Martin Luther King Jr. State Commission
Request for Funding Proposal

All requests should align with the mission of Martin Luther King Jr. State Commission which is to promote Martin Luther King Jr.’s philosophy on human rights, equality, nonviolence, social change, and unity/interconnectedness to the people of New Mexico through remembrance, celebration, and celebration and action.

AWARDS
All awards are contingent upon appropriations and funding availability. All information submitted will be reviewed by the Martin Luther King, Jr. Commission Board to establish funding. **The maximum amount of approved awards may not exceed $3,000.** If there is a desire for increased funding for program delivery, contractual service agreements would need to be discussed with the Executive Director.

Please Note:
**Incomplete proposals will not be considered.**
**Due to state procurement codes, all funding is processed on a reimbursement basis ONLY.**
**Funding will not cover food or travel expenses.**
**Request for funding must be turned in for review at least two months in advance of event date.**
*Check One

Program or event supports one or more of the Martin Luther King Jr. Commission focus areas: (*Circle All That Apply)
- □ Advocacy and Policy
- □ Educational Advancement
- □ Economic Empowerment
- □ Health Care
- □ Community Development
- □ Social Justice

Date of Event: ________________
Today’s Date: ___________________

Name of Organization/Program: ___________________________________________________

Address: ___________________________   City: ___________   State: NM   Zip: __________

Contact Name: ______________________
Phone Number: ____________________________

Email: ________________________________

Amount Requested from Martin Luther King Jr. Commission $ ______________
*Please Type or Print responses to the following on separate paper and submit with this Proposal.

**ORGANIZATION AND MISSION**
Give a brief history of your organization or program, mission, organization/program goals, program/event curriculum structure, and which New Mexico communities are impacted.

**PUBLICITY**

***The Martin Luther King Jr. State Commission must be listed as a sponsor on all marketing material in order to receive funding.***

**COMMUNITY NEED**
Define the area what impact will your program have on the community, and what is the expected outcomes.

**PROGRAM/EVENT OBJECTIVES**
Name who, what, when, where, and how the funding will assist your organization’s impact on achieving program/event objectives.

**GOODS AND SERVICES**
List goods or services to be reimbursed with funding support from the Martin Luther King Jr. State Commission. Note: **Funding may not be reimbursed for certain categories (i.e., food, travel, and salaries).** Only validated itemized receipts **must** be submitted for reimbursement – no written receipts will be accepted in lieu of originals. **All Invoices must be submitted no later than TWO (2) weeks after the conclusion of your event.**

Total Cost of Program/Event: ____________________________

**VERIFICATION**

Have you ever received funding from MLK Commission or any other State Agency? Yes/No __

Vendor #__________ or attach a State-Substitute W-9 or Federal W-9

**CERTIFICATION**
I certify that all information submitted in proposal is complete and is a true representation of all program/event services, objectives, outcomes, budget, and purpose of funding support.

I also authorize the Martin Luther King Jr. State Commission to utilize program information for public record, including but not limited to publicizing and reporting.

I further understand that all awards are given on a reimbursement basis (after all duties have been performed or completed) and are subject to eligibility of approval (information in proposal must be complete and concise). All funding awards are contingent based on available appropriations.
Signature: ____________________________ Date: __________________
Printed Name: _________________________

**Return completed Proposal Information to:**

Attn: Leonard Waites/ or Beverly Jordan
New Mexico Office of Martin Luther King Jr. Commission
310 San Pedro Dr. NE Suite 210
Albuquerque, NM 87108
Email: leonard.waites@state.nm.us
Phone: (505) 222-6467

_________________________________________________________________________________

**Agency Use Only**

*This Funding Request for $_______________ has been approved in the amount of $_____________*

Executive Director ________________________________