

In the spirit of human and civil rights, the Eagle Endowment for Public and Community Service is pleased to offer...

**The Seventh Annual
Dr. Martin Luther King, Jr. Grant**
December 2009/January 2010

With this faith we will be able to hew out of the mountain of despair a stone of hope. With this faith we will be able to transform the jangling discords of our nation into a beautiful symphony of brotherhood. With this faith we will be able to work together, to pray together, to struggle together, to go to jail together, to stand up for freedom together, knowing that we will be free one day...We refuse to believe that there are insufficient funds in the great vaults of opportunity of this nation.

Dr. Martin Luther King, Jr.
August 28, 1963

Background Information

The Eagle Endowment is pleased to offer the sixth annual Dr. Martin Luther King, Jr. Grant for the advancement of human and civil rights through public and community service.

After his passing, Dr. Martin Luther King, Jr. wanted to be remembered not through statues and monuments, but through a commitment to service by all members of society. Through the Eagle Endowment, students and student organizations with their own ideas for social change are better equipped to “build partnerships, empower communities, and serve to make a difference,” something that Dr. King preferred in his ideas of a legacy.

The Eagle Endowment highly encourages the participation of all members of the American University community in the grant application process. Undergraduate, graduate, and Washington College of Law students and university recognized student groups are all welcome and highly encouraged to apply.

Instructions for Applicants

- ❑ Applications for the Annual Dr. Martin Luther King, Jr. Grant are due Tuesday, **November 13, 2009 by 5p.m.** Applicants are to offer information on the logistics of their public or community service project and how it will further the ideals of Dr. Martin Luther King, Jr. (namely human and civil rights) using the Proposal Format outlined below.
- ❑ Formatting rules that must be followed for consideration:
 - Limit of 6 pages single spaced, NOT including appendices or cover page.
 - Applicants must use the cover page provided and attach it to the front of the application.
 - Applicants must use the budget sheet provided at the end of this application and attach it in the appropriate place on the application
 - Adhere to the attached outline and word limits found under “Proposal Format”
 - 12 point Times New Roman font and 1 inch margins
 - Please edit your document for spelling and grammar errors.
- ❑ Submit 1 electronic copy to eagleendowment@american.edu and 1 unstapled hard copy to the Eagle Endowment mailbox, Mary Graydon Center 273, the Community Service Center on time.
- ❑ The Grant Committee reviews applications and selects applicants to be interviewed; applicants will be notified prior to the November 16, 18 and 19, 2009 interview days of their status. This interview will supplement your written application, clarify any questions remaining and ensure your commitment to your project.

Deadlines and Important Dates

INFORMATION SESSION

October 28 & October 29, 2009

Information sessions provide insight into who is eligible for the MLK Award and will answer any questions you may have regarding the process. Info sessions are located in the Community Service Center, MGC 273.

APPLICATION DEADLINE

November 13, 2009

Applications for the Dr. Martin Luther King, Jr. Grant are due no later than Friday, November 13, 2009. One emailed copy to eagleendowment@american.edu and one hard copy is to be deposited in the Eagle Endowment Mailbox, Mary Graydon 273, the Community Service Center, by 5:00pm. Late applications will not be accepted.

APPLICATIONS SENT TO REVIEW COMMITTEE

November 13, 2009

GRANT REVIEW COMMITTEE INTERVIEWS

November 16, 18, 19, 2009

The Grant Review Committee will interview each applicant to clarify any questions remaining from the application and gain assurance that the applicant is committed to his or her project.

ALL APPLICANTS NOTIFIED

December 16, 2009

All applicants will be notified of their status on or around Monday, December 14, 2009.

MLK DAY CEREMONY

January 19, 2010

The grant recipient will formally accept the award and present his/her/their progress so far at a special ceremony in January 2009 as part of the weeklong celebration of Dr King's legacy.

Proposal Format

Please use the following outline to structure your application which will be reviewed by one faculty member, one staff member and three students. Your responses need not be perfect, but we do want to ensure that you have invested some careful time and attention to thinking through the important planning elements.

Don't panic! Even if you've never organized an activity before, we want to hear about your idea. If your proposal is accepted, we will work with you to adjust your budget and timelines as needed. We can also provide technical assistance to help transform your idea into action... and action into service.

I. Executive Summary: (max. 500 words)

- a. The proposal summary appears at the beginning of the proposal and outlines the project. It should be brief (*no longer than one page*).
- b. It should succinctly tell us who you are, what you plan to do and why, how this makes an impact, and what support you need to make this happen.
- c. HINT: It may be easier to write this part last!

II. Introduction: (max. 250 words)

- a. A description of your organization or personal service goals.
- b. Include your goals and philosophies, other projects that you have worked on and your success stories.

III. Needs Assessment: (max. 250 words)

HINT: How did you realize a need for this project? And how are you helping the situation?

- a. Clear, concise, well-supported statement of the problem/issue to be addressed using the grant funding.
- b. Make a clear statement or case of need: How have you investigated that need? How does your proposal address that need?

IV. Project Idea and Objectives: (max. 500 words)

- a. Explain the expected results and the impact they will have on the AU and/or Washington, DC community.
- b. Clearly describe the goal to be accomplished and how it relates to the ideals of Dr. Martin Luther King, Jr. and the advancement of human and civil rights.

V. Partners and Allies: (max. 150-250 words: narrative or bullet)

- a. Share with us any collaborators that are working with you to devise this proposal and its objectives. Include any people or groups that might work with you on your proposal and in what capacity.
- b. NOTE: Any endorsement/support letters may be attached in the Appendix section. (*Optional, see appendix section below*)

VI. Project Timeline: (1 page: bullet point, outline, or chart as appropriate)

- a. Outline the tasks that will be accomplished with the available resources. Included in the timeline should be the responsibilities of the project's leadership.
- b. In the timeline, be as specific as possible with dates or projected dates.
- c. Is your timeline realistic? At what points will you be able to measurably gauge your progress/success/outcomes? This should provide a chance to consider what personnel, materials, and other resources will be needed to carry out the tasks.

VII. Project Evaluation: (max. 250 words)

- a. Develop a method for verifying that you are on track with your project and that all of its details are being tended to in a timely manner.
- b. Define carefully and exactly how success will be determined. Ask yourself what you expect to be better when the project is complete. This is also a way for you to target problems you may encounter during your project that you have not considered.

VIII. Project Budget: (use attached form plus a narrative description of up to 250 words)

- a. Project total costs and identify a strategy for raising additional funds that you may need, if necessary.
- b. Complete the attached budget sheet in addition to your narrative.
- c. HINT: Is your budget realistic? Have you made reasonably appropriate allocation requests relevant to the ideals of the Eagle Endowment?

IX. Appendix and Supporting Materials (Optional)

- a. Include the following information if available: list of other service or social justice projects you or your group has organized or participated in, other accomplishments of you or your group, and any other additional information you would like the Grant Review Committee to consider.
- b. The appendix is not included in page limits.

**Eagle Endowment Grant Application
Dr. Martin Luther King, Jr. Grant • 2009-2010**

Project Title/Name:

Sponsor: (club, class, individual, etc.)

Primary Contact:

Name:

In-session phone:

*** We will use your AU email account. Please be sure to have e-mail forwarded accordingly ***

Abstract/Summary: (2-3 sentences that describe your project)

Budget:

Overall Project Budget: \$ _____

Total Request of the Eagle Endowment: (up to \$1000) \$ _____

Endowment Request as Percentage of Total Budget: _____ %

Interview Times

Which days and times are you available for a 30 minute interview? (Please check all that apply):

November 16 ___ morning ___ afternoon ___ evening

November 18 ___ morning

November 19 ___ morning

In the event that you cannot make *any* of these times please check here _____

Administrative Use:

___ Received ___ Copied and Filed ___ Approval Status

Budget Worksheet

Project Title/Name:

Expense	Expense Description	Overall Budget Need	Amount that you request from the Eagle Endowment
Printing and Duplication			
Telecommunication (long distance, cell-phones, etc.)			
Travel (AUTO, chartered bus, cab fare, etc.)			
Equipment Rental (Popcorn machines, etc.)			
Space Rental (using Bender, etc.)			
Contracts (speaker fees, vendors, etc.)			
Postage			
Food			
General Supplies and Expenses			
OTHER: Please describe in narrative			
TOTAL: <i>Amount that you request from the Eagle Endowment not to exceed \$1000</i>			