**DR. MARTIN LUTHER KING JR. DAY OF SERVICE**

**MINI-GRANT GUIDELINES**

**PURPOSE**

Dr. Martin Luther King, Jr. once said, “Life’s most persistent and urgent question is: ‘What are you doing for others?’” Each year, Americans across the country answer that question by coming together on the King Holiday to serve their neighbors and communities. The [MLK Day of Service](https://www.americorps.gov/newsroom/events/mlk-day) is a part of [AmeriCorps’](https://www.americorps.gov/) national call to service initiative. The MLK Day of Service empowers individuals, strengthens communities, bridges barriers, creates solutions to social problems, and moves us closer to Dr. King’s vision of a beloved community.

These mini grants offer eligible entities grant funding to effectively recruit and engage volunteers in meaningful service activities OR to deliver a service-learning activity that relates to Dr. King. A service-learning activity is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility and strengthen communities. Preference will be given to applicants that engage one other community partner in the planning, collaboration, or execution of the event. Service activities should engage a minimum of 10 volunteers and paid staff may not count as volunteers.

**ELIGIBLE ENTITIES**

The following entities are eligible to apply: public or private nonprofit organizations, including faith-based and other community organizations; school districts, institutions of higher education; government entities within states or territories (e.g., cities, counties); labor organizations; partnerships and consortia; and Native American tribes. **All projects must take place in the state of Kansas.**

**All entities must have an Employer Identification Number (EIN),** **Unique Entity Identification (UEI) Number AND must have an active registration in the System for Award Management (SAM) prior to applying.**

**GRANT PROJECT PERIOD**

Projects under this proposal should occur from **January 5, 2024 – January 21, 2024.** Mini-grant award recipients will be notified on or around **November 22, 2023.**

**FUNDING INFORMATION**

The Kansas Volunteer Commission will make available up to $30,000 in grants and expects to award up to **$5,000** per eligible entity. Applicants will be reimbursed 100% (not to exceed the approved amount) of their costs by . This is a cost-reimbursement grant funding opportunity that will be paid upon submission of the project report and documentation of expenditures. Only those expenses incurred after the grant starts will be eligible for reimbursement.

There is a dollar-for-dollar cost match requirement. This means if an applicant requests $4,500 for this grant, they must include a $4,500 match. See [Mini-Grant FAQ](Mentor%20Capacity%20Building%20Mini-Grant%20%28ksde.org%29%20%E2%80%93%20https%3A/kanserve.ksde.org/resources/commission-mini-grants/mentor-capacity-building-mini-grant) for more information.

* Grantees will be required to include documentation for match expenses in final reports.
* Matching funds may be a combination of cash or in-kind match and must be non-federal funds.
* Note: the value of volunteer hours is not considered an acceptable source of match.

The Commission will select recipients based on the quality of application, the need and impact of the proposed activities, and the organization’s demonstrated readiness to implement the proposed project. Priority funding will go to projects that engage underrepresented populations.

**RESPONSIBILITIES OF MINI-GRANT RECIPIENTS**

* Engage at least 10 volunteers in community service or service-learning projects within the grant period.
* Track and report impact on scale, diversity, community outcomes and outreach efforts of your service programs including:
	+ Number of volunteers leveraged
	+ Number of volunteer hours leveraged
	+ Impact to the community
* Engage media and/or elected officials, when possible and appropriate.
* Include the Commission’s logo on all program materials and publicity.
* Submit a final report by **February 15, 2024.** *The Commission will provide a form.*

**FUNDING RESTRICTIONS**

* Funds may not be used for staffing, travel costs, gift cards, awards, or indirect costs.
* Match funds must be incurred during the project period.
* Grant funds are intended to supplement, not supplant.
	+ Supplement means to add to; to enhance; to expand; to increase; to extend; to create something new. Supplant means to take the place of; to replace by something else.
* Grant funds under this program are federal funds from AmeriCorps, [CFDA No. 94.003](https://singleaudit.org/program/?id=94.003), therefore the Commission will not fund projects that engage in:
	+ Political activity and advocacy.
	+ Religious activity.
	+ Benefiting for-profit entities.
	+ Voter registration.
	+ Abortion services.
* Grants under this program are subject to applicable Cost Principles under the [Office of Management and Budget (OMB) Circulars](https://www.whitehouse.gov/omb/information-for-agencies/circulars/#Circulars:%20Educational%20and%20Non-Profit%20Institutions%20Documents) A-21 (2 CFR part 220), A-87 (CFR part 225), or A-122 (2 CFR part 230), and the Uniform 6 Administrative Requirements for grants under A-102 (45 CFR part 2541) or A-110 (45 CFR 2543 or 2 CFR part 21).

**APPLICATION TIMELINE**

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| Grant guidelines released | October 9, 2023 |
| Application due  | November 9, 2023 |
| Award announcement | November 22, 2023 |
| Grant award start date | January 5, 2024 |
| Grant award end date | January 21, 2024 |
| Final report due | February 15, 2024 |
| Reimbursement date | March 15, 2024 |

**APPLICATION INSTRUCTIONS**

* Grantees should email a complete, signed application to volunteer@ksde.org.
	+ Include “Mini-Grant Application” in the subject line.
* All applicants must submit a signed [W-9 form](https://drive.google.com/file/d/1wAzUkX42mU8VFbH8Xo4EeRjEcCmKcMev/view) with their application.
* All grant materials can be found at [www.kanserve.org](http://www.kanserve.org).
* All applicants will receive confirmation of receipt of their application within one business day. If you do not receive confirmation of receipt, please email volunteer@ksde.org.

**KANSAS VOLUNTEER COMMISSION CONTACT INFORMATION**

For further information, a printed copy of the materials and/or technical assistance, please contact Tierney Kirtdoll at (785) 368-6211 or tkirtdoll@ksde.org.

**RESOURCES**

* [AmeriCorps Resources](https://americorps.gov/newsroom/events/mlk-day/mlk-day-resources)
* [Points of Light Resources](https://www.pointsoflight.org/mlk-jr-day-of-service/)
* [National Youth Leadership Council Service-Learning Resources](https://www.nylc.org/page/WhatisService-Learning)

**An Equal Employment/Educational Opportunity Agency:** The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: KSDE General Counsel, 900 SW Jackson Ave., Topeka, KS 66612, 785-296-3201