

Mentoring Partnership Request/Proposal

Name and Address of Applying Agency:

	Mailing Address:
Website:	
Phone Number:	

Contact Information:

Name and Title of Primary Contact Person:	Mailing Address:
Phone Number:	
Email Address:	
Agency's Executive Director Name:	Mailing Address:
Phone Number:	
Email Address:	
Agency's Financial Director Name:	Mailing Address:
Phone Number:	
Email Address:	
Agency's Designated M&E Contact Name:	Email Address:
Phone Number:	
Email Address:	

Program Overview and Target Group Served: In one to two paragraphs, provide an overview of your agency's program initiative, mentoring model and demographics of target group.

Narrative:

Problem Statement: In one to two paragraphs, provide the problem statement and/or need that will be addressed in this project; examples include risk-factors, specific data about the under-served target group, data demonstrating the need for mentoring services, current mentor caseloads, and/or absence of mentoring services. The overall goal of the project must be clearly defined and linked to the target group.

Narrative:

Project Strategy and Design: Provide the program strategy/methodology of what will be accomplished, how it will be accomplished and who will accomplish it. Include a description of project goals, objectives, benchmarks, activities, and outputs to be achieved.

Narrative:

Complete the following table:

Current # Mentees Served	Project Year One # Mentees Served	Project Year Two # Mentees Served	Project Year Three # Mentees Served
Current # of Trained Mentors	Project Year One # Trained Mentors	Project Year Two # Trained Mentors	Project Year Three # Trained Mentors
Current # of Formal MOUs	Project Year One # of Formal MOUs	Project Year Two # of Formal MOUs	Project Year Three # of Formal MOUs

Monitoring and Evaluation: describe your current methodology and/or strategy to capture, monitor, manage and report the Mentor Core, Mentee Core and Targeted Behaviors goals, objectives, benchmarks, and indicators – include software/databases that your agency will utilize/incorporate to ensure this requirement.

Narrative:

Program Management and Organizational Capability: Provide a clear description of the agency’s management structure and previous experience with similar or related efforts, if applicable. Demonstrate how your agency’s resources, capabilities, and experience will allow your agency to achieve the goals and accomplish the tasks of the project requirements. Include the following: APEX assessment, evidence that your agency possesses the requisite staff, expertise and qualifications and financial capability.

Narrative:

Sustainability: Provide one to two paragraphs describing your agency’s plans for ensuring that the program will have funding to sustain the mentoring program. Provide a clear plan to leverage new sources of funding, to conduct sustainability activities, and to implement other creative ways to ensure program continuity.

Narrative:

Program Budget (Detail and Narrative):

AGENCY NAME and ADDRESS HERE	Rate/Formula	Year One	Year Two	Year Three
A. Personnel				
Subtotal Salary and Wages				
B. Fringe Benefits				
Subtotal Benefits and Taxes				
C. Travel				
Subtotal Travel				
D. Equipment				
Subtotal Equipment				
E. Supplies				
Subtotal Supplies				
F. Contractual Costs				
Subtotal Contractual Costs				
G. Other Direct Costs				
Subtotal Other Direct Costs				
		Year One	Year Two	Year Three
Grand Total Per Fiscal Year				