

**Sample Checklist**  
-Mentoring Children of Prisoners-  
*Projected 2008 Grant Due Date: 06/08/08*

**Summary of the Grant:**

*Taken Directly from the 2007 Requests for Proposals (RFP) Document available online at [www.grants.gov](http://www.grants.gov). It is significant to note that the 2008 Requests for Proposals (RFP) may contain different components and/or areas of program focus among other potential changes).*

The purpose of the MCP program is to create quality, lasting, one-on-one relationships that provide young people with caring role models for future success. In collaboration with networks of public and private entities, MCP grantees match children, ages four up to age 18, with a screened and trained adult volunteer for a one-on-one (one adult matched with one youth) mentoring relationship. Caring adult mentors interact with mentees on a regular and consistent basis to provide support, encouragement, and advice; providing opportunities for mentees to gain new skills and interests and expand their experiences beyond their families, schools, and neighborhoods. Successful mentors do not try to take the role of parent or teacher, but act as a trusted friend, guide, and role model for mentees.

Organizations funded under this program announcement are used to create and support mentoring relationships. Qualified staff recruit, screen, and train potential volunteer mentors; identify and recruit eligible children of prisoners in their communities; and match each mentor with a mentee based on the interests and preferences of the mentor, mentee, and caregiver(s). MCP grantees facilitate the match between the mentor and mentee and continue to monitor the relationship to ensure that the needs and expectations of the mentor, the mentee, and the mentee's caregiver(s) are being met so that the match continues successfully.

The MCP program is a one-on-one mentoring program. Group mentoring (one mentor meeting with more than one mentee at the same time) and team mentoring (multiple mentors meeting with multiple mentees at the same time) are not the intent of this program. Also, the MCP program is not based on an academic or life-skills curriculum.

Applicants should take special note of the following when designing their projects:

**1. Community-Based Mentoring Approach**

Applicants must provide a community-based mentoring approach. A "Community-based" approach refers to a mentoring program that has a community presence and that can connect the social fabric of a community with a youth receiving services. Traditionally, a community-based approach encourages mentors and mentees to meet independently of the mentoring organization.

**2. Volunteer Management**

Applicants must recruit, screen, and train volunteer adult mentors who are able to commit to a lasting one-on-one mentoring relationship that meets on a regular and consistent basis.

**3. Background Checks**

Applicants must agree to conduct background checks on all volunteer mentors using available State and local criminal records and the national sex offender registry.

**4. Positive Youth Development (PYD)**

FYSB has worked to promote a PYD framework for all its funded grant programs and activities. The PYD approach is predicated on the understanding that all young people need support, guidance, and opportunities during adolescence, a time of rapid growth and change. With this support, they can develop

self-assurance and create a healthy, successful life.

In 2007, grant awards were no more than \$1,000,000 per year for a 3 year (36-month) budget and project period. Match: At least 25% in Years 1 & 2 of the grant, and at least 50% in Year 3.

### **Checklist**

*(A full checklist is available by purchasing a Federal Grant Service Package. Please see our services page for more information) :*

Section 1: Objectives & Need for Assistance

Section 2: Approach

Section 3: Results & Benefits Expected

Section 4: Evaluation Methodology

Section 5: Organizational Profiles

### **5A. Past and Current Experience:**

#### Description of the Organization(s) & Services:

- Provide a brief description of the *Applicant* organization (including a mission's statement, a history/description of all organization services, and any research reports documenting program or participant-related reported success with such programs). Within this component, clearly establish that the lead organization has a history and well-respected reputation in operating programs including, but not limited to, efforts related to ex offenders and children of prisoners. Provide brief examples of these services and (where applicable if not on-going programs) dates/locations where these services have been provided. If the applicant organization has cooperated with other local or national non-profit organizations in addressing project-related or other community needs, also briefly describe these activities. If applicable, also provide examples of such efforts and dates/locations where these efforts have taken place.
- Provide a brief description of each of the *Partnering* organizations (including a mission's statement, a history/description of services, and any research reports documenting program success with the target population). Within this component, establish that each partnering organization has a history and well-respected reputation in operating programs including, but not limited to, efforts related to ex-offenders and children of prisoners. Provide brief examples of these services and indicate any previous efforts and/or collaboration projects the partnering organization has undertaken that give experience, expertise, and credibility to the proposed project.
- Briefly reiterate how each organization (including *both the Applicant and Partnering* organization) will be involved in the project and if applicable, provide a brief narrative that expresses a history of previously successful working relationships together (such as conferences held together or a successful referral network relationship).
- Provide supporting information on the applicant organization(s) and partners, such as organizational charts, the lead agency's last two operating budgets, the lead agency DUNS number, contact persons and telephone numbers, licenses and other documentation of professional accredita-

tion (where applicable), information on compliance with Federal/State/local government standards (where applicable), documentation of experience in the program area (such as an award or newspaper article), and other relevant information. If the applicant organization is a non-profit organization, provide proof of this status by providing:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations
- A copy of a current, valid IRS tax exemption certificate;
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals;
- A certified copy of the organization's certificate of incorporation or similar document that establishes non-profit status, or
- Any of the items above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

*(Note: Such supporting documentation is traditionally included in various parts of the grant application, including forms, the abstract, and appendix sections).*

#### **5B. Staff and Position Data:**

- List and describe the positions required for the project and the individuals who will fill these positions. Provide a detailed explanation of the work that these individuals will be required to perform. Provide resumes of key staff, outlining their education and experience in completing their assigned activities for the project. If applicable, describe their work, experience, or relationship with other community-based or nationally-based agencies, businesses, or organizations.

Section 6: Forms & Assurances

Section 7: Appendices