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Division of Legislative Services

Revised and Adopted
January 7, 2016

— Policies for Collaborations and Partnerships —

I. Mission and Objectives

The **mission** of the Martin Luther King, Jr. Memorial Commission of Virginia is to facilitate the continuation of Dr. King's work, the fulfillment of his dream, and perpetuation of his memory.

The Commission has several statutory **objectives** to accomplish this mission:

- Promote the legacy and continuation of Dr. King's work.
- Coordinate and lead the observance of the King Holiday in the Commonwealth.
- Provide year-round educational and commemorative activities.
- Educate the public regarding Dr. King's principles, achievements, and contributions.
- Emphasize the totality of Dr. King as scholar, theologian, orator, conciliator, community leader, author, and an advocate for history, peace, and education.
- Facilitate public policy analysis relative to his principles and teachings.
- Foster appreciation of racial, ethnic, and cultural diversity in the Commonwealth.
- Provide opportunities for public discourse on contemporary issues.

The Martin Luther King, Jr. Memorial Commission of Virginia collaborates and partners with federal, state and local agencies, public and private schools and accredited institutions of higher education, comparable out-of-state agencies, (e.g. The King Center, Atlanta), and nonprofit tax exempt 501(c)(3) Virginia community organizations which provide educational, cultural, historical, community service, and other initiatives that are consistent with its statutory mandates and the perpetuation of Dr. King's legacy.

II. Eligible Applicants

Requests for collaboration and partnership are accepted from federal, state and local agencies, accredited public and private schools, accredited institutions of higher education, charitable organizations, 501(c)(3) nonprofit organizations located in Virginia, The King Center in Atlanta, Georgia, and from nonprofit organizations that can demonstrate proof of filing an application for 501(c)(3) tax exemption.

Requests for collaboration and/or partnership will **not** be considered from:

- Individuals or any organization that is not a tax exempt 501(c)(3) organization
- Internal operations and capital campaigns of churches
- Endowments

In conducting its work, the Dr. Martin Luther King, Jr. Memorial Commission continues and perpetuates Dr. King's work, memory, and legacy through educational, cultural, and historical programs and events, public discourse on contemporary issues, public service, observance of the King Holiday, and endeavors that inform the public concerning the depth and totality of the man and his principles. **Therefore, the Commission is not and should not be considered a source of funding.** The Commission reserves the right to determine which persons, entities, organizations, and projects with which it will collaborate or partner to effectuate its mission and statutory mandate, and/or to fulfill any responsibilities that may be delegated to it by the General Assembly or adopted by the Commission in its annual work plan. The Commission will consider only such programs, events, projects, or endeavors that meet the aforementioned criteria. The Commission shall adhere to all State policies regarding the expenditure of State funds when entering into collaborations and partnerships, including specifying appropriate items for which it will be responsible and setting the maximum limit of any financial commitment it agrees to assume. The Commission shall have the sole discretion whether to continue or renew any collaboration or partnership.

III. Request for Collaboration or Partnership Process

To request the Commission's collaboration or partnership, a **letter of request** must be submitted to the Commission in order that it may evaluate whether the program, project, or event is consistent with the Commission's statutory mandate and responsibilities. The applicant should contact staff and ask to be listed on the next meeting agenda to present his request to the Commission.

The applicant will be solely responsible for drafting the letter of request in accordance with the guidelines below. The letter of request should include:

1. Contact information of the applicant (name, title, mailing and email address, phone).
2. Information about the organization conducting the project.
3. The purpose of the project for which collaboration or partnership is being requested and its relationship to the Dr. Martin Luther King, Jr. Memorial Commission of Virginia's mission and objectives.
 - a. Problems and issues the proposed project will address.
 - b. How Dr. King's work and legacy will be highlighted by the project.
4. Estimated overall budget for the project and period of time for which collaboration or partnership is requested.
 - a. Percentage of agency's budget allocated to overhead expenses versus direct service.
 - b. Percentage of organization's funding/budget to be allocated to this program.
 - c. Other funding received for this program.
5. Explanation of how the program will be evaluated.
 - a. If this is an ongoing program, describe evaluation methodology and past outcomes.
 - b. Approximate date in which a report will be submitted to the Commission.
6. A current listing of the Board of Trustees, if applicable, of the tax exempt 501(c)(3) organization, including company affiliation.

IV. Items Appropriate for Collaboration or Partnership

The Commission may enter into collaborative or partnership arrangements with eligible persons, agencies, and organizations that facilitate the dissemination of information and education concerning Dr. King, his work, and legacy, and allow the Commission to meet its statutory duties within State approved expenditure, reimbursement, and travel policies.

- a. The Commission may not purchase items for any other entity. When involved in a collaboration or partnership, the Commission may assume its share of the cost of programs, certain receptions and meals at conferences, printing and advertising, audiovisual recording and digitization, mailings, research and editing, certain honoraria, and appropriate assistance with website design of public agencies and nonprofit tax exempt 501(c)(3) organizations.
- b. The Commission must be invoiced “directly” for items for which it assumes the responsibility of the cost. No indirect billing or invoicing is permitted.
- c. In any collaboration or partnership, the Commission retains ownership of any item purchased as a portion of its share of the cost and the Commission must be provided proper credit for its contributions.
- d. All persons, agencies, and organizations working in collaboration or partnership with the Commission must be registered in the EDI fiscal system administered by the Virginia Department of Accounts. No reimbursements or invoices will be paid without proper registration.
- e. Travel reimbursement will be paid pursuant to State travel policies to eligible persons for round trip travel originating and ending in the Commonwealth for the purpose of attending meetings or performing duties assigned by the Commission.
- f. **The Commission is not a grantmaking organization. It does not have authority to make appropriations.** The Commission may cover only the costs of items for which it assumes responsibility in a collaboration or partnership with appropriate persons, agencies, and entities, in accordance with State policies and guidelines.

Letters of request for collaboration or partnership should be mailed to:

Dr. Martin Luther King Jr. Memorial Commission
c/o Mrs. Brenda H. Edwards
Division of Legislative Services
General Assembly Building, 2nd Floor
201 North Ninth Street
Richmond, Virginia 23219

V. The Selection Process

The Commission supports diverse collaborative and partnership endeavors. Opportunities that facilitate the furtherance of the Commission's mission and objectives are considered in evaluating letters of request for collaboration and partnership.

Letters of request are considered on a **quarterly basis**, unless they are expedited. An eligible person, agency, or organization may ask that a request for collaboration or partnership be considered on an expedited basis. In doing so, there must be a reasonably detailed explanation as to the reason the Commission should consider the letter of request on an expedited basis. The Commission makes no guarantee that any request will be accepted or expedited. It reserves the right to request a meeting with or presentation by the applicant to ascertain additional information, a more detailed explanation, or obtain clarification concerning the letter of request. In all cases, the Commission enters into collaboration or partnership with eligible persons, agencies, and organizations on the merits of the proposals and whether the program, event, or endeavor will contribute to the advancement of the Commission's mission and statutory objectives.

An applicant may expect to receive written notification from the Commission's staff within **30 calendar days** of the date of the letter of request, acknowledging receipt of the request for collaboration or partnership and stating whether the proposal is within the Commission's statutory objectives and program interests, and whether budgetary limitations will allow the Commission to participate in the collaboration or partnership.

VI. The Monitoring Process

The Commission **monitors all collaborations and partnerships** through regular financial and narrative reports submitted by the applicant. The applicant may be asked to attend Commission meetings to discuss current and future program strategy. The monitoring process is designed to ensure that State funds are used for approved and lawful purposes and to determine whether the collaboration or partnership is contributing to the overall goals of the Commission.