

Revised 9/2007

The Sun Times Judge Marovitz
Lawyers Lend-A-Hand Fund

*Mobilizing the legal community around youth mentoring.
Lift a Spirit, Lend a Hand.*

**The Lawyers Lend-A-Hand Grant:
Grant Guidelines and Proposal Requirements**

A. Background on The Sun Times Judge Marovitz Lawyer Lend-A-Hand Fund

In 2007, The Abraham Lincoln Marovitz Lend-A-Hand Program (“Lend-A-Hand Program”) was renamed **The Sun Times Judge Marovitz: Lawyers Lend-A-Hand Fund** (“Lawyers Lend-A-Hand”) and continues to provide critical financial support for exemplary mentoring programs serving young people in disadvantaged Chicago area communities and to encourage effective practices in these programs. Lawyers Lend-A-Hand provides operating grants and supports exceptional mentoring programs that serve young people in disadvantaged Chicago and suburban communities. Lawyers Lend-A-Hand also encourages the legal community to support tutor/mentor programs by: (1) volunteering their time as mentors or as Board members of the program, (2) providing financial support, and (3) expanding cultural, educational and athletic opportunities for the young people the programs serve. Our goal is for the legal community to “lend a hand” to as many young people in our community as possible by providing them with the guidance and support they need to reach their full potential for success as independent and productive adults.

Lawyers Lend-A-Hand’s core eligibility requirements, screening criteria, proposal format and general conditions follow below. The requirements to be eligible for a grant from Lawyers Lend-A-Hand reflects our commitment to promote one-on-one mentoring relationships that foster consistent, long-term (i.e., more than one year) relationships between the mentor and young person. Lawyers Lend-A-Hand’s screening criteria, while not hard and fast requirements, reflect factors that Lawyers Lend-A-Hand Board deems important in developing and maintaining an effective youth mentoring program.

Lawyers Lend-A-Hand currently awards grants once each year and is in the process of implementing a bi-annual award cycle. When finalized, the criteria and grant cycle for these new grants will be posted on our website at www.lend-a-hand.net. Since its inception in 1995, Lawyers Lend-A-Hand has given out approximately \$550,000 in grants. This year, proposals for general operating grants are due **October 15, 2008**, and grants are announced in December of 2007. If you have questions or comments about the Lawyers Lend-A-Hand, please contact Karina Ayala-Bermejo at kayala@chicagobar.org or 312-554-2041.

Lawyers Lend-A-Hand also presents several prestigious awards:

- The **Thomas A. Demetrio Award of Excellence**, given annually to what is judged to be the *most exemplary youth mentoring* program, which comes with a \$10,000 grant.
- The **Much Shelist Founders Award** is given to the *most promising program* in existence 5 years or less, which comes with a \$7,000 grant.
- The **Inaugural Sun-Times Literacy Award** will be presented to an agency that *uses literacy as a goal or component in the tutor/mentor program*. A grant in an TBD amount will accompany this award.

There is **no separate application required** to be eligible for the above mentioned awards. Programs that submit grant proposals for general operating grants are automatically eligible for consideration for the Demetrio, Much Shelist and Sun-Times Awards.

In addition to making grants, Lawyers Lend-A-Hand recruits volunteers from the legal community and beyond to serve as mentors in area programs, and also operates the Tickets For Kids program, which obtains donated tickets to sporting and cultural events and distributes these tickets to worthy mentoring programs. There is no separate application for the Ticket For Kids Program. As a grant recipient, you are automatically eligible to receive Ticket for Kids tickets. For more information about the Lawyers Lend-A-Hand's other activities, please contact Executive Director, Karina Ayala-Bermejo at kayala@chicagobar.org or 312-554-2041.

B. Core Eligibility Requirements For a Grant From Lend-A-Hand Program

Lawyers Lend-A-Hand will give grants ranging from \$5000 to \$20,000 to support exceptional youth mentoring programs in Chicago and the Cook County suburbs. While many programs that receive grants are well established in the community, start-up and emerging programs are eligible for grants as well and are encouraged to apply. To be eligible for a grant, a program must meet the following core requirements:

- (1) The program must be operated by a 501(c)(3) organization or have an appropriate fiscal agency agreement with a qualified 501(c)(3) entity.
- (2) The program must primarily serve young people from disadvantaged communities in either Chicago or impoverished suburbs.
- (3) The program must have a stated organizational goal or objective to provide regular one-on-one mentoring between an adult mentor and a young person.
- (4) At least 50% of the program's mentor/young person relationships must be consistent one-on-one mentor/young person relationships and there must be a plan in place to reach 100% long-term, one-on-one relationships in the program.

- (5) For tutoring programs, there must be consistency and longevity in the relationships between the tutor and the young person (i.e., tutors are not constantly changing) and there must be a mentoring component to the tutoring relationship that goes beyond simply assisting with schoolwork.

If your program meets these core eligibility requirements for a grant from Lawyers Lend-A- Hand, please review the screening criteria immediately below and follow the instructions in the “What A Proposal Should Include” category.

C. Screening Criteria and Related Questions

Programs that meet the above eligibility requirements are screened by the Lawyers Lend-A-Hand Board for consistency using the criteria below. As noted above, while these criteria are not hard and fast requirements, they reflect the factors that the Lawyers Lend A-Hand deems important in developing and maintaining an effective youth mentoring program.

1. ***Lawyers Lend-A-Hand is committed to promoting one-on-one mentoring relationships that are consistent and long-term (i.e., more than one year) relationships, and year-round programs are preferred.***
 - How are mentors and young people matched together?
 - Once matched, how does the program provide regular one on one contact between the mentor and the young person?
 - How does the program track a young person’s progress?
 - What does the program do to build and promote long-term relationships between mentors and young people?
 - What is the average long term (i.e., one year or more) retention rate of young people in the program
 - Is the program year-round?
 - If the program does not have 100% of its participants involved in consistent one-to-one mentor/young person relationships, describe what the program is doing to try to achieve that goal.
2. ***Programs that include teens as well as younger children are preferred.***
 - Where do the young people in the program come from?
 - What is the age range of the young people in the program?
 - How do you go about recruiting them?
 - What does the program do to retain young people in the program?
3. ***A diverse pool of volunteers that includes volunteer mentors from both within and outside the community and continuing training and support for mentors is preferred.***
 - Where do the volunteer mentors in the program come from?
 - How do you go about recruiting them?

- What time commitment do you require of volunteer mentors?
 - What does the program do to retain its volunteer mentors?
 - Describe the program's training for volunteer mentors and what the program does to insure continuing education and training for volunteer mentors?
 - Are there services and other support provided for the volunteer mentors?
4. ***Youth/mentor relationships that include a variety of interactions and experiences and create relationships both within and outside of the young person's community are preferred.***
- Describe how the volunteer mentors and young people interact with one another.
 - Are mentor and young people encouraged to interact outside of the location where they usually meet?
 - How does the program broaden each young person's experiences and his or her self-esteem?
 - How does the program enhance a young person's ability to problem solve, be creative and involved in productive academic and extracurricular activities?
 - What does the program do to improve a young person's options for long-term success?
5. ***Collaboration with community leaders and other organizations in the community and taking advantage of community resources are strongly encouraged.***
- What does the program do to incorporate the resources and expertise of those in the community?
 - What does the program specifically do to coordinate and incorporate the expertise of other mentoring programs in the area?
 - Does the program participate in the conferences and workshops of the Tutor/Mentor Connection?
 - What does the program do to encourage parents of the young people to support the program?
6. ***Programs that are efficiently administered and constantly strive for improvement are strongly preferred***
- Is the program organized and efficiently administered, both financially and overall?
 - What mechanisms does the program have in place to regularly evaluate and improve services, insure financial viability, and effectively plan for the future?
 - What steps is the program taking to expand and diversify its sources of funding and support?

D. What a Proposal MUST Include

You MUST include a total of **three (3) copies** of your funding proposal along with ALL of the information listed in the checklist below. Proposals NOT following these instructions will be deemed incomplete and not eligible.

The proposal should be submitted to:

Karina Ayala-Bermejo
Executive Director
The Sun Times Judge Marovitz: Lawyers Lend-A-Hand Fund
321 S. Plymouth, Suite 700
Chicago, IL 60604
312-554-2041

- 1. Completed Cover Sheet (Form attached)**
- 2. Proposal Narrative**
 - The narrative should include the following:
 - A concise description of the program and the purpose for which the program is seeking funding.
 - A brief discussion of how the program meets the Lawyers Lend-A-Hand core requirements.
 - A brief discussion of how the program complies with each of the screening criteria set forth above.
 - A plan for evaluation for the program.
 - An example of the program's impact or success story of one of its participants.
 - If your programs builds literacy as part of your tutor/mentor program, submit a narrative on how the program uses literacy as a goal or component in the tutor/mentor program to be considered for *The Sun Times Literacy Award*.
- 3. Other General Information and Organizational Background**
 - Proposals also should include this information (We accept the Donor's Forum Chicago Area Grant Application Form but do not require it):
 - A detailed budget for the program that includes a breakdown of the budget for staffing.
 - A statement of the program's income and expenses from its most recently completed fiscal year.
 - A statement of all funding sources for the program of \$1,000 or more.
 - A copy of the letter from the IRS confirming the organization's tax- exempt status.
 - The names and affiliations of the Board of Directors.
 - The names, roles and backgrounds of key staff.
 - The names of attorney who serve as mentors or on the Board of Directors.
 - If you
- 4. Completed 2007 Tutor/Mentor Program Profile (Form Attached)**

E. General Conditions

All materials submitted to the Lawyers Lend-A-Hand become the property of the Lawyers Lend-A-Hand and will not be returned. Information contained in the proposals submitted may be shared with third parties and outside organizations as part of the Lawyers Lend-A-Hand evaluation process. The Lawyers Lend-A-Hand reserves the right to reject any and all proposals, in whole or in part, at any time, in its sole discretion.

Applicants understand that grant funds are to be used solely to support tutor/mentoring programs, which may include general operating cost. Lawyers Lend-A-Hand expressly reserves the right to recover funds for misuse of grant funds. All grant recipients will be required to submit a yearly report stating how the funds were used. All agencies through their authorized agents will be required to sign an agreement stating that they understand the aforementioned obligations prior to receiving the grant check. Lawyers Lend-A-Hand receives substantially more requests than it can fund and thus there is no guarantee that any particular program or organization, who might be otherwise eligible, will receive funding.

We encourage you to call if you have questions about these guidelines or about a particular proposal. These inquiries should be directed to Karina Ayala-Bermejo at kayala@chicagobar.org or (312) 554-2041.

The Sun Times Judge Marovitz Fund
Lawyers Lend-A-Hand
Grant Applicant Cover Sheet

Date Completed: _____

Organization Name: _____

Address: _____

Grant Contact Person: _____

Telephone: _____

E-mail: _____

Volunteer Opportunities Contact Person: _____

Telephone: _____

E-mail _____

Years your tutor/mentor program has been in existence? _____

Age group served by your program? _____

Community served by you program _____

Number of mentors: _____

Number of youth: _____

Does your program incorporate Literacy into your tutor/mentor program? Yes or No

If yes, please submit a narrative on how the program uses literacy as a goal or component in the tutor/mentor program to be considered for the Sun Times Literacy Award.

In order to promote the legal profession's contributions to youth mentoring please provide the name of attorneys or judges who are currently serving as mentors, Board Members or volunteers with your agency.

Name

E-mail

Phone

Tutor/Mentor Connection (T/MC)
YEAR 2007 TUTOR/MENTOR PROGRAM PROFILE

Please complete one PROGRAM PROFILE for each site you operate. Information from the PROFILE is used to update the T/MC Directory, and to provide information your organization can use to build a case for its services in different parts of the city. For more information, go to www.tutormentorconnection.org

I. Background: Please identify your name and program:

Agency: _____

Program/Unit _____

Address _____

City _____ Zip Code _____

Phone: _____ Fax: _____

E-Mail _____

Web Site ULR _____

Your name: _____

Title: _____

Date Program Profile was completed _____

II. The Mission:

1. Please provide a 50 word description of your tutor/mentor program's services, hours of operation, meeting place and age group served. This information will appear in the T/MC Directory. This can be an attachment.

2. If you have an annual plan, or strategic plan that shows your Tutor/Mentor program's mission, action plan and expected outcomes, please include that information with your survey.

3. If you have an Internet web site, please provide the ULR address. The Tutor/Mentor Connection will build a link from its site to yours. The T/MC invites you to do the same. This can create tremendous new visitors to your site, the T/MC site and other tutor/mentor programs throughout the city.

III. The Program:

4. Please mark the description that best matches the type of program you offer (mark only one).

___A. Pure Academic (Tutoring) Program. Focuses on homework and the fundamentals: reading, writing and arithmetic, and improving grades and high school/college entry. Normally in a group setting; does not emphasize a long-term personal relationship between the tutor and child.

___B. A Mixture of Academic (Tutoring) and Mentoring. Focuses on one-on-one mentoring as well as improving grades. May also involve field trips, speakers, arts programs, etc. Youth usually meet at a central site. Most youth work with the same tutor or mentor each week, usually in a one-on-one or in a small group setting.

___C. Pure Mentor Program. Youth are usually in a one-on-one partnership with an adult volunteer. May also feature field trips, field trips, or motivational speakers. Scholastic achievement not a primary goal.

___D. Alternative School and/or School-based Program. A learning center or program that takes place at a public or private school during the school day or directly after school.

___E. Recreation, Arts and/or Sports Program. Usually at a community center or club, offering constructive use of after-school hours. Academics are not part of primary mission.

5. Which of the following services are provided by your tutor/mentor program. Please check all that apply.

- ___ A safe place for children to learn and grow
- ___ An ongoing relationship with a caring adult or mentor, tutor or coach
- ___ A marketable skill through effective education
- ___ A healthy start
- ___ An opportunity to give back through community service

6. For how many years has your program offered these services in the neighborhood(s) you currently serve? (check one)

- ___ Less than 1 year ___ 1 to 2 years
- ___ 3 to 4 years ___ 5 to 6 years
- ___ 7 to 10 years ___ More than 10 years

IV. The Youth:

7. Currently, how many youths are regularly participating in your program? _____
How many, according to grade?

___Elementary (K-5) ___Jr. High (6-8) ___Sr. High (9-12)

8. How many youths were regularly participating at the same time one-year ago? _____
How many by grade?

___Elementary(K-5) ___Jr. High(6-8) ___Sr. High(9-12)

9. During what time(s) does your program offer tutor/mentor programs? (check all that apply)

___ Afternoon ___ Evenings ___ Weekends
___ Other (please specify)_____

10. How many of your youth are in one-on-one adult/youth matches? _____

How many are not in such matches? _____

11. Please provide percentages showing the racial composition of youth in your program.

African American _____ Latino _____
Caucasian _____ Asian _____
Other _____

V. The Volunteers:

12. How many volunteers are regularly participating in your program as tutors and/or mentors?

_____ current number of tutors/mentors (2007-2008 school yr).
_____average percent participating at regular sessions

13. How many of your volunteer tutors/mentors were regularly participating in your program at this time last year?

_____2006-2007 school year # of volunteers
_____ percent of average participation

14. What is the average amount of time per week that a volunteer tutor/mentor spends one-on-one with a youth?

1-2 hrs/week _____ 2-4 hrs/ week _____ Over 4 hrs _____
Volunteers meet with youth two times a month _____
Volunteers meet with youth once per month _____

15. For your volunteer population, provide percentages for all categories applicable (if available)

Age Range	Racial Composition
12-19 _____	African American _____
20-35 _____	Latino _____
36-50 _____	Caucasian _____
51+ _____	Asian _____
	Other _____

16. On average, how long are tutor/mentor volunteers active with your program? (check one)

<input type="checkbox"/> Less than 1 year	<input type="checkbox"/> 1 to 2 years
<input type="checkbox"/> 3 to 4 years	<input type="checkbox"/> 5 to 6 years
<input type="checkbox"/> 7 to 10 years	<input type="checkbox"/> 10 or more years

VI. Program Administration

17. In which of the following events did your organization participate?

May Tutor/Mentor Leadership Conference

September Tutor/Mentor Volunteer Recruitment Fairs. If you participated, how many volunteers joined your program as a result? Don't know

November Tutor/Mentor Leadership Conference

18. Do you encourage your volunteer tutors/mentors to attend the May and/or November Tutor/Mentor Leadership Conferences?

Yes No I was not aware of these

19. Please describe up to three workshops topics that you would like to have presented at a Tutor/Mentor Leadership Conference and that would motivate your staff and volunteers to attend:

Please include newsletters and additional information that would help others understand or become involved with your program. All materials included with this survey will be added to the Tutor/Mentor Connection Resource Library, 800 West Huron. This information will be available to you or any other program leader looking to borrow ideas to build great tutor/mentor programs in

Chicago.

If you have any questions, please call the T/MC at 312-492-9614, or look at the T/MC web site, www.tutormentorconnection.org