**SOCIAL JUSTICE CAPACITY BUILDING**

**MINI-GRANT GUIDELINES**

**PURPOSE**

The Social Justice Capacity Building mini-grant is designed to help volunteer and mentor organizations in Kansas build their capacity around social justice. The Kansas Volunteer Commission strives to increase power, representation, and agency among historically marginalized communities. We believe in the fair treatment of all people in a society, including respect for the rights of and equitable distribution of resources among members of a community.

The Social Justice Capacity Building mini-grant focuses on initiatives or projects that support social justice and addresses one of the following:

* Access, inclusion and participation in all programs, services, and opportunities;
* Empowerment of individuals/communities to voice what is most important to them;
* Action to recognize injustice and navigate differences of power, privilege, and oppression.

Examples of such projects may include (not an exhaustive list):

* Coalition building or mobilizing residents to take action on community-level change
* Board and staff development, such as anti-bias trainings, workshops, and conferences
* Leadership programs that identify, develop, and mobilize new community leaders
* Supporting youth engagement or coalition building
* Technology improvements for advocacy and campaign development
* Raise awareness of racial justice, LGBTQIA+, and disability rights
* Community arts projects focused on social justice
* Activities that foster inclusive communities of belonging
* Partnership building with new organizations
* Addressing poverty, homelessness and food insecurity
* Early literacy programs that focus on social justice (book drives, tutoring)

**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 **July 1, 2023 – December 31, 2023.** Mini-grant award recipients will be notified on or around **June 12, 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 **February 15, 2024**. 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(ksde.org)%20–%20https:/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.

Recipients will be selected 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. Should there be a competition for funds, priority will be given to organizations serving underrepresented and vulnerable populations as well as those serving in rural areas.

**RESPONSIBILITIES OF MINI-GRANT RECIPIENTS**

Mini-grant recipients will be required to:

* Report how the grant enhanced the social justice capacity of the organization.
* Include the Kansas Volunteer Commission logo on all program materials and publicity.
* Submit a final report by January 15, 2024. *A form will be provided.*

**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 | May 1, 2023 |
| Application due | June 1, 2023 |
| Award announcement | June 12, 2023 |
| Grant award start date | July 1, 2023 |
| Grant award end date | December 31, 2023 |
| Final report due | January 15, 2024 |
| Reimbursement date | February 15, 2024 |

**APPLICATION INSTRUCTIONS**

* Grantees should email a completed application to [spalubinski@ksde.org](mailto:spalubinski@ksde.org).
  + Include your organization’s name and the phrase “Social Justice Capacity Building Mini-Grant Application” in the subject line (Ex. *ABC Social Justice Capacity Building Mini-Grant Application*).
* All new applicants must submit a signed W-9 form with their application.
* The grant application 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 [spalubinski@ksde.org](mailto:spalubinski@ksde.org).

**KANSAS VOLUNTEER COMMISSION CONTACT INFORMATION**

For further information/questions about this grant opportunity, for a printed copy of the materials and/or for technical assistance, please contact Sarah Palubinski at (785) 296-7801 or [spalubinski@ksde.org](mailto:spalubinski@ksde.org).

**RESOURCES**

Government Alliance on Race & Equity: <https://racialequityalliance.org>

Center for American Progress: <https://www.americanprogress.org/issues/race/view>

Commission on Racial Equity and Justice:

<https://governor.kansas.gov/governor-laura-kellys-commission-on-racial-equity-and-justice-releases-second-round-of-recommendations/>

National Association of Social Workers: <https://www.socialworkers.org/Advocacy/Social-Justice>

**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