



**Mini-Grant Opportunity**  
**Kansas Mentors Recruitment and Retention Mini-Grant**  
**Application Deadline: July 1, 2016**

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**Purpose**

Kansas Mentors is a statewide mentoring partnership committed to ensuring that every young Kansan has access to a caring and quality mentor. Mentoring, at its core, guarantees young people that there is someone who cares about them, assures them they are not alone in dealing with day-to-day challenges, and makes them feel like they matter. Yet one in three youth will grow up with the support of a mentor in their lives. In reflection of that, Coach Bill Snyder (Kansas State University) and Coach Tom Osborne (University of Nebraska) initiated the annual [\*Coaches' Challenge\*](#) in 2008, with the goal of rallying new volunteers for mentoring programs. During the last seven years the popularity of the *Coaches' Challenge* has grown with the expansion into additional states and conferences. In the spirit of the annual *Coaches' Challenge*, Kansas Mentors is seeking projects taking place during the *Challenge* that focus on the recruitment and/or retention of mentors. Specifically, grant applicants should focus on:

1. Outreach efforts to recruit more Kansans to meet the state's shortage of mentors and/or;
2. Innovative strategies and trainings to retain existing mentors and/or;
3. Approaches to ensure young Kansans are receiving high quality mentoring services.

Grant activities should take place during the *Coaches' Challenge*: August 1, 2016—November 30, 2016

**Who May Apply?**

This is a competitive, reimbursement grant application process. Organizations that are currently engaged in youth mentoring activities that meet the definition of mentoring provided below\* and are registered as an ***Affiliate Program with Kansas Mentors prior to July 1, 2016*** are invited to submit applications. For a list of registered programs or to become an affiliate visit the Kansas Mentors' partner directory at:

[www.kansasmentors.org](http://www.kansasmentors.org).

\*Definition of mentoring as developed by KM's Council of Mentors:

*Mentoring is a consistent, structured, stable relationship between youth and a caring role model(s) that involves regular, ongoing, and ideally face-to-face meetings and is focused on developing the character, capabilities and confidence of the young person(s).*

***Please Note:*** *Eligible applicants must complete criminal background checks on all mentors prior to matching them with a mentee and as part of a thorough mentor screening process.*

**Funding Guidelines:**

Kansas Mentors expects to award up to \$5,000 in one-time grants to support Coaches' Challenge activities. Applicants may request up to \$750 in funding with a minimum request amount of \$250. Applicants understand that this is a cost-reimbursement grant funding opportunity.

**New this year:** A 25% non-federal match is required for all grant applications.



**Grant Project Period:**

Mini-Grant activities/projects must take place during the annual *Coaches' Challenge*, August 1, 2016—November 30, 2016.

**Funding Restrictions:**

Programs currently funded through the Kansas Volunteer Commission (KVC) may not replace staff time or other expenses already covered through existing KVC/KM grants with funds to be provided through grants described in this RFP. Applicants are encouraged to propose projects tailored to the needs of their community/audience. Duplicate or template applications for multiple communities will not be considered unless the unique needs of each community are clearly demonstrated and addressed by the proposed project.

Grant funds under this program are federal funds from the Corporation for National and Community Service, CFDA No. 94.003, therefore the KVC/KM will not fund projects that engage in the following:

- Provide religious instruction, conduct worship services or engage in any form of proselytizing;
- Assist, promote, or deter union organizing;
- Finance directly or indirectly any activity designed to influence the outcome of an election to any public office;
- Impair existing contracts for services or collective bargaining agreements.

Grants under this program are subject to applicable Cost Principles under OMB Circulars A-21 (2 CFR part 220), A-122 (2 CFR part 230), or A-87 (2 CFR part 225) and the Uniform 6 Administrative Requirements for grants under A-102 (45 CFR part 2541) or A-110 (45 CFR 2543 or 2 CFR part 21).

**Responsibilities of Mini-Grant Recipients:**

1. Submit a final report (form will be provided) that will include the following:
  - a. Number of potential mentors targeted (If hosted a recruitment event, how many people attended? If provided ongoing training activities to help retain mentors, how many mentors participated?).
  - b. Outcome of recruitment/retention activity (As a result of grant activities how many mentors were recruited, retained or trained.).
  - c. Written description of activity(s) and/or event(s).
  - d. Success story or impact of activity(s) and/or event(s).
    - i. Photographs from the event strongly encouraged.
2. Submit the *Coaches' Challenge* New Recruits Report for all four quarters of the Challenge (dates TBD).
3. Include the KM logo on all program materials and publicity.

**Mini-Grant Match:**

- A 25% match of the total amount requested from KM is required.
- Match funds must come from a non-federal source or be provided as “in-kind”
  - For example, if an applicant requests \$750 from KM for this grant funding, they must include a \$188 match.
- Matching funds can be a combination of cash or in-kind match
  - Please note that the value of volunteer project hours is not considered an acceptable source of match.



- The only exception to this would be pro-bono or skilled volunteers that are leveraged for the project, or volunteers that help with the administration of the project.
- **Grantees must include documentation for match expenses in the final report.** (*KM will provide a form.*)
- Examples of acceptable match include, but are not limited to:
  - Space used for program activities;
  - Supplies needed to operate the program, not included in the grant budget (office supplies, photocopying, postage, internet, fax);
    - Donation of program supplies and materials necessary to accomplish the activities;
  - Cash contributions from any individuals or community organizations;
  - Transportation provided at no-cost to the program;
  - Discounts above and beyond those available to the general public provided by local vendors;
  - Local, non-federal grants or others funds used to accomplish the activity.

### **Timeline:**

- Request for Proposals released by May 13, 2016
- Grant applications due by 5:00PM on July 1, 2016
- Announcements made on or around July 15, 2016
- Awards distributed in October 2016 after a September (mid-challenge) check-in
- Submission of *Coaches' Challenge* New Recruits Report for all four quarters of the Challenge required (dates TBD)
- Final grant reports due December 10, 2016

### **Application Instructions:**

- Applicants should submit a complete, signed mini-grant application via email to [mentor@ksde.org](mailto:mentor@ksde.org).
  - Please include "Kansas Mentors Mini-Grant\_*Insert Applicant Name*" in the subject line.
- All applicants must submit a signed w-9 form with their completed application, if applicable.
  - You can find a blank copy of this form at [www.kansasmentors.org](http://www.kansasmentors.org).
- Please visit [www.kansasmentors.org](http://www.kansasmentors.org) or contact [mentor@ksde.org](mailto:mentor@ksde.org) to find the grant application.
- All applicants will receive confirmation of receipt of their application within one business day. If you do not receive confirmation of receipt, please contact [KM Director](#) immediately.

### **Kansas Mentors Contact Information**

This *Notice* is online and available at [www.kansasmentors.org](http://www.kansasmentors.org). For further information, technical assistance support, and/or for a printed copy of the materials please contact Cheri Faunce at 785-368-6211 or email [cfaunce@ksde.org](mailto:cfaunce@ksde.org).

### **Suggestions:**

This is the perfect opportunity for your organization to recruit more mentors, form new partnerships, secure additional funding, and raise awareness. The annual *Coaches' Challenge* gives us a unique opportunity to elevate mentoring and the need for more mentors for the entire state of Kansas. In keeping with that theme, we



encourage you to think about how you can partner with other mentoring and youth-serving organizations in your community to “bring home a win” for all of the youth in your area. The possibilities are endless.

Here are a few ideas to help start your brainstorming processes:

- Contract with a certified trainer to host a specialized training session for current mentors.
- Host a mentor/mentee “watch party” during a KU/KSU game and invite potential mentors to attend and learn more about joining your team.
- Connect with your local colleges/institutions and start a competition between sports teams to see which team can recruit the most mentors during the campaign.
- Design and print new brochures, flyers, one-pagers or business cards about the *Coaches’ Challenge* campaign and how it can support your programming.
- Plan a mentee outing and fill mason jars with “Thank Your Mentor” items to be given to all mentors in your program in recognition of their service.

