Vermont Mentoring Grants
2021-2022
Request for Proposals

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Contact [grants@mentorvt.org](mailto:grants@mentorvt.org) with any questions.
Overview

Through the generous contributions of the A.D Henderson Foundation and the Vermont Department for Children and Families, MENTOR Vermont provides annual funding to mentoring programs, investing in the creation and support of quality, long-term adult-to-youth mentoring programs. This year’s grants include additional funding from the Vermont Community Foundation’s Vermont COVID-19 Response Fund.

Eligibility:
These grants fund established mentoring programs serving youth in Vermont by nonprofits or schools. Grant funds may also be used to implement a new mentoring program. Programs in the planning or start-up phase with no plans of implementation during 2021-2022 are ineligible for funds, but are welcome to reach out to MENTOR Vermont for technical assistance with their planning process.

- **Program Model:**
  - One-to-one:
    - While programs may have group engagement, youth must be matched with an individual mentor.
  - Adult-to-youth
    - Mentors must be 18 years or older and no longer in high school.
    - Matches must have a three-year age gap between mentor and youth.
  - Matches should primarily meet in-person unless
    - Specific COVID-19 health and safety precautions require a match to meet remotely.
    - Either the mentor or mentee will be out of town for an extended period of time.
  - Matches should strive for one hour a week or four hours a month (depending on program model) engagement for matches meeting in person.
    - Connecting virtually when unable to meet during a given week or usual meeting time is encouraged over not connecting at all.
    - If matches are meeting remotely due to COVID-19 health and safety precautions or the mentor or mentee being out of town for an extended period, frequent, consistent and sustained communication is required.

- **Program Year:** Operate at least 25 weeks of programming a year.

- **Diversity, Equity, and Inclusion:** Actively working on diversity, equity, and inclusion (DEI) in their program (policies and procedures, program practices including training, staff personal exploration of bias, etc.).
  - Click here to read MENTOR Vermont’s commitment to DEI.

- **Best Practices:** Meet mentoring field 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 needed to create, maintain, and grow a quality mentoring program.
Timeline & How to Apply

Timeline:
- **July 18, 2021:** Grant Eligibility Form due
- **July 5 – August 11, 2021:** Pre-grant writing meetings
- **August 13, 2021:** Grant applications due
- **August 31, 2021:** Grant decisions
- **September 1, 2021:** Grant start date
- **January 15, 2022:** Mid-year grant reports due
- **May 31, 2022:** Grant end date
- **June 15, 2022:** Year-end reports due

How to Apply:
All applicants must:
- Complete a Grant Eligibility Form (first time applicants will need to set up their agency) at [https://webportalapp.com/sp/mentor_vermont_mentoring_grants](https://webportalapp.com/sp/mentor_vermont_mentoring_grants).
- Participate in a virtual meeting with MENTOR Vermont Executive Director Chad Butt between July 5 – August 11, 2021. You will receive a link to schedule a meeting once you complete the Grant Eligibility Form. Do not submit your grant application prior to this meeting.
- Complete all required fields in the Vermont Mentoring Grants application in the Vermont Mentoring Grant System.
  - All applicants must upload the following documents as part of your application.
    - A list of current Advisory Committee members and their affiliations.
    - Current certificates of insurance.
    - Agency’s or fiscal sponsor’s IRS Tax Exempt Status Letter or tax-exempt certificate.
    - A detailed program budget using the “Program Budget Template”.
      - Applicants pursuing first-year implementation funding must also submit:
        - A New Program Plan (if not already submitted – [download a template here](https://webportalapp.com/sp/mentor_vermont_mentoring_grants/template)
        - A signed Statement of Commitment from the principal or superintendent (if affiliated with a school).
First Year Programs Grant Criteria

Agencies with a mentoring program in its first year of implementation are eligible to apply for Vermont Mentoring Grant funding if they meet the following criteria.

Agencies will:

- Commit to implementing a new adult-to-youth mentoring program meeting an unserved or underserved need in Vermont.
- Commit to securing funding outside of the Vermont Mentoring Grants that is equal to or greater than the grant award from MENTOR Vermont.
- Commit to meeting nationally-recognized best practices in mentoring. This will be determined through your pre-grant meeting with MENTOR Vermont.
- Operate in a school or be run by a non-profit organization.
- Track and report the information outlined in the Grant Reporting Requirements section.
- Commit to creating and sustaining a specific number of mentoring matches within the grant period.
- Participate in MENTOR Vermont's K-12 Mentoring Initiative by serving youth through the end of high school or collaborating with mentoring programs in their area to create a pathway for match continuation through the mentee's high school graduation.
- Commit to an evaluation plan, reporting data as requested through the Vermont Mentoring Grant application and reporting process.
- If a school-based program, applicants must garner and demonstrate strong commitments from teachers, school administrators, school board members, and parents.
Established mentoring programs that are committed to quality, one-to-one, adult-to-youth mentoring in Vermont are eligible to apply for Vermont Mentoring Grant funding if they meet the following criteria. Programs will:

- **Quality Mentoring System (QMS)**
  - Demonstrate completion of the QMS process with MENTOR Vermont and that they are currently meeting all best practices, or
  - Commit to participating in the QMS process with MENTOR Vermont during the 2021-2022 grant year, and be committed to meeting all best practices by May 31, 2022.
  - 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 renewal process this grant year will need to demonstrate that they are meeting best practices by the end of August 2022.

- Track and report the information outlined in the [Grant Reporting Requirements](#) section.
- Commit to securing funding outside of the Vermont Mentoring Grants that is equal to or greater than the grant award from MENTOR Vermont.
- Participate in MENTOR Vermont’s K-12 Mentoring Initiative by serving youth through the end of high school or collaborating with mentoring programs in their area to create a pathway for match continuation through the mentee’s high school graduation.
- Commit to an evaluation plan, reporting data as requested through the Vermont Mentoring Grant application and reporting process.
Reporting Requirements FY 2021-2022

Programs must submit a mid-year and year-end report. Reports will be submitted through the Vermont Mentoring Grants System. Mid-year reports are due January 15, 2022. Year-end reports are due June 15, 2022.

The 2021-2022 Vermont Mentoring Grants use a Results Based Accountability (RBA) framework 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

All grantees must report on:

- **Strategic Programmatic Improvements**
  - Ranking your program(s) in each of the nine categories that make up the Quality Mentoring System
  - Progress toward grant goals (set by the organization during the application process)
  - Progress toward Diversity, Equity, and Inclusion goals (set by the organization during the application process)
- **How Much?**
  - Mentor/Mentee match numbers
  - Match transitions
  - Number of new mentors recruited
- **How Well?**
  - Percent of mentors who express they agree or strongly agree that they would recommend being a mentor to a friend, family member, or colleague
  - Percent of mentees who express they agree or strongly agree that they would recommend having a mentor to their friends
  - Match retention, transition, and closure
  - Mentee high school graduation and post high school plans (if applicable)
- **Is Anyone Better Off?**
  - Percent of mentees who express they agree or strongly agree that their mentor makes them feel like they matter
  - Percent of mentees who express they agree or strongly agree that having a mentor has made a positive difference in their life:
  - Percent of mentors who express they agree or strongly agree having a mentee has made a positive difference in their life:
- **General Program Information**
  - Length of program year
- **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 of their mentees and mentors measuring quality and match experience with a minimum return rate of 50%.
Award Criteria

MENTOR Vermont anticipates that the collective amount of funding requested from qualified applicants will exceed the amount of funds available. To ensure these funds sustainably address the priorities of MENTOR Vermont, and to reflect a commitment to outcomes-based funding, MENTOR Vermont will use the Vermont Mentoring Grant Review Rubric (see appendix) to determine grant awards.

There are no maximum awards, but there is a one-to-one funding match requirement. Please the following to help determine what a realistic grant award might be for your agency.

- **Location:** What region in Vermont does the applicant serve? Is this area underserved? Are there fewer other funding options compared to other regions of the state?
- **Program Type:** Community-based, school-based, site-based, etc.
- **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?
- **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 can 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 established or in their first 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? Does the applicant have special circumstances not included in the factors above that warrant 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 likely fall within the following range:
- Community-Based: $175-$400 per match
- Site-Based: $150-$400 per match
- School-Based: $150-$275 per match

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

Agencies with 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.

Contact grants@mentorvt.org with any questions.
## Appendix

### Vermont Mentoring Grant Review Rubric

<table>
<thead>
<tr>
<th>Measures</th>
<th>Inadequate</th>
<th>Needs Improvement</th>
<th>Acceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Past Grant Goals (if applicable)</strong></td>
<td>Has history of not meeting grant goals</td>
<td>Has met grant goals in some years but not others</td>
<td>All previous grant goals have been met</td>
</tr>
<tr>
<td></td>
<td>Past grant goals are still not met</td>
<td>Some past grant goals are still not met</td>
<td></td>
</tr>
<tr>
<td><strong>Best Practices</strong></td>
<td>Has gone through the QMS process and does not meet all required best practices</td>
<td>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 striving to meet best practices and committed to completing the QMS process during the grant year</td>
<td>Has gone through the QMS process and meets all best practices On-time with renewal process</td>
</tr>
<tr>
<td><strong>Diversity, Equity, &amp; Inclusion (DEI)</strong></td>
<td>Program does not have an intentional purpose for engaging in DEI.</td>
<td>Program expresses importance and desire to work on DEI but has yet to start doing the work and committed to starting during the grant year</td>
<td>Program values DEI and is actively working on DEI</td>
</tr>
<tr>
<td><strong>Funding Sustainability</strong></td>
<td>Program will not be able to meet the program budget</td>
<td>Program will likely be able to meet the program budget, but is too reliant on limited or unsustainable funding sources. Program is actively seeking to diversify funding.</td>
<td>Program will be able to meet the program budget and has diverse funding streams</td>
</tr>
<tr>
<td><strong>Data Collection &amp; Management</strong></td>
<td>Doesn’t run yearly surveys of constituents</td>
<td>Administers yearly surveys to mentees and mentors</td>
<td>Administers yearly surveys to mentees and mentors</td>
</tr>
<tr>
<td></td>
<td>Doesn’t use a quality data management system</td>
<td>Doesn’t get required return rate on surveys and/or Doesn’t use a quality data management system</td>
<td>Gets required return rate on surveys Uses a quality data management system</td>
</tr>
<tr>
<td>Measures</td>
<td>Inadequate</td>
<td>Needs Improvement</td>
<td>Acceptable</td>
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| **K-12 Vision**     | 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 | 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 | Works with young and older youth  
or  
Works with younger youth only: Has plan for transitioning matches as they age out of program in action  
or  
Works with older youth: Has plan for taking on preexisting matches in action |
| **Program Support & Buy-in** | Does not have support of community, town(s) and/or school(s)  
Has no formal advisory board | Has some support from community, town(s) and/or school(s)  
Has an advisory board but it provides limited support to program | Has adequate support from community, town(s) and/or school(s)  
Has well-established advisory board effectively assists program |