



## **Mentoring Capacity Building Support Opportunity for Mentor Center Partner Programs Guidelines- FY 2023/2024**

### ***What is the Mentoring Capacity Building 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, United Way of Palm Beach County seeks to support capacity-building efforts that enhance the quality of mentoring programs and increase the number of youths being mentored.

Now years removed from the ending of the pandemic, we hope to get back to serving our most vulnerable populations in Palm Beach County.

For the current mini-grant opportunity, only affiliate programs that have a current active mentoring program, and are willing to serve vulnerable youth and are seeking to implement all Elements of Effective Practice are eligible to apply. The typical grant is between \$2,000 up to a maximum of \$7,500 (based on available funds) to be used to expand program capacity and extend their services to serve this most at need segment of youth and become eligible to join the Mentor Center Network.

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

Only 501c(3) non-profit organizations that have a current mentoring program, and are seeking to implement all Elements of Effective Practice are eligible 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. 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
    - United Way's mentor Center uses Innovative Mentoring Software
  - Data sharing software utilization (must agree to share data with the Mentor Center)
- 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 **February 19, 2024**. Applications must be submitted by **5:00pm on March 8, 2024**. 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 5:00pm on March 8, 2024** to the Mentor team at [Mentoring@unitedwaypbcc.org](mailto:Mentoring@unitedwaypbcc.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.

Applications can be downloaded at: <https://unitedwaypbcc.org/nonprofit-resources/>

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

By October 15, 2024 at 5:00pm, the organization will be required to submit a *Mentoring Capacity Building 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 the Racial Equity Institute and Trauma Informed Care workshops. 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 REPORTING)

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

Mentor Team  
 United Way of Palm Beach County  
[Mentoring@unitedwaypbcc.org](mailto:Mentoring@unitedwaypbcc.org)  
 (561) 375-6642

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**Mentoring Capacity Building Support Opportunity  
for Mentor Center Partner Programs  
Report Form- FY 2023/2024  
Due 10/15/2024 by 5:00 PM**

Organization:

Program:

Date:

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 and/or Trauma Informed Care 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 attached).
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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 Capacity Building Support Opportunity for 2023/2024, attached is a final financial reconciliation of the funds provided by 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 30, 2024; 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