



## *New Program Planning Grant Request for Proposals 2019-2020*

According to a multitude of research studies related to adult-to-youth mentoring, the results are clear: when a youth at risk has a positive relationship with an adult, that youth will show improvements in school attendance, school performance, pro-social behavior, and reductions in negative behavior such as substance abuse and engaging in physical violence. Youth with mentors are more likely to develop positive relationships with peers and adults, and more likely to pursue college and other post-secondary opportunities.

Given these positive outcomes, MENTOR Vermont makes grants with funding support historically from the A.D. Henderson Foundation and the Vermont Department for Children and Families to invest in the creation and support of quality, long-term adult-to-youth mentoring programs.

***This grant is designed to fund the planning of a one-to-one adult-to-youth mentoring program serving youth in Vermont which:***

- Will meet all nationally-recognized best practices,
- Will be implemented in 12 months or less,
- Will be established in an un-served or under-served area of Vermont,
- Will be financially sustainable,
- Will run for a minimum of 25 weeks a year and have matches meet on average at least one hour a week or four hours a month, and
- Will evaluate its outcomes through a Results-Based Accountability (RBA) process, as set up through the Vermont Mentoring Grant application and reporting process.

***MENTOR Vermont will provide:***

- ***Technical assistance:*** MENTOR Vermont offers the information and guidance you need to create a successful and sustainable mentoring program.
- ***Resources:*** MENTOR Vermont can help you find the resources and networks you need to create, maintain, and grow a quality program. You do not need to create anything from scratch.

***New Program Planning Grant Eligibility Criteria***

MENTOR Vermont seeks to fund organizations committed to the growth of quality mentoring in Vermont. To be eligible, you must meet the following eligibility criteria:

- You are a supervisory union, school district, school, or a non-profit agency that wishes to create new mentoring opportunities in your un-served or under-served area of Vermont.
- You have convened a planning group that includes major decision-makers and at least two community members.
- You commit to address all the items on the New Program Plan Template (located in the "[Document Library](#)" on the Vermont Mentoring Database).
- You plan to start your program within 12 months of receiving a planning grant.
- If there are other mentoring programs in your area, you have met with them to determine if they would be able to meet the unmet need you have identified



and you agree to collaborate with them to assure continuity of services by joining MENTOR Vermont's K-12 Mentoring Initiative.

**For the purpose of this grant, quality programs are defined as follows:**

- Programs that show evidence of meeting all required best practices through the [Quality Mentoring System](#), which is based on the *National Mentoring Partnership's Elements of Effective Practice - 4<sup>th</sup> Edition* ([www.mentoring.org/program-resources/elements-of-effective-practice-for-mentoring](http://www.mentoring.org/program-resources/elements-of-effective-practice-for-mentoring)).
- Sustainable programs. MENTOR Vermont is invested in your financial sustainability and knows that diverse revenue sources, local fundraising, and active advisory committees are key components to a program's long-term stability, and its match quality and longevity.
- Diverse program advisory committees, including at least two community members, which meet regularly and are engaged in activities leading to the long-term sustainability of the mentoring program.
- Programs that participate in MENTOR Vermont's K-12 Mentoring Initiative.
- Programs that track and share priority data on program and youth outcomes.
- Programs that commit to evaluating themselves and reporting their data through a Results-Based Accountability (RBA) process, as set up through the Vermont Mentoring Grant application and reporting process.
- Programs that use resources efficiently and effectively.

**New Program Planning Grant Application Requirements**

All grant applications must be submitted through the Vermont Mentoring Database. In order to submit an application, you must become a basic (free) user of the Vermont Mentoring Database and create an agency profile (if you do not already have one). After you join the system, you will have access to application forms for all current grant opportunities. For information about joining the Vermont Mentoring Database, please email [benji@mentorvt.org](mailto:benji@mentorvt.org).

- You must complete all required fields in the online application for New Program Planning Grants.
- Additionally, the following documents must be uploaded through the Vermont Mentoring Database with your grant application:
  - ↑ A bio of the point person for the mentoring program planning initiative.
  - ↑ A list of advisory committee members and their affiliations: there must be a minimum of two community members (non-school, non-agency staff) on the advisory committee.
  - ↑ A copy of agency's or fiscal sponsor's IRS Tax Exempt Status Letter or tax-exempt certificate.
  - ↑ A program planning grant budget (using the "Mentoring Program Budget Template" which can be found in the "[Document Library](#)" on the Vermont Mentoring Database).

New Program Planning Grant awards will range from \$1,000 to \$4,000 based on the demonstrated funding need. This grant does not require a financial match from the organization.

Grant awards will be distributed in two installments:

1. The first installment of the funding will be awarded for the process of planning of your new program and the completion of the New Mentoring Program Plan.



2. After the New Mentoring Program Plan is reviewed and approved, if the grantee wishes to implement a mentoring program, the second installment may be awarded for the process of developing the new program in preparation for implementation. (For agencies applying to expand their existing program to a new site, this second installment will not be available unless the new site will have a significantly different program model.)

### ***New Program Planning Application Deadlines***

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There is a rolling application deadline for organizations seeking funding for planning. The availability of funds may vary during the course of the year so, in order to assure the best possible results, you are requested to contact MENTOR Vermont as soon as you begin to consider the start-up of a new program, and ideally by August 9, 2019.

### ***Reporting Requirements for New Program Planning Grants***

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Your grant period is determined during the site visit with MENTOR Vermont Executive Director Chad Butt, and is not to exceed 12 months. This grant has two reports. The reporting deadlines will be established during the site visit.

1. A comprehensive program plan submitted using the New Program Planning Grant Reporting Template. A reconciled budget will be required at this time.
2. An initial review through the Quality Mentoring System with newly developed program materials for implementation uploaded through the system. This process will be done through hand-on support from MENTOR Vermont. A reconciled budget will be required at this time.

### ***Contact Information:***

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To ensure the best outcome for your initiative, it is recommended that you first contact MENTOR Vermont about your interest in applying for a grant by calling Chad Butt at 802-999-6807 or emailing [grants@mentorvt.org](mailto:grants@mentorvt.org). Please also visit [www.mentorvt.org](http://www.mentorvt.org) to learn more about mentoring programs and initiatives in Vermont!