
Building Bright Futures
Creating Educational Excellence & Equity

Frequently Asked Questions

Mentoring Awards
For
Douglas and Sarpy Counties

Submission Deadline: February 26, 2010



Building Bright Futures
1004 Farnam Street, Suite 102
Omaha, Nebraska 68102
www.buildingbrightfutures.net

New questions are added at the end of this listing of questions and answers.

1. What organizations are eligible to apply?

An eligible organization is an established 501(c)(3) nonprofit organization with a federal tax identification number, OR an organization that plans to attain the 501(c)(3) designation during the twelve-month project period. Organizations that do not currently possess a 501(c)(3) designation must provide documentation of their non-profit status, such as copies of their Organization’s Articles of Incorporation and Bylaws.

Only members of Midlands Mentoring Partnership (MMP) are eligible to apply for a Mentoring Program Expansion grant. Members of Midlands Mentoring Partnership are not eligible to apply for a Mentoring Program Capacity Building grant.

2. When is the deadline for this grant proposal?

Complete proposals must be submitted via the U.S. postal service or hand-delivered to the following address:

Building Bright Futures, 1004 Farnum Street, Suite 102, Omaha, Nebraska 68102

All proposals must be received by 4:00 p.m. on Friday, February 26, 2010.

3. How much funding is available for the 2010 twelve-month grant funding period?

The total amount of funds to be awarded during this funding period will be determined by the quality of proposals submitted. See Question #4 below.

4. How much funding can be requested?

- Expansion Grants: Tier 1 -- Maximum of \$40,000
Tier 2 -- \$40,001 to \$75,000

Only members of Midlands Mentoring Partnership are eligible to apply for an Expansion grant. Proposals will be considered competitively within each funding tier for the Expansion grants. Based on an organization’s capacity, it is advantageous for applicants to carefully consider the appropriate funding tier for the project they are proposing. In other words, organizations will be competing with the other applicants in the same tier.

- Capacity Building Grants: Maximum of \$20,000

Members of Midlands Mentoring Partnership are not eligible to apply for a Capacity Building award. Proposals submitted in the Capacity Building category will be competing with the other proposals also submitted in this category.

5. Do potential applicants have to adopt and implement the national standards of practice for mentoring programs to be eligible for funding from this grant program?

Only members of Midlands Mentoring Partnership (MMP) are eligible applicants for an Expansion grant; as members, they should have adopted and implemented the “Elements of Effective Practice” developed by MENTOR, The National Mentoring Partnership.

Applicants for a Capacity Building grant, who have not yet adopted the “Elements of Effective Practice,” will work with MMP to implement them during the project period. One project goal for Capacity Building applicants should be to become a member of MMP.

6. How long will a grant applicant have to adopt and implement all of the Elements of Effective Practice?

Organizations will have 12 months to complete this process and will work with other MMP organizations to implement these national standards. Organizations receiving a Capacity Building award will be assigned a member organization from MMP to serve as an organizational mentor.

7. What is the Midlands Mentoring Partnership (MMP)? How much does it cost to join the Partnership?

The Midlands Mentoring Partnership is a 501(c)(3) designed to connect existing youth-mentoring programs with one another and serve as a resource center for organizations planning to start a program. The Midlands Mentoring Partnership is not a mentoring program. The purpose of the Midlands Mentoring Partnership is to (1) increase awareness of youth mentoring, (2) be involved in community recruitment processes, (3) support the implementation of quality mentoring programs, and (4) share resources.

The cost of membership for the Midlands Mentoring Partnership is \$200 per year. The cost of membership dues may be written into an organization’s Capacity Building grant proposal.

8. Can an organization apply for grants in both categories?

No. Only members of Midlands Mentoring Partnership (MMP) are eligible applicants for an Expansion grant. Members of MMP are not eligible applicants for a Capacity Building grant.

9. Are there any restrictions for these mentoring grants?

This grant funding may not be used to support individual citizens, political campaigns, or lobbying efforts. Funds may not be used for businesses established for personal gain or profit, to supply annual fund drives or capital campaigns, to fund an agency’s deficit or endowment, or for the direct support of religious activities.

10. What is the difference between a goal and a measurable objective?

Goals are general and provide an understanding of the thrust of your program. Objectives are specific, measurable outcomes, written in language that makes them quantifiable. They should be realistic and attainable and should help solve the problem or address the issue.

11. What are primary and secondary audiences?

Students should always be one of these audiences. If your project delivers services (e.g., training) to adults (e.g., Board members, staff, or mentors), they would be your primary audience; students who benefit from that training (e.g., through enhanced awareness or skills of the adults or mentors) would be your secondary audience.

12. What is a deliverable?

A deliverable is a tangible or intangible object produced as a result of your efforts toward meeting the objectives of your project. Examples of deliverables include increased grade point averages, improved classroom attendance, decreased dropout rates, enhanced mentoring skills, higher numbers of trained mentors, or a heightened awareness of the mentoring process among Board members.

13. What are some examples of eligible expenditures for this funding?

Eligible expenditures are those that directly support an Organization’s project. Examples include, but are not limited to:

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| Personnel added to perform project duties
(salary and benefits) | Office equipment needed for the project
(e.g., I.T. equipment) |
| Equipment maintenance
(equipment needed for the project) | Office supplies needed for the project
(including software) |
| Consultant expense | Board and staff training |
| Mentor background checks | Mentor recruitment and training |
| Mentor/mentee activity costs | Transportation expense for mentees |
| Liability insurance | |

14. What is the difference between budget expenditures that supplant a current budget (not allowable) vs. budget expenditures that supplement a current budget (allowable)?

Supplant means “to replace or take the place of...” Supplement means “to add to...” Supplemental funds would add to the level of services that were provided prior to receipt of the grant funding.

One example of supplanting would be when an organization reduces its current training budget after receiving notification of new grant funding. In order to not be considered as supplanting, the organization would have to add the grant funding for training to its existing training budget, thus, providing increased levels of training or training for additional individuals.

Another example of supplanting would be to request funds to pay part of the salary for an existing staff member who will perform some project activities. It would, however, be allowable to pay part-time staff to perform project activities; it would also be allowable to pay part-time staff to perform some of the duties of the existing staff member, so existing staff could devote time to the project.

1/26/2010 Addition: Paying the salary of an existing staff member to conduct training would be supplanting and would not be allowed. See previous paragraph.

1/26/2010 Addition: You could use grant funds to pay an accountant or consultant if he/she is working to set up the system for your mentoring program.

15. What do you mean by “masked” data?

“Masked” refers to the provision of data with no student names attached.

16. How do I obtain additional information about this program and application process?

Potential applicants who have questions about the proposal development process, or who have specific questions about one of the funding streams, should send their questions via e-mail to b.rebrovich@buildingbrightfutures.net. New questions and answers will be posted daily on the Building Bright Futures website, www.buildingbrightfutures.net, under NEWS and under Programs / Mentoring. Applicants should periodically click on the link at this web address to view the answers to questions submitted by other applicants.

17. We are looking for clarification on the FTE or Hourly Commitment column of the budget. What goes in that column?

The FTE column is only for designating the personnel commitment (0.1, 0.25 0.33, etc.). Or you can just note the number of hours per week or month times the hourly salary in the Justification column and leave the FTE column blank.

18. Is it acceptable to put a timeline in table form as an attachment, refer to it in the narrative, and not have it count in the 10-page limit? Yes, this is acceptable.

19. Can we include a chart, showing the details of our evaluation plan, as an attachment without this counting in the 10-page limit. Yes, this is acceptable.

20. The Project Personnel section is not included in the 10-page limit for the narrative. Should this section be included within the narrative or as an attachment? It should be included immediately following the section on Sustainability.

21. What should the letter of commitment from our Board say? The letter should indicate the commitment and support of your Board for your project goals and objectives. It should be signed by an authorized representative of your Board.

22. Should we tie our proposal to the 2008 Community Action Plan that includes mentoring within the Ready for Life category ... OR ... the current BBF website listing of mentoring within the Ready for Learning category? Either is acceptable.

23. Where does the budget narrative go? The budget narrative can be included in the Justification column of Appendix A. A separate document is not required, although it would be acceptable if you choose to provide the budget narrative in a separate Word document.

- 24. Should the budget in Appendix A include only the grant funds or the budget for the entire organization?** Appendix A should reflect only the requested grant funds. You do not have to provide us with the organization's total budget, although we do ask for the number of mentees currently served and the number of mentees that will be added as a result of grant funds (Cover Sheet).
- 25. We would be fiscal agent on our grant, but we plan to hire someone from outside of our organization (from a school district) to work on our project. Would this be okay, and how do we indicate this?** This would be acceptable. Depending on the person's status and the school district's preference, you could either compensate the person directly, or you could subcontract to the school district for the person's time and effort.