



Intergenerational Mentoring Mini-Grant

Request for Proposal (RFP)

Application Grants Packet

Due Date: February 13, 2012

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The Alliance Intergenerational Mentoring Mini-Grants are made possible by a grant from the MetLife Foundation.

MetLife Intergenerational Mentoring Program

Request for Proposal

**** MINI-GRANT ROUND ONE ****

January 2012

Background

The Alliance's **civic engagement program** was launched in 2004 with its Building Community Voices initiative. Aimed at the boards of member agencies, BCV was co-joined a year later with New Voices at the Civic Table, an effort aimed at the constituents of agencies. Funded over the years by major national philanthropic partners, the civic engagement program has evolved into a multi-faceted program aimed at building the capacity of member agencies to engage their program participants/constituents in community-centered civic engagement initiatives. The program now encompasses training, cohort learning, re-granting, board development, and evaluation efforts.

Its successes have been numerous and far-reaching: re-granting of more than half a million dollars to agency-led local initiatives; development of a system to measure the impact of civic engagement; delivery of racial equity training aimed at all staff levels; and civic engagement training provided to nearly 300 agency staff and local community leaders.

In 2007 Atlantic Philanthropies awarded the Alliance a five-year, \$2.6 million grant to strengthen the capacity and competency of human and social service agencies and staff to better serve older adults. Designed to respond to the impact of the United States' aging population on social and human services, **New Age of Aging** project activities have centered on:

- *Supporting Alliance for Children and Families' member agencies* through agency-to-agency mentoring, awarding of mini-grants for local aging programs, providing scholarships to agency staff, and offering consultation on program development;
- *Knowledge generation and sharing* through Leadership Academies and introductory conferences; case studies, publications in the *Families in Society* scholarly journal, and library resources; and evaluation of promising best practices and agency aging service models.

Now in its fifth year of operation, New Age of Aging has awarded nearly 400 scholarships to agency staff for enrollment in an online certificate of aging program and by the end of 2011 will have regranted more than \$866,000 in funds to support local aging programming and agency mentoring initiatives.

As we move forward into the next evolution of both the New Age of Aging and Civic Engagement programs, it is our goal to create synergies between the two programs. Our first joint initiative focus is on developing an intergenerational civic engagement mentoring program between older adults (**adults 55+**) transitioning into retirement and youth (**ages 18–25**) transitioning into young adulthood.

Research show that both young people and baby boomers state that one of their top “must haves” in a job is doing work that is personally meaningful. With that in mind, the project’s overall purpose will be to work with member agencies to strengthen and/or build programs that foster relationships between intergenerational groups and encourage mutual respect and awareness of each other as important resources for healthy communities.

Within the overall scope of the program, it is our intent to work with a subset of agencies to conceptualize an intergenerational mentoring program that has a particular focus on **youth transitioning out of foster care**. With approximately 20,000 youth a year “aging out” or emancipating from the foster care system, we believe there is great opportunity to broaden the skill set of these youth by **linking them to mentors** with whom they can explore and pursue civic engagement activities.

Grant Information and Instructions

Grant Overview

The Alliance for Children and Families requests proposals from member organizations to strengthen efforts to support the civic engagement work of intergenerational mentoring teams in their communities.

A key emphasis of the one year mini-grant program will be to provide intergenerational mentoring teams with opportunities to develop and use their authentic voices to improve the conditions of life for themselves, their families and neighborhoods. Integral to the success of the mentoring pairs is their participation in the **Intergenerational Civic Engagement Training Institutes**. The Institutes will bring together **teams of agency staff, the older adult and young adult mentoring pairs** in a cohort learning atmosphere designed to prepare the intergenerational mentoring pairs to become engaged in community-wide or neighborhood-based efforts or focused on a particular institution, e.g., schools or churches. In addition to specific training in civic engagement principles and practices, these 2-day Institutes will also include sessions that will be designed to acquaint the pairs with each other and encourage mutual respect and awareness of each other as important resources for healthy communities. Agencies awarded a mini-grant are required to attend the Training Institute.

The grant is designed to operate on the following levels:

<u>Level</u>	<u>Function</u>
Agency	a) Increases capacity of the agency to conduct intergenerational civic engagement programming; and b) Changes the relationship between the agency and the constituents and enhances agency commitment to civic engagement.
Mentor Pair	Develops a relationship between members of the pair as well as their civic engagement and leadership skills.
Constituents	Develops civic engagement and leadership skills among the constituents.
Community	Addresses an issue affecting the constituents and / or another vulnerable group.

Definitions

Civic Engagement

There are many ways in which people participate in civic, community and political life and, by doing so, express their engaged citizenship. From **volunteering** to **voting**, from **community organizing** to **political advocacy**, the defining characteristic of active civic engagement is the commitment to participate and work for social changes that can improve conditions of life and bolster the chances of success for children, families and communities. Civic engagement can also be a powerful process that moves people toward greater self-efficacy.

Intergenerational

Programs, policies, and practices that increase **cooperation, interaction and exchange** between people of **different generations**, allowing the sharing of their talents and resources, and supporting each other in relationships that **benefit** both the **individuals** and **their community**. (*Generations United*)

Older Adult

“Adults 55 years of age and older (**Adults 55+**) are the country’s fastest growing and most significant **human resource** for creating the **futures** we envision to keep our communities vital. **Vital communities** embrace intergenerational solutions to human needs and are **proactive** in creating a community that supports positive **aging in place**.” (*National Council On Aging*)

Key Dates and Deadlines (2012, unless noted otherwise)

Jan 5	Release RFP
Jan 12	Informational webinar, 1:00PM Central Time (CT)
Jan 19	Informational webinar, 1:00PM CT
Feb 13	Grant applications due by 5:00PM CT
March 12	Grantees selected
March 30	Checks issued
April 1	Grant period start date
May 14-15	Training Institute, San Antonio, Texas
March 31, 2013	Grant period ends
April 30, 2013	Grantee final reports due
June 2013	Evaluations with grantees completed

Eligibility

Members of the Alliance for Children and Families in good standing with membership dues are eligible to apply.

One application per agency please. Agencies may apply to have up to 4 mentoring pairs per agency. The amount awarded will be \$1,500 per mentoring pair for the one-year grant period from April 1, 2012 to March 31, 2013. Additionally, each agency will be provided up to \$500 per mentoring pair to offset travel expenses for attendance at the Training Institute.

If a grant recipient terminates Alliance membership during the grant cycle, the grant dollars awarded must be returned in full.

Selection Process

A group made up of members with knowledge and experience in the areas of civic engagement and intergenerational mentoring will serve on a selection committee to review grant proposals. Committee members will review and score applications based on the intended use of the grant and the expected impact of how civic engagement will strengthen and/or build programs that foster relationships between intergenerational groups and encourage mutual respect and awareness of each other as important resources for healthy communities.

Submission Instructions

- Submission deadline is 5:00 PM CT, February 13, 2012. Only online submissions will be accepted. Instructions for online submission can be found on Page 13.
- Proposals and Letters of Commitment must be submitted online at <http://www.surveymonkey.com/s/AllianceIGCEmini1>.

Contact Information:

Carla Washington, director, New Age of Aging, 800-221-3726 x6523,
cwashington@alliance1.org

**Intergenerational Mentoring Mini-Grant
Grant Application Cover Sheet
Due Date: February 13, 2012**

GRANT APPLICATION COVER SHEET

Agency Name:

Address:

City:

State:

Zip:

Include name and contact information of staff person responsible for this project. This person will receive grant notification and all related grant communication.

Name:

Title:

Phone:

Fax:

E-mail:

Name of CEO:

Total Organization budget:

**Intergenerational Mentoring Mini-Grant
Grant Application Cover Sheet
Due Date: February 13, 2012**

INTERGENERATIONAL MENTORING GRANT

This grant is designed to provide general support to organizational initiatives that facilitate civic engagement between intergenerational mentoring pairs (**adult 55+ and youth ages 18-25**). A key emphasis is to provide mentoring pairs with opportunities to foster mutual respect and awareness of each other as important resources for healthy communities.

The Alliance will be granting intergenerational mentoring mini-grants in the amount of **\$1,500** for each pair for one year with an implementation period of April 1, 2012 to March 31, 2013. These mini-grants will only be made available to those member agencies with demonstrated experience implementing civic engagement or intergenerational programming. Because a priority of the mini-grant program will be to provide intergenerational mentoring teams with opportunities to develop and use their authentic voices to improve the conditions of life for themselves, their families and neighborhoods, proposals will be reviewed and scored based on:

- intended use of grant
- expected impact of how civic engagement work by the intergenerational mentoring teams will work to improve the lives and bolster the chances of success for vulnerable children and families.

Intergenerational Mentoring grant recipients will be required to attend a 2-day Intergenerational Civic Engagement Training Institute to be held May 14-15, 2012 in San Antonio, Texas at Alliance member agency Family Service Association of San Antonio. Each agency will be provided up to \$500 per mentoring pair to offset travel expenses for attendance at the Training Institute. The training institute will bring together teams of agency staff, the older adult mentors and young adult mentees in a cohort learning atmosphere designed to prepare the intergenerational mentoring pairs to become engaged in community-wide efforts. In addition to specific training in civic engagement principles and practices, these 2-day Institutes will also include sessions designed to acquaint the pairs with each other and encourage mutual respect and awareness of each other as important resources for healthy communities.

In addition, grantee organizations will be asked to complete a brief assessment at the start and again as part of their final report to provide data on the impact of the project on organization practices (see page 11). Grantee organizations will also be expected to help the Alliance evaluation and research services department by facilitating contact with the mentoring pairs for the evaluation. This will include the collection of consent and provision of contact information for each pair, on-site support for completion of the identification project outcomes, and pre- and posttest assessments. Organizations are invited, but not required, to participate in any interpretation of findings. Grantees should expect to spend 5-7 hours contributing towards the evaluation component including the final report. All findings from the evaluation will be shared with agency grantees and mentoring pairs.

Checklist

Please use the following checklist as a reference when completing the Intergenerational Mentoring grant application.

	GRANT REQUIREMENTS
	Clear documentation of experience implementing civic engagement or intergenerational programming that allow clients to use their authentic voices to improve the conditions of life for themselves, their families and neighborhoods.
	Identify how the agency will facilitate the mentoring pairs' efforts to improve the quality of lives for older adults and youth adults, and promote healthy communities.
	Provide a plan for how the agency will work with mentoring pairs to develop measurable outcomes for their project.
	Develop a budget and narrative.
	Attend the Alliance Civic Engagement Training Institute May 14-15 2012 in San Antonio, Texas. Each agency will be provided up to \$500 per mentoring pair to offset travel expenses for attendance at the Training Institute.
	Participate in Alliance evaluation/knowledge sharing opportunities.
	Submit final report by April 30, 2013 (form to be provided prior to due date).

Grant Application

Please respond to the following questions. **A total of 5 pages** (including budget and budget narrative) is the maximum page limit.

CONCEPTUAL OVERVIEW

- Please provide a description of your proposed intergenerational mentoring initiative. Include a description of any community civic engagement or intergenerational work you are already doing and how the grant money will help you to enhance your work.

CONSTITUENT LEADERSHIP

Comment on:

- Who are the constituents that will be involved? To the best of your ability, please include demographic information, especially a composite of the constituents that will be involved.
- How you will support and develop the authentic voices of your constituents
- Plans for providing learning opportunities for constituents such as leadership training, mentoring or skill building. Attendance at the Intergenerational Civic Engagement Training Institute can satisfy this requirement.
- How constituents can become more connected to your organization and the community so they are viewed as leaders.

INTERNAL IMPACT

Comment on:

- How you foresee constituents beginning to represent their collective best interests as it relates to your organizational services and resources.
- How your organization might begin to examine its structures and mechanisms, so as to incorporate input and ideas from constituents.
- How your staff, board and volunteers are, or will be, better able to support civic engagement efforts.

EXTERNAL IMPACT

Comment on:

- How you foresee constituents beginning to represent their collective best interests as it relates to the larger community.
- How your organization sees itself as a bridge between its constituents, and community leaders and policy makers.
- How your organization works to promote civic work and social change within the community.

- How your work will help to close gaps that exist across intergenerational groups.

PROJECT DELIVERABLES, REACH & OUTCOMES

Comment on:

- Project and activities.
- Who you will work with, involvement of others (within your organization and also in the community at large, numbers of people, and groups that will be engaged).
- Results of your work. (How your intergenerational mentoring efforts might change the capacity of your organization, impact the community, and change the knowledge and capacities of your constituents).

EVALUATION

Comment on:

- How you plan to facilitate a discussion of goals and outcome measurement with the mentoring pair to demonstrate influence and impact for their chosen projects.
- The commitment to the organization to assisting in the evaluation including designating a primary contact. The organization's capacity to track outputs and outcomes related to the organization's intergenerational and civic engagement work, including the types of programs and services offered, people served through the organization's programs and activities, and the organization's role in these activities. Although you will not be asked to complete the full Civic Engagement Measurement Tool from the Measuring the Impact of Civic Engagement Final Report [http://alliance1.org/sites/default/files/pdf_upload/report/11-149_kellogg_report.pdf], this report may provide you some guidance on how organizations view their activities through a civic engagement framework.

BUDGET

Please provide a line item budget and budget narrative for your proposed intergenerational mentoring program. There are no registration fees for grantees attending the Institute. Each agency will be provided up to \$500 per mentoring pair to offset travel expenses for attendance at the Training Institute.

**Letter of Commitment
Intergenerational Mentoring
Grant**
Due Date: February 13, 2012

Note: Please submit as part of online application.

The [insert agency name, city, state] is pleased to submit, to the Alliance for Children and Families, its proposal for an Intergenerational Mentoring grant. This proposal is for inclusion in your grant review process and has been administratively approved by the appropriate agency officials. Support is requested for the total amount of \$1,500. I understand that the Alliance will provide each agency with up to \$500 per mentoring pair to offset travel expenses for attendance at the Training Institute in San Antonio, Texas in May 14-15, 2012.

We understand the grant stipulates at least one person from our agency (preferably the intergenerational mentoring pair) is required to attend the Alliance Intergenerational Civic Engagement Training Institute to be held May 14-15 2012.

If the funding is received, we will ensure compliance with all grant requirements as described in the Intergenerational Mentoring Program grant proposal and application.

Sincerely,

Required for all grant applications:

Name of CEO/ED _____

Signature of CEO/ED _____

Date _____

Mini-Grant Online Application

You may access the online grant application by [clicking](#) here. Remember, before starting the application, you will be asked to answer a short list of eligibility questions. You may also access the online application by visiting the [Civic Engagement](#) or [New Age of Aging](#) websites.

The software program, Survey Monkey, allows you to save your work in progress and return at a later time. In order to retrieve previously saved information, you must use the same computer that you initially used to begin filling out the proposal. It is also important that you do not clean out your *cache* or *cookies* on your computer prior to completing and submitting your online proposal. (If you do not know what this is, please consult with your agency's IT person.)

ATTACHMENTS

We recommend printing this document and using it as a reference when completing the online grant application.

Applications will only be accepted online.