



## **Mentoring Support Opportunity Guidelines- FY 2017-2018**

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

Launched in January 2014, the Mentoring Support Opportunity was conceived to help mentoring programs develop additional matches, and help alleviate the wait list of mentees in Palm Beach County. Research shows that high quality, enduring relationships can lead to a range of positive outcomes for young people. Through the Mentoring Support Opportunity, the United Way of Palm Beach County seeks to support capacity-building efforts that enhance the quality of mentoring programs and increase the number of youth being mentored. In an effort to support emerging programs and grow the Mentor Center Network, programs that have previously received mini-grant funds from the Mentor Center within the past 12 months or receive funding from the United Way are not eligible to apply for this Mentoring Support Opportunity. The typical Mentoring Support Opportunity mini-grant is between \$2,000 up to a maximum of \$5,000 (based on available funds) to be used to increase program capacity and become eligible to join the Mentor Center Network.

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

Only 501(c)(3) non-profit organizations that have a current mentoring program, do not currently receive funding from the United Way, and have not been recipients of Mentoring Support Opportunity funds within the past 12 months are eligible to apply. 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 as well.

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

Funding can only be used toward programmatic implementation. 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:

- 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
- 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.

***How can an agency apply?***

Mentoring Support Opportunity applications are available as of **December 19, 2017**. Applications must be submitted by **5:00pm on January 26, 2018**. Late applications and applications missing required information will not be accepted.

Applications with all required signatures and all supporting materials must be emailed no later than 5:00 p.m. on January 26, 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 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.

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

Prior to **August 31, 2018**, the organization will be required to submit a *Mentoring Support Opportunity Report Form* to United Way of Palm Beach County. The organization 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@unitedwaypbc.org](mailto:SydneyCongdon@unitedwaypbc.org) (p) 561-375-6642



## Mentoring Support Opportunity Report Form- FY 2017-2018

Organization:

Program:

*Due August 31, 2018*

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

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 2017-2018, 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 by August, 31, 2018.

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 \_\_\_\_\_ [date]; 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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