



## **Mentoring Support Opportunity Guidelines- FY 2018-2019**

### ***What is the Mentoring Support Opportunity?***

According to The Chronicle of Evidence-Based Mentoring, "Research has found that children from disadvantaged backgrounds who end up thriving in adulthood often cite these caring nonfamilial adults or, 'natural mentors', as a main source of support". In looking to increase access to a post-secondary credential attainment, Achieve Palm Beach County is working with the United Way Mentor Center to increase both quality and capacity of mentoring programs within our county's underserved population of young men and boys of color, primarily. As a nationally recognized division of the United Way, the Mentor Center is affiliated with the National Mentoring Partnership that maintains best practices standards that help ensure program quality. Through the Mentor Support Opportunity Mini-Grants, United Way of Palm Beach County seeks to increase both quality and capacity for mentoring programs that are following the Elements of Effective Practice. The Elements are nationally recognized best practice standards that help ensure program quality.

Launched in 2014, the Mentoring Support Opportunity was conceived as a way to help mentoring programs make additional matches in order to alleviate the wait list of approximately 1,400 mentees in Palm Beach County. For the August 2018 round of mini-grants, Mentor Center Network programs can receive up to \$7,500 to increase match capacity within their programs.

United Way will issue a competitive application process for mini-grants in August 2018. Applicants will have three weeks to submit their completed applications. A committee composed of United Way staff and community volunteers will review applications and make funding decisions in August 2018. Grant funds will be fully paid out by September 30, 2018.

Within one year of the awarding of a mini-grant, recipients will be required to submit a *Mentoring Support Opportunity Report* to United Way, describing outcomes achieved as a result of the grant. In addition to the report, United Way requires a Financial Reconciliation Statement, attesting to the use of all funds.

### ***Who is eligible to apply?***

This effort is in partnership with Achieve Palm Beach County. Only 501(c)(3) non-profit organizations that have a current mentoring program and serve high school aged-youth are eligible to apply. In addition, organizations that have received funding in the past year can apply as long as the funds are used for a different project. Programs that are current Mentor Center Network members, or wish to become Network members in the future, will be given priority. Organizations that provide mentoring with youth involved in the child welfare and/or juvenile justice system are encouraged to apply.

In addition, if awarded a grant, the organization must have general liability insurance with a minimum of \$1,000,000 coverage and add United Way of Palm Beach County as an additional insured party, prior to receiving the grant award.

### ***What can an agency receive funding for?***

Funding can only be used toward programmatic implementation for services impacting high school aged youth. Specifically, funding should go toward implementing one or more parts of the Elements of Effective Practice that are currently out of the program's financial capacity. Based on the Elements of Effective Practice for Mentoring, examples include but are NOT limited to:

- Mentor/Mentee recruitment
  - Marketing, advertising, promotional materials, events to recruit mentors
- Screening
  - Level 2 background screenings
  - Drug tests
- Training
  - Food and refreshments for trainings for new and prospective mentors
  - Mentor/mentee and staff trainings aimed at improving program quality
  - Online or other non-traditional training packages
- Matching
  - Interview tool from National Mentoring Partnership
- Monitoring and Support
  - Database to store mentoring match information
- Match Closure
  - Special lunch meeting to close the match

Funds can NOT be used for staff compensation or other agency costs not directly associated with program implementation.

### ***What documentation must be submitted in order to apply?***

1. Application: Mentoring Support Opportunity applications are available as of August 7, 2018. Late applications and applications missing required information will not be accepted.

2. Supporting Documentation: If the organization currently has General Liability Insurance with a minimum of \$1,000,000 coverage, please submit a copy of the certificate of insurance.

Applications with all required signatures and all supporting materials must be emailed no later than **5:00 p.m. on August 27, 2018** to Sydney Congdon at [SydneyCongdon@unitedwaypbc.org](mailto:SydneyCongdon@unitedwaypbc.org) with the following subject line: *Mentoring Support Opportunity – [Name of Organization/Program]*.

An Application Advisory Panel will review the applications and make funding recommendations to the United Way of Palm Beach County's Community Impact Committee. The panel will consist of representatives from United Way of Palm Beach County and community stakeholders. Awarded programs will need to add United Way of Palm Beach County as an additional insured party on their insurance policy prior to fund distribution.

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***What documentation must be submitted by awarded programs after services have been rendered and the project is complete?***

Prior to **August 31, 2019**, awarded organizations will be required to submit a *Mentoring Support Opportunity Report Form* to United Way of Palm Beach County. The awarded organizations will also be required to submit a *Financial Reconciliation Statement* (accounting for the use of all funds), a client impact story and demographic data of mentees served. Other documentation may be requested as well.

In addition, it is strongly encouraged that program staff as well as the organization's Executive Director/CEO attend a Racial Equity Institute workshop. The United Way hosts several of these workshops throughout the year and programs will be notified when registration for each session is open.

(PLEASE SEE ATTACHED TEMPLATE FOR MENTORING SUPPORT OPPORTUNITY REPORT FORM AND FINANCIAL RECONCILIATION STATEMENT)

***Who can an agency contact with questions?***

Sydney Congdon- *Mentoring Outreach Coordinator*  
United Way of Palm Beach County  
(e) [SydneyCongdon@unitedwaypb.org](mailto:SydneyCongdon@unitedwaypb.org) (p) 561-375-6642



## Mentoring Support Opportunity Report Form- FY 2018-2019

Organization:

Program:

***Due August 31, 2019 (awarded programs only)***

Please answer the following questions pertaining to your Mentoring Support Opportunity grant. Please limit the report to two pages or less.

1. Provide a brief description of your program.
  2. Provide a brief description of the *Elements of Effective Practice* implemented as a result of this opportunity.
  3. How many new matches resulted from the project?
  4. How will your agency sustain the matches?
  5. Were there any unanticipated challenges? If so, how did you address them and/or how will you address them in the future?
  6. What was the amount of funding used for this project?
  7. Did your program staff and/or Executive Director/CEO attend an REI workshop?
    - a. If yes, who attended and on what date(s)?
    - b. If no, please provide an explanation as to why not.
  8. Please attach a Client Impact Story (narrative form).
  9. Please attach the Financial Reconciliation Statement. (SEE BELOW)
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## Financial Reconciliation Statement

***Due August 31, 2019 (awarded programs only)***

As required by the provisions of the Agreement between the United Way of Palm Beach County and all recipients of Mentoring Support Opportunity grants for FY 2018/2019, attached is a final financial reconciliation of the funds provided by the United Way of Palm Beach County. This form must be completed and submitted to the United Way of Palm Beach County.

Mark one of the applicable boxes below related to the project budget:

- All funds provided by United Way of Palm Beach County were spent in accordance with the provisions of the Agreement;

OR

- There were under expenditures in the amount of \$\_\_\_\_\_, which pursuant to the Agreement, will be returned to the United Way of Palm Beach County by September 13, 2019; all other funds were spent in accordance with the provisions of the Agreement.

The undersigned states that he/she is the CFO or other individual duly authorized by the governing board of \_\_\_\_\_ to sign this type of document. This information is a true and accurate representation of the expenditure of United Way of Palm Beach County funds under the Agreement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

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