Community Connectors

Grant Application Guidance

Round 4 Funding: July 1, 2018 – June 30, 2019

Section A: Applicant Information

1. Program Name

2. Please provide a short program summary: This summary is limited to 140 characters.
   This is an ultra-concise description of the overall project. It should only include a brief description of the project and the major goals it hopes to achieve.

3. Lead Applicant Documentation:

   Community Connectors lead applicants must have a current non-profit status.

   a. Copy of most recent IRS Determination Letter, if applicable
   b. List of board members with term dates and acknowledgement that they serve without compensation;
   c. Signed copy of IRS Form 990 covering a fiscal period to include June 30, 2016 or more current OR if not required to file an IRS Form 990, provide a pro forma IRS Form 990;
   d. Copy of most recent year-end internal financial statement, review opinion or independent financial audit to include June 30, 2016 or more current;
   e. Copy of organization's non-discrimination/equal opportunity policy; and
   f. Signed Certification Form.
   g. Documentation Certification
      i. I certify that the documents uploaded in answer to questions 3. a, b, c, d, and e are the most recent, and accurately reflect our organization's current status.

   (Failure to certify may result in removal from consideration)

   h. Is your organization considered to be a faith based organization – Yes/No.

4. Lead Applicant Primary Contact. The person listed below will be the primary contact during the grant period.
   a. Lead Applicant primary contact: First Name
   b. Lead Applicant primary contact: Last Name
   c. Title
   d. Address
   e. Phone number (xxx-xxx-xxxx)
   f. Email address

5. What is the total number of students your program proposes to serve? *Enter in box provided*
   This is the number of students who will receive services or other benefits as a direct result of implementing this project. This does not include students who may be impacted if the project is replicated or scaled up in the future.

6. Please identify the eligible school district(s) and grade level(s) to be served.
    a. Please identify the eligible school district(s) where students will be served through this program on the Participating Schools page by clicking on the link below. *Click link for list of school districts*
    b. Each participating school district must submit a *District Partnership Agreement* signed by the Superintendent (or equivalent). Please upload a signed *District Partnership Agreement* below. *Document is located in the CCIP document library and here.*
    c. Please check the grade levels to be served by this program. *(Grades K-12)*

7. Community Partnerships:
   List the primary contact for <u>each</u> partnering organization.
    a. Please list all partners by name on the "Program Partners" page by clicking on the link below. Add Program Partners.
        i. Organization Name:
        ii. Partner Type: (Check all that apply) - Business, Not-for-Profit, Values-based
        iii. Partner Primary Contact First Name:
        iv. Partner Primary Contact Last Name:
        v. Partner Primary Contact Phone Number: (xxx-xxx-xxxx)
        vi. Partner Primary Contact Email Address:
    b. Please upload a *Community Partnership Agreement* that has been signed and dated by all program partners, by clicking on the link below. Upload Partnership Agreement.
       Document is located in the CCIP document library and here.

<u>Section B: Budget Information</u>

8. Please provide budget and funding information:
   The Community Connectors funded budget is entered directly in CCIP. The budget narrative should provide a rationale and evidence for each of the budget items and associated costs outlined in the budget grid. In no case should the total projected expenses in the budget narrative exceed the total Community Connectors grant funds in the budget grid.
    a. Amount requested from Community Connectors. The maximum amount that may be requested per application is $150,000.
    b. Match Provided:
       Amount must equal 25% of total program budget. (3-1 match)
    c. Total program budget:
       Community Connectors grant plus matching funds.
    d. Enter your budget (Community Connectors funding only) in the CCIP by clicking the link below. *Remember that only 5% of your total Community Connectors request may be represented in the Other (800) column.*
    e. Provide your budget narrative that only includes the dollars requested from Community Connectors. (4,000-character limit)
       Only include explanations for the dollars requested from Community Connectors
    f. Upload your Community Connectors Budget and Match Fund spreadsheet by clicking on the link below. Upload Community Connectors Budget and Match Fund Spreadsheet.
       Document is located in the CCIP document library and here.

9. Please outline your sustainability plan for the continuation of your program once the grant funding period has ended. (1,000-character limit)
   Briefly outline the long-term strategy for mentoring students beyond the grant-funded year.

Section C: Community Connectors' Core Principles

10. Describe your program and how it will address each of the 5 Community Connectors Core Principles. (1,000-character limit)
    This is an all-inclusive summary and will highlight the individual core principles of program.
    a. General Description:
    b. Goal 1 – Setting goals to be prepared for the 21st century careers
    c. Goal 2 – Building Character
    d. Goal 3 – Developing Pathways to Achievement
    e. Goal 4 – Building a Sense of Resiliency
    f. Goal 5 – Believing in a Positive Future

11. Describe specific activities your program will conduct. (2,000-character limit)
    a. 1 to 1 Mentoring Activities: *Program must include 1:1 mentoring as part of overall project plan.*
    b. Activities that foster financial literacy, career readiness and entrepreneurship skills in a classroom setting. *Priority will be given to programs that include these activities.*
    c. Any other activities. *This includes but is not limited to college visits, job site visits, mentor-mentee activities and community engagement*.

12. Describe how your program will guarantee the safety of participating students. (2,000-character limit) *This may include, but is not limited to the following: Background checks, age and gender appropriate matching or oversight protocols.*

13. Please cite the best practices that you have integrated into your mentoring program. Be sure to include the source(s). (4,000 Character limit)

14. Describe the role(s) each partner named in question 7a will have in your program. (4,000-character limit)
    Relate the level of engagement and specific involvement in the mentoring process of each partner. Note that each partner is expected to play a significant and active role in the mentoring process.

15. Community Connectors intends to emphasize effective partnerships among organizations willing to bring their resources to mentoring programs. How will you define a successful collaboration with your partners? If your relationship with any partners is remunerative, please describe. (2,000-character limit)

16. Community Connectors focuses on engaging volunteer mentors.
    a. Describe your organization's experience with working with volunteers. (1,000-character limit)
    b. Describe your volunteer recruitment strategy and training plan for staff and volunteers involved in your mentoring program. (2,000-character limit)
    c. Describe how you will ensure consistent volunteer participation. (4,000-character limit)

Section D: General

17. Select the option below that best describes your program and answer the coordinating question. (4,000-character limit)
    Describe your proposed process for evaluating the success of your plan and determining whether you have reached its goals. The size and scope of your program should be limited only by your team's ability to implement and coordinate its various parts.
    a. New program developed by the lead organization requesting funding through the Community Connectors grant for the first time. Describe the methodology you will use to:
        i. Determine program outcomes
        ii. Determine the success of the program
        iii. Explain how you will utilize the results of your evaluation to improve your program.

    b. Existing Program NOT previously funded through Community Connectors. Describe the methodology you will use to:
        i. Determine program outcomes
        ii. Determine the success of the program
        iii. Explain how you will utilize the results of your evaluation to improve your program. (provide any available data from your existing program.)
        iv.
    c. Currently or previously funded Community Connectors Program. Describe the methodology you will use to:
        i. Determine program outcomes
        ii. Determine the success of the program
        iii. Explain how you have been able to utilize the results of your evaluation to improve your program. (Provide any available data.)

18. Describe the benefits this program will bring to your community. (1,000- character limit)