



Mentoring Capacity Building for Mentor Center Partner Programs Guidelines- FY 2024/2025

What is the Mentoring Capacity Building Grant?

Launched in January 2014, the Mentoring Grant 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 Capacity Building Grant, 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.

As we continue to address the evolving needs of our community, we recognize the increasing importance of comprehensive mentoring support for youth facing multiple challenges. Recent data indicates that youth who have strong mentoring relationships show improved academic outcomes, better social-emotional development, and increased resilience in the face of adversity.

For the current mini-grant opportunity, only affiliate programs that have a current active mentoring program and are willing to serve youth facing barriers and are seeking to implement 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.

Who is eligible to apply?

Only 501c (3) non-profit organizations that have a current mentoring program (managed by staff and/or volunteers), and are seeking to implement a component of the 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:

1. Program Values (Creation of values statement)
2. Strong Program Design (Creation of logic model)
3. Recruitment of Youth Participants (Creation of formal recruitment plan)
4. Recruitment of Mentors (Host recruitment event)
5. Youth Enrollment (Host enrollment event)
6. Mentor Screening and Enrollment (Creation of formal process/background checks)
7. Youth Preparation and Training (Youth attend training or skill development)
8. Mentor Preparation and Training (Mentors/Staff attend training or skill building session)
9. Establishing Mentoring Relationships (Mentor/Mentee Relationship building event)
10. Ongoing Caregiver Engagement (Parent night)
11. Supporting Mentoring Relationships
12. Relationship Celebration and Program Exit
13. Program Leadership and Staffing (Mentor/Staff development)
14. Community Engagement (Field trip)
15. Program Infrastructure and Sustainability (Creation of marketing materials)
16. Program Evaluation (Implementation of data measurement tool)

Funds can NOT be used for staff compensation or other agency costs not directly associated with program implementation. Use of funds for a consultant would be considered.

How can an agency apply?

Mentoring Capacity Building Grant applications are available as of April 4, 2025. Applications must be submitted by 5:00pm on April 18, 2025. 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 April 8, 2025 to the Mentor team at Mentoring@unitedwaypbc.org with the following subject line: Mentoring Capacity Building Grant – [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://unitedwaypbc.org/nonprofit-resources/>

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

By October 15, 2025 at 5:00pm, the organization will be required to submit a Mentoring Capacity Building Grant Report Form to United Way of Palm Beach County (see attached). 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 United Way workshops such as Trauma Informed Care, Suicide Prevention, and Elements of Effective Practice. The United Way hosts several of these free workshops throughout the year and programs will be notified when registration for each session is open.

Who can an agency contact with questions?

Mentor Team
United Way of Palm Beach County
Mentoring@unitedwaypbc.org
(561) 375-6638



**Mentoring Capacity Building Grant Report Form
For Mentor Center Partner Programs
FY 2024/2025
Due 10/15/2025 by 5:00 PM**

Organization:

Program:

Date:

Please answer the following questions pertaining to your Mentoring Capacity Building 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. What trainings and/or workshops did your program staff and/or Executive Director (CEO) attend?
 - a. Who attended and on what date(s)?
 - b. If not, please provide an explanation as to why not.
 8. Please describe the impact this grant had on your program's youth, and include 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 Grant for FY 2024/2025, 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, 2025; 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
