

Rhode Island Mentoring Partnership

Request for Proposals

Mentoring Initiative for At-Risk Youth



Deadline: September 28, 2010 at 5PM

Rhode Island Mentoring Partnership Request for Proposals 2010

The Rhode Island Mentoring Partnership is seeking applications from Rhode Island organizations that serve youth in need of support from a caring adult role model—a mentor. This is a one-time grant opportunity that was appropriated by the US Senate and House of Representatives through the initiative and support of Senators Jack Reed and Sheldon Whitehouse and Congressmen Patrick Kennedy and Jim Langevin and it will be administered through the Office of Juvenile Justice and Delinquency Prevention. This grant will invest \$175,000 in mentoring programs across the state of Rhode Island in grants ranging from \$2,000 - \$20,000.

RIMP is a public-private partnership dedicated to building the number of youth matched with mentors and quality mentoring organizations that serve youth who are at risk of dropping out of school or getting involved with the Justice System. Mentoring relationships foster positive youth development and academic success through use of the nationally accepted *Elements of Effective Practice in Mentoring*.

The purpose of this funding is to:

- 1) Increase the number of youth matched with mentors, and
- 2) Improve the quality of mentoring programs and mentoring relationships.

Grant Award Cycle: November 1, 2010 through December 31, 2011

Who should apply

Existing RI mentoring programs that wish to expand and/or improve their mentoring programs and organizations that want to start *new mentoring programs*. Applicants must be a 501(c) (3) or have a fiscal agent such as a school department or non-profit.

How to apply

Applicants must e-mail a completed proposal to RI Mentoring Partnership with the required documents listed below by **5 p.m., Tuesday, September 28, 2010**.

A completed application must include, in the following order:

- 1) Cover sheet signed by the Executive Director/CEO.
- 2) Completed PDF application form that includes the Project Narrative and the Project Budget (Sample 1).
- 3) Copy of your organization's IRS 501(c)(3) tax exempt status determination letter.
- 4) Most recent organization budget.
- 5) Copy of most recent audit, if applicable.

Please e-mail your application package to: pvenditti@mentorri.org

What will readers look for?

Readers will review each section of the proposal and rate it numerically as designated by the points listed on each section. As they rate each section, they will keep the following criteria in mind:

Project Design – Has the applicant clearly defined the need, how the need will be addressed, and the types of outcomes expected? Are the Elements of Effective Practice being used?

http://www.mentoring.org/find_resources/elements_of_effective_practice

Plausibility - Is the need being addressed directly correlated with expected outcomes and are the expected outcomes appropriate for the grant amount requested? Is this project realistic and achievable?

Capacity – Does the applicant have a proven track record of providing quality mentoring or other youth services in their community (i.e. number of years, positive youth outcomes), and do they have the capacity to successfully deliver the outcomes specified in their project design, given budget? Do new programs have a commitment and plan to implement quality standards in mentoring?

Award Announcement. Awards will be announced in October 2010. RI Mentoring Partnership will post approved agencies on the RIMP website www.mentorri.org as soon as all agencies are personally notified of a decision.

Questions about the RFP

RIMP encourages you to call our staff directly to ask questions about the RFP, the grant process, etc. Questions may be directed to Arlene McNulty 732-7700 ext. 102, amcnulty@mentorri.org or Jo-Ann Schofield 732-7700 ext. 103, jschofield@mentorri.org. All questions and answers will be posted on RIMP's website www.mentorRI.org.

**RI Mentoring Partnership
Grant Application Cover Sheet**

Organization Information

Organization: (legal name)	
Program Name:	
Address:	
Executive Director/CEO:	Title:

Grant Contact Information

Grant Contact Name:	Title:
Phone:	Fax:
Alternate Phone:	
E-Mail Address:	

Grant amount requested: \$ _____
Mentoring program budget, 2010: \$ _____
Organization budget, 2010 \$ _____

Youth Served

Number of youth mentored in 1-1 matches	<u>2009:</u>	<u>2010:</u>
Total number of mentored youth (1-1, group, e-mentoring, other)	<u>2009:</u>	<u>2010:</u>

Does your organization have liability and errors/omissions insurance? yes no

Is your organization a member of the RI Mentoring Partnership? yes no

If no, are you interested in becoming a member of RIMP? yes no

Would you like to use or learn more about CiviCore, a free statewide tracking and evaluation tool, designed specifically for mentoring programs? yes no

If funded, would your organization be interested in hosting a celebratory event with RIMP and all grantees to thank our RI Senators and Congressmen? yes no

Applicant Certification

I hereby certify to the best of my knowledge that the information contained in this application is true and correct.

Executive Director/CEO Name

Executive Director/CEO (signature)

Date

The RI Mentoring Partnership reserves the right to reject or to seek modification of any proposals and to waive specific terms and conditions contained in this Request for Proposals.

RI Mentoring Partnership Narrative Guidelines

The narrative describes your program and how you would use grant funds.

Funding Guidelines

Funds may be applied to a variety of projects including mentor recruitment, program materials, program activities, and employee time, as well as general operating support. Funds may not be used for food or special events, i.e., fundraising, recognition, end-of-year parties, etc.

Format

The number of characters is limited. Character limits are posted on each section of the grant application.

Submission. Applications must be submitted electronically to the RI Mentoring Partnership by email to: pvenditti@mentorri.org by **5 p.m., Tuesday, September 28, 2010**. Please scan the signed cover sheet and organizational documents and attach them with your application. If you cannot scan and e-mail, please fax additional documents to RIMP at 732-7715 by 5pm on September 28, 2010.

1. **Project Title:** _____
2. **Funding amount requested:** _____
3. **Number of youth to be served:** _____
4. **Project Abstract.** Please provide a 3-5 sentence overview of your project: (1000 Characters)

Project Narrative:

5. **Description of the organization and capacity to implement project. (Maximum 10 points)**
Please include a brief statement of your mission, history, and your capacity to successfully complete the proposed work. (2000 Characters):

6. Needs Statement. (Maximum 10 points) Who is the target population? Why do they need the proposed services? (2000 Characters):

7. Mentoring program. (Maximum 15 points) Please summarize your current and/or planned implementation of the Elements of Effective Practices in Mentoring and how this project will enhance your use of quality standards.

http://www.mentoring.org/find_resources/elements_of_effective_practice/ (2500 characters):

8. Project description

a. **Purpose of grant. (Maximum 10 points)** Please describe your proposed project (2000 Characters):

b. **Project goals, objectives and outcomes. (Maximum 15 points)** When describing your goals, objectives and outcomes, please be sure they are Specific, Measurable, Attainable, Results-oriented and Time-framed. (2500 Characters)

c. **Timeline or schedule for implementing the activities. (Maximum 10 points)** You do not need to give exact dates. (2000 characters)

Example:

October-December: Recruit and screen XX mentors
Communicate advanced mentor training opportunities to all mentors
etc.
etc.

d. **Evaluation. (Maximum 10 points)** Please describe how you will determine the success of the activities funded through the grant, e.g., outcomes assessed, measurement tools used, and evaluation schedule. Please Note: CiviCore tracking and evaluation system will be available to all grantees at no charge. Use of CiviCore is purely optional and will have no bearing on whether or not a program is approved for funding through this RFP. (2000 characters):

**Sample 1
Project Budget**

Personnel:	RIMP Request	Other Funding Sources	Project Total
Staff Position/ # hours/annual pay			
Program Coordinator 20 hrs wk* 40 wks @ \$12/hr	\$4,800	\$4,800	\$9,600
Health/Taxes/Benefits	720	720	1,440
Total Personnel	\$5,520	\$5,520	\$11,040
Training (25 DVDs \$20 each)	500	0	500
Marketing Brochures (500 @ .50 each)	250	150	400
Office Supplies (25% of \$1000 budget)	250	750	1,000
Other Please Specify:			
Total Direct Costs	1,000	900	1,900
Total Project Budget	\$6,520	\$6,420	\$12,940

Please send an e-mail attaching the completed application (which includes Cover Sheet signed by the Executive Director/CEO, Project Narrative and Project Budget Information including Budget Narrative and Project Budget) and the following additional attachments:

- 1) Copy of your organization's IRS 501(c)(3) tax exempt status determination letter.
- 2) Most recent organization budget.
- 3) Copy of most recent audit, if applicable.

Deadline:

Must be submitted by

5 p.m., Tuesday, September 28, 2010 via e-mail

to: pvenditti@mentorri.org