

**Boulder Human Relations Commission (HRC)
and
Youth Opportunities Advisory Board (YOAB)**

Request for Proposals: 2016 Dr. Martin Luther King, Jr. Day Events

Deadline: 5:00 pm, Friday, August 7, 2015

Fund Description

The HRC/YOAB MLK Day Fund is a source of financial support for events that honor the life of, and inform the Boulder community about the work of Dr. Martin Luther King Jr. Objectives of the Fund are to engage the Boulder community in an effort to come together to explore in detail MLK's contributions to a fairer society and to inspire Boulder residents to continue the pursuit of his dream. All events supported by the Fund must be part of a coordinated City of Boulder MLK Day of activities on January 18, 2016, be free of admission and be open to the public. Factors to be considered in funding decisions include:

- Potential to Attract and Engage an Audience; and
- Potential to Extend Insight into the Life and Dream of MLK

The City's Role

City of Boulder Community Relations staff will lead a committee made up of MLK Fund grantees to coordinate events. The Youth Opportunities Advisory Board members will again host a Youth Day of Service for high school age students to engage in volunteer activities on Saturday, January 16, 2016. Day of Service host site applications will be available in September 2016.

Available Funds

Groups are eligible for grants with a maximum amount of \$2000.

Eligibility

Funding requirements include the following:

- A community group does not need to be a 501 (c) (3) nonprofit organization to apply. Any group of three or more unrelated Boulder residents with an idea for an event that fits the guidelines is eligible to apply.
- The event must occur during the City of Boulder's MLK Day on January 18, 2016 and take place within the city limits of Boulder.
- The event must engage and educate the larger community.
- The event must include a goal of inclusivity and respect for diversity.
- Grantee must participate on a planning committee with other MLK Fund grantees to coordinate location and times of activities.
- MLK Fund grants may be used only for non-personnel related expenses, such as food, postage, marketing and office supplies. They cannot be used to compensate event organizers, although the grant may pay for a guest speaker or entertainment at an event.
- Funded groups are required to recognize HRC/YOAB support on any event publicity and at the event itself.
- Following the event, funded groups are required to appear at a designated HRC meeting and report on the event including attendance data. Failure to appear at the designated meeting will negatively affect future funding requests.

The MLK Fund will not support:

- Proposals that are not from Boulder residents or groups. Community groups are, however, encouraged to partner with other groups for their event.
- Organizations that have failed to meet their contractual requirements for past City of Boulder funding.
- Events that are not free and open to the public. Admission may not be charged at these events.

Deadline:

Applications must be received by **5:00 p.m., Friday, August 7, 2015**. No late applications will be accepted. You may either mail, hand-deliver or email your proposal. Please see below for where to send your application.

To Apply:

Please submit your application in the following order:

- **Cover Sheet** (see attached)
- **Narrative** – answer the six questions below. Please use no more than two single-spaced pages for your responses.
 1. Who is on the organizing body of this event and what is their relationship to the community of the event they are planning? Please list members of the organizing body or co-sponsoring groups if it is a collaborative effort.
 2. Provide a description of the event, including:
 - a. a general description of the event, including who will facilitate it;
 - b. how your event will engage and educate the community about MLK; and
 - c. how your event will foster inclusivity and respect for diversity.
 3. If your event is targeting youth, how will youth be involved in the planning and implementation of the event?
 4. What are the goals of the event?
 5. Are you applying to another City of Boulder department for money to cover the cost of your 2016 event? If so, please specify.
- **Budget Table** (see attached): Using the attached budget sheet, provide a detailed, projected budget of expenses and revenues for your 2016 event (including this Fund).

Mail application to:

HRC/YOAB MLK Fund
Community Relations
Department of Human Services
City of Boulder
P.O. Box 791
Boulder, CO 80306

Or hand-deliver to:

Human Services
2160 Spruce St
Boulder, Colorado

Applications may also be emailed by August 7, 2015 at 5:00 p.m. to Carmen Atilano at atilanoc@bouldercolorado.gov.

Late applications will not be accepted. We will **not** be checking postmarks. Any applications that arrive in our office after August 7, 2015 will not be considered. If you are uncertain that your application will arrive in time, please hand-deliver or e-mail it to us. Thank you.

For more information, please contact Carmen Atilano, Community Relations Manager at atilanoc@bouldercolorado.gov or 303-441-3141.

Cover Sheet: 2016 Martin Luther King Day Events

Grant Request (up to \$2000): _____

Agency Name
Street Address
City, Zip Code
Telephone, Fax, Website
Event Name
Event Location (if on Pearl Street Mall, please provide block number)
Contact Person
Email Address
Event Description (<i>please do not exceed space provided</i>)

MLK Day Event Budget Table

<u>Budget Item</u>	<u>Projected Expense</u>
Postage	
Advertising	
Copying	
Office Supplies (Please specify): 1) 2) 3) 4) Office Supply Total	
Space Rental	
Food	
Other Direct Costs (Please specify): 1) 2) 3) 4) Other Direct Costs Total	
Total Expenses	
<u>Revenue Sources</u>	<u>Revenue Amount</u>
Amount Requested from HRC/YOAB MLK Day Event Fund	
Other Sources 1) 2) 3) 4)	
Total Revenue	