK - Please see budget template on website.

**Purchases can be made through January 19, 2015 only. Purchases made after January 19, 2015 will not be honored**
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 Email Address

IMPORTANT DATES:

November 25, 2014 Applications Due
December 9, 2014 Awarded applicants will be notified
December 15, 2014 MANDATORY PROJECT ORIENTATION WORKSHOP
  • If awarded, 40% of the service award amount will be distributed by check during the workshop.

January 9, 2015 Interim Report Due
January 10, 2015 MLK Day of Service Projects may begin
January 14, 2015 AWARDS CONFERENCE
  • If approved, 50% of the service award amount will be distributed by check during the conference.

January 19, 2015 MLK Day of Service
  • All projects must occur and conclude.
February 5, 2015 Final Reports Due
February 2015 AWARDS LUNCHEON (date to be determined)
  • If approved, final 10% of the service award amount will be distributed by check during the luncheon.

Upon completion of the online form, please submit attachments as an email to MLK Day of Service Staff at: Kelly@StrategicPhilanthropyInc.com with the following subject line: “2015 Award Application [Agency/Organization Name]”. Documents must be titled in the format below.
• 2015 XYZ Agency Letter Authorization
• 2015 XYZ Agency Letter of Support
• 2015 XYZ Agency Letter of Commitment
• 2015 XYZ Agency Itemized Budget
• 2015 XYZ Agency W9
• 2015 XYZ Agency IRS Letter

*Must be received no later than 5 p.m. on November 25, 2014.*
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:

James Robinson, Project Manager: Robinson.james@spcollege.edu (727) 341-4121

Applications MUST BE submitted ONLINE, please visit: http://www.spcollege.edu/MLKService/ and select Apply Now.

PLEASE EMAIL OR FAX YOUR COMPLETED LETTERS OF SUPPORT AND ACKNOWLEDGMENT TO:

TO: FAX: (727) 444-6972
EMAIL: Robinson.james@spcollege.edu

IF YOU ARE UNABLE TO FAX OR EMAIL, YOU CAN ALSO MAIL YOUR COMPLETED DOCUMENTATION TO:

St. Petersburg College
SPC Allstate Center Attn:
MLK Day of Service Post
Office Box 13489-3200
34th Street South
St. Petersburg, FL 33711

Applications and W-9 forms must be received no later than:

11:59 p.m. on October 24, 2014

Thank you for your submission!

“Life’s most persistent and urgent question is:

“What are you doing for others?” - Dr. Martin Luther King, Jr.