



NOLA FOR LIFE MENTORING CHALLENGE | GRANT PROPOSAL INSTRUCTIONS

Thank you for your interest in submitting a formal proposal to the **NOLA FOR LIFE Mentoring Challenge**. The NOLA FOR LIFE Mentoring Initiative pairs mentors with mentees from five partner organizations - CASA New Orleans, Communities in Schools, MentorNOLA with Each One Save One, 100 Black Men, and Son of a Saint. NOLA FOR LIFE Mentoring Challenge grants are offered to engage community organizations (e.g. churches, fraternities, alumni associations) with significant interest in providing guidance and support to 15-18 year old males in New Orleans who are at risk of involvement in violence.

The following guidelines are designed to provide a comprehensive understanding of the requirements that must be met in order for an organization to be considered for funding through the NOLA FOR LIFE Mentoring Challenge. Please review these guidelines carefully. Failure to provide all requested information will delay or disqualify the processing of your grant request.

Eligibility

To qualify for a NOLA FOR LIFE Mentoring Challenge grant, requests must be made by **non-profits** whose proposals support local needs in the area of **mentorship to 15-18 year old males at risk of exposure to or involvement in violence**. Consideration will only be given to proposals seeking funding for organizations that fall within this area of local need and provide service to communities in Orleans Parish.

There are two levels of funding for NOLA FOR LIFE Mentoring Challenge grants.

- Twenty (20) **\$1,000** grants will be awarded on a first come, first served basis to organizations that meet the NOLA FOR LIFE Mentoring Challenge criteria and respond to the challenge beginning **April 21, 2015**.
- Three grants in the amount of **\$5,000**, **\$3,000**, and **\$2,000** will be awarded to three organizations that (1) meet the NOLA FOR LIFE Mentoring Challenge criteria and (2) achieve the most quality mentoring relationships (number of mentors) reported through **December 31, 2016**. Organizations are eligible for this award even if they are not one of the first 20 to respond to the challenge.

Criteria

The Administration is committed to ensuring that the funding being granted is used responsibly, meets the criteria of the NOLA FOR LIFE Mentoring Challenge, and benefits the public. In order to qualify for funding, your organization must meet the following NOLA FOR LIFE Mentoring Challenge criteria:

- Five (5) members of your organization commit to serve one year as a NOLA FOR LIFE mentor
- Three (3) members of your organization complete mentor training by a NOLA FOR LIFE mentoring partner organization

Mentoring Standards

To qualify as a **NOLA FOR LIFE Mentor**, members of your organization must comply with the following criteria:

- 18 years of age or older
- Criminal background check
- Written application
- In-person interview
- Completion of mentor training by a NOLA FOR LIFE partner organization

Quality mentoring is defined as adhering to the following:

- One-year commitment to mentoring averaging one meeting per week and one hour per meeting
- Documentation of each mentor-mentee contact including length and nature of contact
- Utilization of mentoring resources provided by NOLA FOR LIFE partner organization

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Cover Letter

The proposal should include a brief cover letter by the chief executive officer or other authorized officer of the applying organization that describes the following:

1. Your organization's mission statement
2. Your organization's commitment to mentoring at-risk young males in Orleans Parish
3. Description of proposed mentoring activities that would be supported by the grant

Please be concise. The selection committee strongly urges that your narrative be limited to one page.

Section 1: Organizational Profile

The proposal should include a short description of the organization, including:

1. The legal name of the organization, as well as any other names used by the organization, including any acronyms (and/or fiscal agent information)
2. The URL(s) for any websites maintained by the organization
3. Most recent IRS 501(c)(3) Determination letter
4. An approved Tax Clearance Authorization
5. Confirmation of Good Standing from the Secretary of State

Section 2: List of Board Members/Key Officers

The proposal should include information about the organization's Board members, as well as the officer in charge and the chief financial officer for the organization, including, for each:

1. Full name
2. Occupation, position, name of employer or primary affiliation
3. City of residence

Section 3: Key Contact Information for the Organization

The proposal should include key contact information, including full name, title, department, email address, phone and fax numbers for:

1. The organization's chief executive officer
2. Administrative or financial officer(s) who will administer grant funds
3. The primary liaison(s) responsible for submission of this grant proposal

Section 4: List of Mentor Commitments for the Organization

The proposal should include five members of your organization committed to the NOLA FOR LIFE Mentoring Challenge including their full name, email address, and phone numbers.

Submission

Please submit your NOLA FOR LIFE Mentoring Challenge grant proposal by email to info@nolaforlife.org or alternatively mail to the following address:

NOLA FOR LIFE Mentoring Challenge
Office of Mayor Mitchell J. Landrieu
1300 Perdido Street
2nd Floor
New Orleans, LA 70112