



## 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](mailto: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 \_\_\_\_\_

---