 

**Tennessee State University’s**

**Center for Service Learning & Civic Engagement**

**Presents:**

**The 2016 Martin Luther King Jr. Day of Service &**

**HBCU Spread the Service Campaign**

**Mini Grant Competition**

**Request for Proposals (RFP)**

## SUBMITTAL DEADLINE: 5:00PM CST Friday October 30th 2015

**BACKGROUND**

The MLK Day of Service and The Spread the Service Campaign will align with the motto of Tennessee State University, “Think. Work. Serve.” with the missions of partnering Historically Black Colleges and Universities (HBCUs), The Corporation for National and Community Service (CNCS), and the HBCU Community Development Action Coalition. Dr. Martin Luther King, Jr.'s legacy invests in community solutions, creates collaborations that value diversity, and improves educational outcomes for the economically disadvantaged individuals and communities. The MLK "Spread the Service” proposals will be accepted for consideration until October 30, 2015 at 5:00 p.m. CDT. Award notifications will be announced by November 13, 2015.

**ELIGIBLE APPLICANTS**

HBCUs in the southeast region are eligible to submit proposal for The Spread the Service Campaign. Targeted States include: Alabama, Arkansas, Mississippi, Tennessee, Virginia, Kentucky, Georgia, Florida, Louisiana, South Carolina, North Carolina, and Texas,

Through community service and capacity building initiatives, awards must strategically address one or more of the four (4) focus areas:

**(1) Disaster Preparedness and Services,**

**(2) Economic Opportunity,**

**(3) Education, and**

**(4) Capacity Building**

**GRANT OPPORTUNITIES**

Grants ranging from **$1,000 to $4,400** will be awarded to develop and implement MLK Day of Service activities and will be made possible through support from **The Corporation for National and Community Service (CNCS).** Awards will be distributed in **November 2015**

**MATCHING REQUIREMENT**

Proposals must provide a non-federal match of at least 70% of the total cost of the project, which may include cash and/or in-kind contributions.

Examples of in-kind donations includes, but not limited to:

* Donated staff time used in planning\*\*
* Volunteer STAFF time, such as project coordinators (BUT NOT volunteer participant time in the actual service project)\*\*
* Supplies (Paint, tools, etc.)
* Trainers
* Snacks & meals for volunteers
* Transportation such as buses, vans or trucks to transport volunteers or materials
* Facilities costs (hall rentals for volunteer reflection and celebration ceremonies)
* Consulting Services
* Advertising & promotion
* Printing (Flyers, posters, T-shirts)

In-kind matching **does NOT include** time for volunteers whose only role is as a participant in the service project. **However, volunteer staff time used in planning can be counted as part of the match.** All matching dollars or in-kind must be sufficiently documented.

The match can come from funds or resources provided by state and local government resources **BUT NOT FEDERAL SOURCES**. Funds may **not** be used: to pay honoraria or speakers fees; to support a celebration banquet or other activity that is not connected to the direct service (i.e. parades, recognition ceremonies, celebrations); funds are not to be utilized for religious instruction, worship, or proselytization. Proposals must provide a non-federal match of at least 70% of the total cost of the project ( For example, if you request $2,500 you must have a non-federal match of at least $5,833 (cash and/or in-kind contributions) and a total projected cost of at least $8,333.

**DEFINITION OF TERMS**

**Lead Agency:** Tennessee State University is the lead agency for The MLK Day Spread the Service Campaign. CNCS provide grants directly to the lead agencies, which distribute funds to sub-grantees.

**Sub-grantees:** An organization that receives a MLK Day Spread the Service grant from Tennessee State University (lead agency) is referred to as a sub-grantee.

**GOALS & OBJECTIVES**

Sub-grantees should create projects that are vibrant and significant by combining meaningful service, thoughtful reflection, and inclusion of a diverse cross section of community volunteers. Sub-grantees should focus on the life and work of Dr. King providing volunteers with opportunities for sustained service and ongoing community involvement. Proposals must demonstrate a strong capacity to meet the following program goals and objectives for all projects.

**Goals**

Proposals are asked to meet the following goals:

1. Mobilize **large numbers of diverse volunteers** in meaningful service activities on the MLK Day weekend.

2. Participate in the **Spread the Service Campaign** that begins with a kick-off on the MLK Day Holiday, Monday January 18, 2016 leading up to the **MLK Day of Service** Saturday, January 23, 2016.

3. **Improve the quality of life for disadvantaged community members, HBCU students and staff, K-12 students, and disadvantaged youth** who are active participants and recipients of service.

4. Engage **significant community partners** for sustainability.

**Objectives**

Objectives should be presented in a SMART format, i.e., (SMART = Specific, Measurable, Achievable, Realistic/Relevant, Time-Based), and describe what will be accomplished in your proposed project.

**ProPOSAL NARRATIVE AND GUIDELINES**

**Proposals must be in agreement with the requirements of the RFP and submitted in Times New Roman 12 point font double spaced, and not exceed five (5) pages.**

Describe and outline service project activities, partnerships, community engagement, orientation and training activities, reflection activities, and project evaluation.

1. **Mini Grant Award Structure:** Successful proposals will demonstrate strategies to recruit large numbers of volunteers on the MLK Day weekend, the MLK holiday and Spread the Service Campaign. The grant structure is as follows:

* $1,000 Grant outlines a clear, concise and measurable strategy to recruit 500 plus volunteers and participants on the MLK Day weekend, the MLK Day Holiday kick-off, and Spread the Service Campaign.
* $2,000 Grant outlines a clear, concise, and measurable strategy to recruit 1,500 plus volunteers and participants on the MLK Day Weekend, the MLK Holiday kick-off and the Spread the Service Campaign.
* $2,500 Grant outlines a clear, concise, and measurable strategy to recruit 2,500 plus volunteers and participants on the MLK Day Weekend, the MLK Holiday kick-off, and Spread the Service Campaign.
* $3,000-3,500 Grant outlines a clear, concise, and measurable strategy to recruit 5,000 plus volunteers and participants on the MLK Day Weekend, the MK Holiday kick-off, and Spread the Service Campaign.
* $4,000-4,400 Grant outlines a clear, concise, and measurable strategy to recruit 7,000 plus volunteers and participants on the MLK Day Weekend, the MLK Holiday kickoff, and Spread the Service Campaign.

2. **Kick-off Event:** Projects must begin with a kick-off, on the Federal Legal Holiday (January 18, 2016) moving into the HBCU “Spread the Service” project activities on Saturday January 23, 2016. All activities should reflect the life and teaching of Dr. Martin Luther King, Jr. **Each HBCU also will have the option of implementing a MLK Day of Service event the Saturday prior to January 18, 2016.** This activity will increase the organizations capability to engage more volunteers.

3. **Criminal Background Checks: BEFORE any grant monies can be utilized,** sub-grantees **must provide a criminal background check** for all staff that are salaried, stipend, or receive a living allowance

**\*\*Any W2 employees paid with funds from the grant (or others such as 1099 Contractors) must have all three required background checks completed. These include:**

* **Sex Offender Registry Background Check**
* **State Criminal Background Checks**
* **FBI Criminal Background Checks**

4. **Project Sites:** Each sub-grantee will select one site that demonstrate the most effective illustration of the objectives of the MLK Day of Service and Spread the Service Campaign. This site will be the one that media will be invited for publicity.

5. **Focus Areas:** Sub-grantees must describe how projects will be developed and implemented focusing on one or more of the following areas:

* Disaster Preparedness and Services
* Economic Opportunity
* Education
* Capacity Building

6. **Sustainability:** Describe how your organization’s capacity to engage, retain, and sustain students, community partners and volunteers will be achieved and how the grant will lead to sustainability beyond the MLK Day of Service throughout 2016.

7. **Organizational Capacity:** Proposals should demonstrate their capacity and experience in implementing successful service learning and community service projects.

8. **Partner Engagement:** The planning process should include multiple partners from a variety of community stakeholders, with defined roles in the development and execution of the program.

**PROJECT MANAGEMENT**

1. Key Contact: Each proposal must identify an MLK Project Director to serve as the primary point of contact. The chosen MLK Project Director will be in close communication with the TSU MLK Day staff, the MLK Grant Manager and the HBCU Community Development Action Coalition.

2. Use of logos: The MLK Spread the Service Campaign, The Corporation for National and Community Service, the HBCU Community Development Action Coalition and additional national sponsor’s logos **must** be displayed at all project/event sites and on all materials relating to the project for which the funds were allocated. TSU will provide all funded organizations with these logos.

3. Data Collection: The MLK Program Director is responsible for data collection, pre-project training, overall project oversight, management, and reporting.

4. Project Registration: Each sub-grantee must register its project/s and volunteers in an assigned database. Once the award is made, the sub-grantee will receive this information during a series of orientation and other significant trainings.

5. Sub-grantees will receive funds following award announcements. Once the funds are received it is expected that all trainings, conference calls and reports are completed and submitted according to project guidelines.

**REPORTING & TRAINING REQUIREMENTS**

In project advance planning of MLK Day of Service/Spread the Service 2016, TSU will require each sub-grantee to adhere to the following reporting requirements:

**Report #1 - Snapshot Report – Due 5:00 PM CST November 23, 2015**

This will be a brief 1-page report, outlining plans to engage volunteers and expectations of the project. Attach any media reports. TSU will provide a basic template.

##### Report #2 - Highlight Report - Due by Friday, January 29th, 2016

This report will update the information provided in Report #1 and provide additional information about sub-grantee MLK Day of Service/Spread the Service projects; updated media coverage; photos with accompanying captions’ and testimonials from program volunteers and partners. TSU will provide a template for this purpose where most of your project details can be completed in advance of the program.

#### **Report #3 – Final Program Report – Due by Friday, March 4th, 2016**

Update any MLK statistics and data including final results of the MLK Spread the Service Campaign.

**Report #4 – Financial Report with Receipts – Due by Friday, March 4th, 2016**

This report will provide a final detailed report that includes all accounting information. All funds from the grant and in-kind match will need to be reported with supporting documents and receipts. Include clear details regarding sources of matching funds and provide clear indicators of how those matching funds and in-kind donations are tracked.

**All reports are to include:**

* Number of volunteers recruited.
* Number of hours served.
* Number of service projects completed.
* Number of Volunteers and participants as outlined in the performance measures.
* Number of Elected Officials participating in the projects with their title and position.
* Number of Media Reports and links to them.

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| --- | --- |
| **MLK DAY SPREAD THE SERVICE TIMELINE** |  |
| **APPLICATION DEADLINE – 5:00 p.m. CST** | **Friday Oct 30, 2015** |
| Notification of Awardees | **Friday Nov 6-13, 2015** |
| Award funds distributed contingent upon receipt of acceptance and signed MOU agreement by sub-grantees | **Nov 15-20, 2015** |
| Sub-grantee Online Project Registration (Details will follow)  Technical Assistance Calls | **Monday - Nov16, 2015**  **Tuesday, Nov 17, 2015**  **2:00 PM CST** |
| MLK Service Activity (optional)  MLK Day of Service Kick-Off  MLK Day Spread the Service | **Saturday Jan16, 2016**  **Monday Jan 18, 2016**  **Saturday Jan 23, 2016** |
| Report #1 Snapshot Report | **Mon/12:00 PM Nov 23, 2015** |
| Report #2 Highlight Report | **Friday, Jan 29, 2016** |
| Report’s #3 & #4 (Final Program & Financial Reports) | **March 4, 2016** |
| Final Conference Call | **Late March/April 2016** |

**Failure to meet the reporting and documentation requirements can be cause for the sub-grantee to return all funds dispersed by Tennessee State University for non-compliance.**

**ADDITIONAL RESOURCES**

For information about the MLK Day of Service visit the Martin Luther King Jr. Day of Service Web site at: [www.mlkday.gov](http://www.mlkday.gov)

For questions contact Shirley Nix-Davis at [snixdavi@tnstate.edu](mailto:snixdavi@tnstate.edu); 615-963-5383

**SUBMITTAL INFORMATION**

Please complete the MLK 2016 Spread the Service proposal and submit a Word Document or PDF to [ServiceLearning@tnstate.edu](mailto:ServiceLearning@tnstate.edu)

Do not send any additional information, only the completed 3-5 page proposal.

Upon receipt of your proposal a confirmation e-mail will be sent.

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**ATTACHMENT A- COVER PAGE**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Proposal Cover Page**  **2016 MINI GRANT**  **MLK Day of Service –**  **HBCU Spread the Service Competition** | | | | | | | | **For Internal Use Only:**  Date Received:  Time Received: | |
| **Name of Applicant College/University:** | | | | | **Legal Name (if different from Applicant College/University Name):** | | | | |
| **Address:** | | | | **City:** | | | **State:** | | **ZIP:** |
| **Primary Contact and Title:** | **Telephone:** | | **Fax:** | | | **Email Address:** | | | |
| **Secondary Contact and Title:** | **Telephone:** | | **Fax:** | | | **Email Address:** | | | |
| **Federal Tax ID (EIN) Number:**  **-** | | **College/University’s Website:** | | | | | | | |
| **College/University Mission and Description:** | | | | | | | | | |
| **Requested Funding Total:**  **Focus Area(s):** | | | | | | | | | |
| **SUMMARY: Proposed MLK Day of Service Activities:** | | | | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Priority Population Served** | **Type Service Activity (Name)** | **Proposed Targets for Individuals Served** | | | **Proposed**  **Volunteers Engaged Target** | **Proposed Completed Target** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | | | | | | | | |
| **Printed name and title of College/University President/Authorized Representative:** | | | | | | | | | |

 [](http://www.nationalservice.gov/) 

**PROPOSAL NARRATIVE FORMAT**

**Proposals must be in agreement with the requirements of the RFP and submitted in Times New Roman 12 point font, double spaced, and not exceed five (5) pages.**

Describe and outline: focus area(s), organizational capacity, goals and objectives, project activities and sites, partnerships, community engagement, orientation and training activities, reflection activities, reporting and project evaluation, project management, and budget narrative.

**SUBMITTAL INFORMATION**

Please complete the MLK 2016 Spread the Service proposal and submit a Word Document or PDF to [ServiceLearning@tnstate.edu](mailto:ServiceLearning@tnstate.edu). Submit no later than October 30, 2015 at 5:00 p.m. CDT.

**PROPOSAL FORMAT:**

Please make sure your proposal is in the following order.

1. **FOCUS AREA(S):**
2. **ORGANIZATIONAL CAPACITY:**
3. **GOALS AND OBJECTIVES:**
4. **PROJECT ACTIVITIES AND SITES:**
5. **PARTNERS/PARTNERSHIPS:**
6. **COMMUNITY ENGAGEMENT:**
7. **VOLUNTEER RECRUITMENT, ORIENTATION, TRAINING, MANAGEMENT:**
8. **REFLECTION ACTIVITIES:**
9. **REPORTING AND PROJECT EVALUATION:**
10. **PROJECT MANAGEMENT:**
11. **BUDGET** (See Attachment B)

**ATTACHMENT B**

**BUDGET FORM AND JUSTUSTIFICATION (2016)**

**MLK Day of Service “HBCU Spread the Service” Mini Grant Competition**

**2016 Sub Grantee Information and Budget**

|  |  |  |
| --- | --- | --- |
| 1. Program Name: | MLK Day of Service “Spread the Service” Mini Grant Competition | |
| 2. Lead Agency: | TENNESSEE STATE UNIVERSITY  Center for Service Learning and Civic Engagement | | |
| 3. Sub Grantee Period: |  | Mini Grant $  Funding Request | |
| 4. College/University Name |  | College/University  EIN Number: | |
| 5. Address |  | |
| 6. City/Zip Code: |  | Total Number of Sites: (Est.) | |
| 7. President or  Authorized Representative |  | | |
| (If Different) |  | | |
| 9. (Area Code) Phone No. |  | | |
| 10. (Area Code) Phone No |  | | |
| 11. Budget Director/  Fiscal Officer |  | |
| 12. Proposer State: (Select One.) | | | |
| Alabama\_\_ Arkansas\_\_ Georgia\_\_ Florida\_\_ Kentucky\_\_ Louisiana\_\_ North Carolina\_\_ South Carolina\_\_ Tennessee\_\_ Texas\_\_ Virginia\_\_ | | | |
| 13. HBCU Status (Check one) | | | |
| Private (4-year)\_\_\_\_ Public/State (4-year) \_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_  Private (2-year) \_\_\_\_ Public/State (2-year) \_\_\_\_ | | | |
| 1. Focus Area(s): (Check at least one):   \_\_ Disaster Preparedness & Service \_\_ Economic Development \_\_ Education \_\_ Capacity Building | | | |
| 1. Scope of Work: (Briefly describe MLK Day of Service activities including the number of volunteers to be reached, partners engaged, and number community members to be served/reached) | | | |

**Attachment B**

**BUDGET FORM (2016)**

**APPLICABLE PERIOD: The Mini Grant budget line-item amounts below shall be applicable only to expense incurred during the period beginning November 15, 2015, and ending June 30, 2016.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Expense Object Line-item Category** | **Grant Contribution** | **Sub Grantee**  **Match** | **TOTAL AMOUNT** |
|  | **Section I Support Expenses** |  |  |  |
|  | Personnel Expenses (Salaries) |  |  |  |
|  | Fringe Benefits & Taxes |  |  |  |
|  | Travel |  |  |  |
|  | Equipment |  |  |  |
|  | Supplies |  |  |  |
|  | Contractual and Consultant Services |  |  |  |
|  | Other Support Costs |  |  |  |
|  | **Section II** |  |  |  |
|  | Indirect Costs |  |  |  |
|  | **Section III** |  |  |  |
|  | Volunteer Costs |  |  |  |
|  | Other |  |  |  |
|  | **Grand Total** |  |  |  |

**BUDGET FORM (2016)**

**SOURCE OF FUNDS – MATCH**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Source | Match Description | Amount | Type | State/Local/Other |
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