



*Vermont Mentoring Grants
2020-2021
Request for Proposals*

Page 1: Overview

Page 3: Timeline & How to Apply

**Page 4: First & Second Year Implementation
Grant Criteria**

Page 6: Established Programs Grant Criteria

Page 7: Grant Reporting Requirements

Page 9: Criteria for Determining Awards

Page 11: Appendix



Overview

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 year's grants also include funding from the Vermont Community Foundation's Vermont COVID-19 Response Fund.

The 2020-2021 Vermont Mentoring Grants, as they have been for the past three years, are based on Results Based Accountability (RBA) methodology. The goal of integrating RBA into the grant is to achieve the following:

- Better assist agencies in evaluating and improving their programs.
- Remove unnecessary aspects/questions from the process.
- Gather the data MENTOR Vermont needs to secure funding for the Vermont Mentoring Grants.
- Help mentoring programs strengthen their grant language and program data, which will aid them in securing funding from sources beyond the Vermont Mentoring Grants.

For resources about RBA, visit <http://raguide.org/index-of-questions/>.

This grant is designed to fund the first-year implementation or established one-to-one adult-to-youth mentoring programs serving youth in Vermont mentoring run by nonprofit organizations and schools. Eligible programs will:

- Operate at least 25 weeks of programming a year.
- Have matches that meet in-person or are mentoring via remote means (i.e. mail, email, text message, phone, and/or video chat) due to safety concerns in regard to COVID-19, but strive to resume in-person mentoring when the mentee's family, mentor, and program decide it is safe to do so.
- Meet at minimum one hour a week or four hours a month (depending on program model) when matches are safely able to meet in person and consistent and sustained communication for matches that are mentoring remotely due to COVID-19 safety concerns.
- Meet best practices as defined by [The Elements of Effective Practice for Mentoring](#) and [MENTOR Vermont's Quality Mentoring System](#).

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.
 - **COVID-19 Resources:** If your program needs to update or adjust any policies or other resources due to the pandemic, do not hesitate to contact us. We are happy to help you and are compiling examples of what other programs are doing, and can share them with you or connect you with another program directly.



Timeline & How to Apply

Timeline:

- **June 12, 2020:** Email of Intent to apply due (sent to grants@mentorvt.org)
- **June 22 – July 31, 2020:** Pre-grant writing meetings
- **August 7, 2020:** Grant applications due
- **August 31, 2020:** Grant decision letters sent out
- **September 1, 2020:** Start of grant year and funds released (if available) once signed grant agreement is received
- **January 15, 2021:** Interim grant reports due
- **May 31, 2021:** End of grant year
- **June 15, 2021:** Year-end reports due

How to Apply:

All applicants must:

- Email grants@mentorvt.org by June 12, 2020 to express your program's intent to apply. Just a simple "I intend on applying for a Vermont Mentoring Grant" will suffice. This email will allow for MENTOR Vermont to generate a list of potential applicants, conduct introductory calls for new agencies, and schedule in-person meetings with applicants.
- Participate in a virtual meeting with Chad Butt between June 22 – July 31, 2020. You should not submit your grant prior to this meeting.
- Complete all required fields in the General Vermont Mentoring Grants application on the Vermont Mentoring Database.
- Additionally, the following documents must be uploaded on the online application site.
 - ↑ A detailed description of how your mentoring program(s) will adjust to ensure personal safety of participants due to COVID-19 while maintaining mentor match relationships.
 - This should include contingency plans for the following:
 - If a stay at home order is issued again for the state of Vermont
 - If you opt to allow in-person mentoring during this grant year, how your program is insuring the safety of all participants
 - For school-based programs, if schools are not allowing for mentors to enter the school building for all or any portion of the upcoming school year
 - ↑ A list of current Advisory Committee members and their affiliations.
 - ↑ Copies of current certificates of insurance.
 - ↑ A copy of agency's or fiscal sponsor's IRS Tax Exempt Status Letter or tax-exempt certificate.
 - ↑ A detailed program budget using the "Program Budget Template" (found in the "[Document Library](#)").

If applying for first-year implementation funding, you should also submit:

- ↑ A completed New Program Plan (if not already submitted – see template in the Vermont Mentoring Database "[Document Library](#)")
- ↑ If associated with a school, a signed Statement of Commitment from the principal or superintendent.



First and Second-Year Mentoring Programs

(There are no set limits on grant awards, but there is a one-to-one funding match requirement. Please see the [Criteria for Determining Grant Awards page](#) to help determine what a realistic grant award might be for your program.)

New mentoring programs in their first or second year of implementation are eligible to apply for Vermont Mentoring Grant funding if they meet one of the following criteria:

- They commit to implement a new adult-to-youth mentoring program that will meet nationally-recognized best practices, in a school or non-profit organization, to meet an un-served or under-served need in their area.
- Are an established, quality adult-to-youth mentoring program heading into its second year of operation.

First-Year Programs:

Please note, while most successful applicants first receive planning grants, you may apply for funding to support the implementation of your program if you meet all the following grant criteria:

- New programs must submit their completed New Program Plan (if not already submitted – see template in the Vermont Mentoring Database “[Document Library](#)”)
- Programs must show evidence that they will start a program that is working towards meeting all required nationally-recognized best practices. This will be determined through a virtual program site visit.
- Programs must track and report the information outlined in the [Grant Reporting Requirements](#) section.
- New programs must commit to creating a specific number of new mentoring matches within the grant period.
- If a school-based program, run either by the school or a non-profit, applicants must garner and demonstrate strong commitments from teachers, school administrators, school board members, and parents.
- Programs must include the MENTOR Vermont logo (which is available in the Vermont Mentoring Database “[Document Library](#)”) on their website.
- Programs must agree to participate in MENTOR Vermont’s K-12 Mentoring Initiative by collaborating with mentoring programs in their area to develop a vision of matches having the opportunity to continue through the mentee’s high school graduation.
- Programs must commit to evaluating themselves and reporting their data through a Results-Based Accountability process, as set up through the Vermont Mentoring Grant application and reporting process.

Second-Year Programs:

- Programs must show evidence that they are working towards meeting all required nationally-recognized best practices. This will be determined through a virtual program site visit.
- Programs must show progress toward financial sustainability beyond the program’s second year.
- Programs must track and report the information outlined in the [Grant Reporting Requirements](#) section.
- Programs must ensure their information on the MENTOR Vermont website is current.



- Programs must include the MENTOR Vermont logo (which is available in the Vermont Mentoring Database “[Document Library](#)”) on their website.
- Programs must agree to participate in MENTOR Vermont’s K-12 Mentoring Initiative by collaborating with mentoring programs in their area to develop a vision of matches having the opportunity to continue through the mentee’s high school graduation.
- Programs must commit to evaluating themselves and reporting their data through a Results-Based Accountability process, as set up through the Vermont Mentoring Grant application and reporting process.



Established Programs Grant Criteria

(There are no set limits on grant awards, but there is a one-to-one funding match requirement. Please see the [Criteria for Determining Grant Awards page](#) to help determine what a realistic grant award might be for your program.)

MENTOR Vermont seeks to fund organizations/agencies committed to quality, long-term, one-to-one, adult-to-youth mentoring in Vermont. To be eligible, a program must operate an adult-to-youth mentoring program in Vermont and meet one of the following criteria:

- Has completed the [Quality Mentoring System](#) (QMS) process with MENTOR Vermont and is meeting all required best practices, or
- Has not received funding through the Vermont Mentoring Grants since 2014 or is entering into its third year of operation, is committed to participating in the Quality Mentoring System process with MENTOR Vermont during the 2020-2021 grant year, and is committed to meeting all required best practices by May 31, 2021.

Grant recipients must adhere to the following grant criteria. Programs must:

- Run a mentoring program that meets all nationally recognized best practices as evaluated through the QMS process. Those programs that have completed the process will be required to go through a renewal process every three years. Programs that are completing the QMS process this grant year will need to demonstrate that they are meeting best practices by the end of August 2021.
- Programs must track and report the information outlined in the [Grant Reporting Requirements](#) section.
- Ensure program information on the MENTOR Vermont website is current.
- Programs must include the MENTOR Vermont logo (which is available in the Vermont Mentoring Database "[Document Library](#)") on their website.
- Commit to securing funding outside of the Vermont Mentoring Grants that is equal or greater to the grant award.
- Agree to participate in MENTOR Vermont's K-12 Mentoring Initiative by collaborating with mentoring programs in their area to develop a vision of matches having the opportunity to continue through the mentee's high school graduation.
- Programs must commit to evaluating themselves and reporting their data through a Results-Based Accountability process, as set up through the Vermont Mentoring Grant application and reporting process.



Grant Reporting Requirements FY 2020-2021

Mid-year reports and year-end reports are required. Reporting forms can be found online in the "[Document Library](#)" of the Vermont Mentoring Database on month prior to the due date. Mid-year reports are due January 15, 2021. Year-end reports are due June 15, 2021. Reports must be submitted online through the Vermont Mentoring Database.

All grantees must report on:

- *Strategic Programmatic Improvements*
 - Ranking your program in each of the nine categories that make up the Quality Mentoring System
 - Three categories of focus chosen by program
- *How Much?*
 - Mentor/Mentee match numbers
 - Match transitions
 - Number of new mentors recruited
- *How Well?*
 - Data from the VT Mentoring Survey Core Questions
 - Match retention/transition/closure
 - Mentee high school graduation and post high school plans (if applicable)
 - Match requests filled during grant year
- *Is Anyone Better Off?*
 - Data from the VT Mentoring Survey Core Questions
- *General Program Information*
 - Length of program year (if applicable)
- *Financials*
- *Other Information*
 - Short story or anecdote linked to performance measures
- *Additional Metrics* (as chosen by program and if applicable)

All grantees must:

- Conduct comprehensive yearly surveys during a consecutive six-week period between March 1, 2021 and May 31, 2021 of their mentees and mentors with a minimum return rate of (MENTOR Vermont may decide to reduce these required rates based on what the restrictions/complications related to COVID-19 are for programs in the spring):
 - Site/School-based: 75%
 - Community-based: 50%
- Use either the Vermont Mentoring Surveys or include the required questions from the Vermont Mentoring Surveys in their own comprehensive survey. There will be no more than eight required questions. The questions are still in the process of being adjusted based on program feedback and will be available by February 15, 2021.
- If not using the Vermont Mentoring Surveys, grantees must include in their year-end report at minimum the completed Core Survey Reporting Template (which will be provided with required questions and will be available for download on the Document Library on the [Vermont Mentoring Database](#) by February 15, 2021).



Your stories and photos are appreciated as they speak volumes to your mentoring outcomes. Please share these with permission from the appropriate source(s). The pairing of a good story and data illustrating the impact of your program can have a powerful effect, giving your programmatic data life and tying your story to the benefits of your program.



Criteria for Determining Vermont Mentoring Grant Awards

MENTOR Vermont anticipates that the number of requests from qualified applicants will exceed the amount of funds available. To ensure these funds address the priorities of MENTOR Vermont in as sustainable a manner as possible, and to reflect a commitment to outcomes-based funding, the grant review committee will use the Vermont Mentoring Grant Review Rubric (found in the appendix) to determine if a grant will be awarded to an established mentoring program (the rubric will not be used in evaluating first or second-year implementation awards).

**Grant goals from the 2019-2020 Vermont Mentoring Grants will be viewed through a forgiving and understanding lens given that all programs needed to suspend in-person mentoring due to the COVID-19 pandemic.*

Additionally, the following factors will be considered in determining the amount of funding a grantee will receive (if funded):

- **Location:** Where in Vermont does the applicant serve? Does the applicant's location limit its funding options?
- **Program Type:** Community-based, school-based, site-based, etc.
 - *School/District Mergers:* Is the applicant managing a school-based program or programs in a district or supervisory union that is experiencing a school and/or district merger?
- **Weeks/Hours of Programming:** How many weeks does the applicant's mentoring program run per year? On average how many hours does a mentor match meet per month when program is running?
- **Agency Structure:** Is the applicant part of a larger agency, part of a school system, or a standalone non-profit?
- **Past Grant Performance:** If the applicant has received funding through the Vermont Mentoring Grants in the past, has the applicant met past grant goals?*
- **Program Growth (Number of Matches or Service Area):** Net-new matches are not a requirement for funding. To promote closing the Vermont mentoring gap, programs that are able to sustainably grow their program to serve underserved areas and/or reach more youth in their current service area may receive a larger grant award. Net-new matches will be measured based on past match totals and past grant goals*.
- **Program Size:** Applicants that support a large number of matches can expect to receive a larger grant award. However, the funding per match for a larger program may be lower than the ratio for smaller programs.
- **Years of Operation:** Is the applicant in their first or second year of program implementation?
- **Other Circumstances:** Has COVID-19 required applicants to adjust their program in ways that have increased expenses? Does the applicant serve a population of youth that require greater support than a typical mentoring program? Does the applicant have a special circumstance not included in the factors above that warrants a higher level of funding per match?



Funding Per Match: For the majority of applicants (serving fewer than 150 matches), the funding per match will fall within the following range:

- Community-based: \$175-\$400 per match
- Site/School-Based: \$150-\$275 per match

Suggested funding per match may change based on the amount of funding available for the Vermont Mentoring Grants.

Larger mentoring programs that serve more than 150 matches should plan to discuss an appropriate request range with MENTOR Vermont during the pre-grant writing meeting.

Appendix

Vermont Mentoring Grant Review Rubric

(for established mentoring programs)

<i>Measures</i>	<i>Inadequate</i>	<i>Needs Improvement</i>	<i>Acceptable</i>	<i>Good</i>	<i>Excellent</i>
<i>Past Grant Goals</i>	<p>Has history of not meeting grant goals</p> <p>Past grant goals are still not met</p>	<p>Has met grant goals in some years but not others</p> <p>Some past grant goals are still not met</p>	<p>Has met grant goals in some years but not others</p> <p>All past grant goals met</p>	<p>Usually meets grant goals on a yearly basis</p> <p>All past grant goals met</p>	<p>Always meets grant goals</p> <p>All past grant goals met</p>
<i>Best Practices</i>	<p>Has gone through the QMS process and does not meet all required best practices</p>	<p>Hasn't had the opportunity to go through the QMS process, but through the self-assessment and initial meeting with MENTOR Vermont, the program shows it is meeting less than 80% of best practices, but is committed to completing the QMS process during the grant year</p>	<p>Hasn't had the opportunity to go through the QMS process, but through the self-assessment and initial meeting with MENTOR Vermont, the program shows it is meeting more than 80% of best practices and is committed to completing the QMS process during the grant year</p>	<p>Has gone through the QMS process and meets all required best practices or Hasn't had the opportunity to go through the QMS process, but through the self-assessment and initial meeting with MENTOR Vermont the program shows it is meeting all best practices and is committed to completing the QMS process during the grant year</p>	<p>Has gone through the QMS process and meets all required best practices and is actively working to add quality enhancements</p>

<p>Funding Sustainability</p>	<p>Program will not be able to meet the program budget</p> <p>Cost per match far exceeds the national and Vermont average</p>	<p>Program should be able to meet the program budget, but is too reliant on one funding source</p> <p>Cost per match exceeds national and Vermont average</p>	<p>Program will be able to meet the program budget, but is too reliant on two funding sources</p> <p>Cost per match is in line with national and Vermont average</p>	<p>Program will be able to meet the program budget and has multiple sources of funding, but is too reliant on one grant/foundation or donor</p> <p>Cost per match is in line with national and Vermont average</p>	<p>Program will be able to meet the program budget and program has a well-rounded funding model with multiple funding sources</p> <p>Cost per match is in line with national and Vermont average</p>
<p>Data Collection & Management</p>	<p>Doesn't run yearly surveys of constituents</p> <p>Doesn't use a quality data management system</p>	<p>Administers yearly "during-match" surveys to mentees and mentors</p> <p>Doesn't get required return rate on surveys or</p> <p>Doesn't use a quality data management system</p>	<p>Administers yearly "during-match" surveys to mentees and mentors</p> <p>Gets required return rate on surveys</p> <p>Uses a quality data management system</p>	<p>Administers yearly "during-match" surveys and "pre" and "post" surveys to mentees and mentors</p> <p>Gets required return rate on surveys</p> <p>Uses a quality data management system</p>	<p>Administers yearly "during-match" surveys and "pre" and "post" surveys to all constituents</p> <p>Gets required return rate on surveys</p> <p>Uses a quality data management system</p>

<p>K-12 Vision</p>	<p>Works with younger youth only: Has no plan to transition matches as they age out of program or Works with older youth: Has not reached out to other programs to explore taking on preexisting matches and has no system in place to do so</p>	<p>Works with younger youth only: Not currently transitioning matches as they age out of program but wants to explore possibilities or Works with older youth: Not currently taking on preexisting matches but open to possibility</p>	<p>Works with younger youth only: Has plan for transitioning matches as they age out of program but not acting on it or Works with older youth: Has plan for taking on preexisting matches but not acting on it</p>	<p>Works with younger youth only: Has plan for transitioning matches as they age out of program in action, but still perfecting it or Works with older youth: Has plan for taking on preexisting matches in action, but still perfecting it</p>	<p>Works with younger youth only: Has plan for transitioning matches as they age out of program in action and operating smoothly and effectively or Works with older youth: Has plan for taking on preexisting matches in action and operating smoothly and effectively</p>
<p>Program Support & Buy-in</p>	<p>Does not have support of town(s) and/or school(s) Has no formal advisory board</p>	<p>Has adequate support from town(s) and/or school(s) Has an advisory board that meets less than four times a year or Has fewer than two community members</p>	<p>Has adequate support from town(s) and/or school(s) Has well-established advisory board that meets frequently, has more than two community members, and actively assists program</p>	<p>Has good support from town(s) and/or school(s) Has well-established advisory board that meets frequently, has more than two community members, and actively assists program</p>	<p>Has strong support from town(s) and/or school(s) Has well-established advisory board that meets frequently, has more than two community members, and actively assists program</p>