

Vermont Mentors!

2011 Application Cover Sheet

The *Vermont Mentors!* guidelines and this form are available online at www.permanentfund.org. Questions? Contact The Permanent Fund: Paula Francis at 802-279-4092 or at VTmentoring@gmail.com. Please submit **an electronic copy** of this application along with the required attachments to VTmentoring@gmail.com **by 5:00 p.m., October 8, 2011**. The grant period is January 1 – December 31, 2011.

In order to receive a 2011 VM! grant, your current program information must be placed on the Vermont Mentoring Partnerships' website: www.vtmentoring.org. To do this, contact Jenny at jenny@mobiusmentors.org or at 802-658-1888.

Name of Mentoring Program:	
Organization Name (if different from above):	
Fiscal Agent (if different from above):	
Designated Mentoring Staff Member's Name & Title:	
Mentoring Program Contact Information:	
<i>Email Address</i>	
<i>Phone Number</i>	
<i>Street Address</i>	
<i>Mailing Address</i>	
<i>City</i>	
<i>Zip Code</i>	
Host Agency/Fiscal Agent's Contact Info:	
<i>Organization Name</i>	
<i>Contact Person/Title</i>	
<i>Email Address</i>	
<i>Phone Number</i>	
<i>Street Address</i>	
<i>Mailing Address</i>	
<i>City</i>	
<i>Zip Code</i>	
<i>Federal Tax Exempt ID #</i>	
Are you part of a local mentoring umbrella or network: Mobius, Mentor Connector, or Lamoille Valley Mentoring Partnership?	
Name & Title of Person Completing this Application:	
Date Application Completed:	

General Information:

Have you previously received a Vermont Mentor's grant? What years?	
If applicable, what was your net new match goal in 2009-2010? How many net new matches have you made as of this date?	
<i>How many adult-to-child matches did you have in ...</i>	

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February 2010?	Site-based: Community-Based:
September 2010?	Site-based: Community-Based:
How many peer mentoring matches do have?	
If applicable, what was your funding match goal in 2009-2010? How much of the match have you actually raised to date?	
County(ies)/town(s) you propose to serve with these grant funds:	
Target population of children you propose to serve with these grant funds (e.g. age range, specific neighborhoods or schools):	
Grant Amount Requested (*Not to exceed 20% of your total mentoring budget from your program's previous FY year - See VM! 2011 Guidelines):	
How many net new matches do you commit to recruit between Jan. 2011 & Dec. 2011?	
Will they be community-based, site-based or both?	
How many <u>total matches</u> do you plan to have in your program by Dec. 31, 2011?	Site based: Community-based:

Does your program meet the Core Standards?
(These standards are online at www.permanentfund.org.)

1. DESIGNATED MENTORING PROGRAM STAFF

<i>Please respond to the following questions and, where relevant, indicate how your program meets each standard. If it does not, describe why not and how you intend to work towards meeting the standard in the 2011 calendar year.</i>	
Do you have a job description for the designated staff who administers your mentoring program?	
How many FTEs does your mentoring program have?	
Do staff members engage in relevant professional development activities? Please describe.	

2. TRAINING AND SUPPORT TO MATCHES

Do you have a volunteer mentor description that clearly outlines expectations and responsibilities of the mentor?	
Do you provide mentors with a comprehensive orientation? What topics are covered?	
Do mentor matches receive an intensive schedule of check-ins by program staff in the first three months? Please explain.	
Do you continue check-ins on a frequent and predictable basis? Please explain.	
Do you offer regular training opportunities to mentors? Please explain.	

3. PROGRAM PLANNING

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Do you have a program plan? Are your community's needs and resources reflected in this plan? Are there clear goals and strategies?	
Besides creating net new matches, what are your program's priorities this year?	

4.

SAFETY PRACTICES

<i>Do you follow the Core Standards by having (or conducting):</i>	
A written screening policy including your screening processes, instructions on interpreting reports, and guidelines for selecting or disqualifying mentors?	
A standardized mentor application?	
A written safety policy on responding to accusations, suspicions, and knowledge of abuse (by mentors, family members or others)?	
At least two reference checks on potential mentors (one personal and one professional – when relevant)?	
In-person interviews with potential mentors?	
Vermont Criminal Records Background Checks on mentors?	
Fingerprint-based background checks when you see “red flags”?	
National Sex Offender Registry reviews?	
Vermont Child Abuse and Neglect Registry reviews?	
Vermont motor vehicle driver record checks (if your program staff or mentors transport mentees in motor vehicles)?	

5.

PROGRAM MONITORING AND EVALUATION

<i>Do you collect data to track your program's progress (such as):</i>	
What percentage of your matches did you retain in the past year? How do you determine your retention rate? Please explain losses.	
What is the average duration of your mentoring matches?	
What are your longest and shortest match durations?	
How many matches lasted less than three months in the past year? Why?	
In the past year, how many mentees have been referred to other mentor programs after “aging out” or moving out of your area?	

6.

PROGRAM SUSTAINABILITY

<i>Do you have a successful financial sustainability plan as indicated by:</i>	
Diversified sources of funding? Attach your total mentoring program budget including dollars from sources other than from the Vermont Mentor! Grant (please refer to Guidelines).	

Please do not alter the application sheet.

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If your program is housed in an organization that provides more than mentoring services, please indicate the total budget amount of this host organization.	
Do you have an active mentoring advisory committee? How do they engage in fundraising? In assuring program sustainability?	
Do you have a diverse group of advisory committee members? Do you have at least two community members (e.g. non-mentoring program staff, non-school staff)? Please attach a list of members and their affiliations.	
How many times in the past 12 months did the advisory committee meet?	