**ELEMENTS OF EFFECTIVE PRACTICE FOR MENTORING**

**MINI-GRANT GUIDELINES**

**PURPOSE**

Mentoring at its most basic level provides a consistent supportive relationship to young people in Kansas. At its more complex level, it is an effective evidence-based prevention and intervention strategy aimed to help address school attendance, mental health support, violence prevention and workforce development.

Mentor Kansas is a program of the Kansas Volunteer Commission, which is a program of the Kansas State Department of Education. For 17 years, we have worked to increase the capacity of mentoring programs to serve more youth and inspire more Kansans to be mentors. We connect mentoring programs with one another, offer training and technical assistance and provide funding opportunities and other resources that support program capacity.

To support this purpose, Mentor Kansas announces the availability of grants to support mentoring initiatives that implement or enhance one or more of the Elements of Effective Practice for Mentoring (EEPM) and/or Supplements. The EEPM includes six standards (Recruitment, Screening, Training, Matching and Initiating, Monitoring and Support, and Closure) and provides a set of evidence-based standards that ensure consistent, effective and safe mentoring. The Supplements to the EEPM expand on best practices to include diverse youth populations or industry that support youth leaders in areas of LGBTQ, E-Mentoring, Group, Peer, STEM, Workplace and Critical Mentoring.

**Examples of such projects include, but are not limited to:**

* Recruitment: Create targeted recruitment plan with strategies to increase mentoring.
* Screening: Secure background checks for new mentors.
* Training: Provide training and/or onboarding to new mentors.
* Matching and Initiating: Create policies/procedures around initiating match relationships.
* Monitoring and Support: Provide training/resources throughout the mentor relationship.
* Closure: Create effective and safe closure plans for match relationships.
* Peer Mentoring: Create a program for HS or MS students to mentor younger peers.
* E-Mentoring: Develop a combination of online and in-person interactions
* Group Mentoring: Develop activities that focus on group mentoring program design.
* LGBTQ Mentoring: Develop safe and responsive mentoring for LGBTQ+ youth.
* STEM Mentoring: Develop enrichment activities that expose youth to STEM.
* Workplace Mentoring: Develop opportunities for mentees to develop workplace skills.
* Critical Mentoring: Create a program that fosters and supports meaningful discussions about identity and belonging with mentees in marginalized communities.

**ELIGIBLE ENTITIES**

The following entities are eligible to apply: public or private nonprofit organizations, including faith-based and other community organizations; school districts, institutions of higher education; government entities within states or territories (e.g., cities, counties); labor organizations; partnerships and consortia; and Native American tribes. **All projects must take place in the state of Kansas.**

**All entities must have an Employer Identification Number (EIN),** **Unique Entity Identification (UEI) Number AND must have an active registration in the System for Award Management (SAM) prior to applying.**

**GRANT PROJECT PERIOD**

Projects under this proposal should occur from **March 1, 2023 to September 30, 2023**. Mini-grant award recipients will be notified on or before **February 20, 2023**.

**FUNDING INFORMATION**

Mentor Kansas will make available up to $30,000.00 in grants and expects to award grants up to **$5,000.00** per eligible entities. Grant funding is to enhance and expand quality mentoring initiatives that support positive outcomes for young people and implement or align with the Elements of Effective Practices for Mentoring. Applicants will be reimbursed 100% (not to exceed the approved amount) of their costs by **November 15, 2023**. This is a cost-reimbursement grant funding opportunity that will be paid upon submission of the project report and documentation of expenditures. Only those expenses incurred after the grant starts will be eligible for reimbursement.

There is a dollar-for-dollar cost match requirement. This means if an applicant requests $4,500.00 for this grant, they must include a $4,500.00 match. See [Mini-Grant FAQ](Mentor%20Capacity%20Building%20Mini-Grant%20(ksde.org)%20–%20https:/kanserve.ksde.org/resources/commission-mini-grants/mentor-capacity-building-mini-grant) for more information.

* Grantees will be required to include documentation for match expenses in final reports.
* Matching funds may be a combination of cash or in-kind match and must be non-federal funds.
  + Note: the value of volunteer hours is not considered an acceptable source of match.

Mentor Kansas will select recipients based on the quality of application, the need and impact of the proposed activities, and the organization’s demonstrated readiness to implement the proposed project. Should there be a competition for funds, priority will be given to organizations serving vulnerable populations as well as those serving in rural areas.

**RESPONSIBILITIES OF MINI-GRANT RECIPIENTS**

Mini-grant recipients will be required to:

* Complete the [Mentor Kansas partnership program application](https://kanserve.ksde.org/what-we-do/mentor/mentor-kansas-partnership-program).
* Participate in two community learning calls.
  + March 28 and September 5
* Share resources created with grant funds in the online Basecamp community.
* Submit a final report by **October 13, 2023**. *A form will be provided.*
* Include the Kansas Volunteer Commission/Mentor Kansas logo on all program materials and publicity.

**FUNDING RESTRICTIONS**

* Funds may not be used for staffing, travel costs, gift cards, awards, or indirect costs.
* Match funds must be incurred during the project period.
* Grant funds are intended to supplement, not supplant.
  + Supplement means to add to; to enhance; to expand; to increase; to extend; to create something new. Supplant means to take the place of; to replace by something else.
* Grant funds under this program are federal funds from AmeriCorps, [CFDA No. 94.003](https://singleaudit.org/program/?id=94.003), therefore the Commission will not fund projects that engage in:
  + Political activity and advocacy.
  + Religious activity.
  + Benefiting for-profit entities.
  + Voter registration.
  + Abortion services.
* Grants under this program are subject to applicable Cost Principles under the [Office of Management and Budget (OMB) Circulars](https://www.whitehouse.gov/omb/information-for-agencies/circulars/#Circulars:%20Educational%20and%20Non-Profit%20Institutions%20Documents) A-21 (2 CFR part 220), A-87 (CFR part 225), or A-122 (2 CFR part 230), 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).

**APPLICATION TIMELINE**

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| Grant guidelines released | January 6, 2023 |
| Application due | February 6, 2023 |
| Award announcement | February 20, 2023 |
| Grant award start date | March 1, 2023 |
| Grant award end date | September 30, 2023 |
| Final report due | October 13, 2023 |
| Reimbursement date | November 15, 2023 |

**APPLICATION INSTRUCTIONS**

* Grantees should email a completed application to [spalubinski@ksde.org](mailto:spalubinski@ksde.org).
  + Include your organization’s name and the phrase “Mentoring Mini-Grant Application” in the subject line (Ex. *ABC Youth Mentoring Mini-Grant Application*).
* All applicants must submit a signed W-9 form with their application.
* The grant application can be found at [www.kanserve.org](http://www.kanserve.org).
* All applicants will receive confirmation of receipt of their application within one business day. If you do not receive confirmation of receipt, please email [spalubinski@ksde.org](mailto:spalubinski@ksde.org).

**CONTACT INFORMATION**

For technical assistance and/or questions about this grant opportunity, please contact Sarah Palubinski at (785) 296-7801 or [spalubinski@ksde.org](mailto:spalubinski@ksde.org).

For technical assistance and/or questions about mentoring, please contact Tierney Kirtdoll at (785) 368-6211 or [tkirtdoll@ksde.org](mailto:tkirtdoll@ksde.org).

**RESOURCES**

[Elements of Effective Practice for Mentoring and Supplements](https://www.mentoring.org/resource/elements-of-effective-practice-for-mentoring/)

**An Equal Employment/Educational Opportunity Agency:**

The Kansas State Department of Education does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

KSDE General Counsel, 900 SW Jackson Ave., Topeka, KS 66612, 785-296-3201