



2017-2018 Community Engagement Mini Grant Mentorship Program

AT A GLANCE

Mentors for the Community Engagement Mini Grant Program will provide support for new applicants during project development and application submission.

Incentives to serve as a Mentor:

- Engage new audiences in the environmental community.
- Empower under-engaged organizations
- Have the ability to apply for a mini grant (up to \$5,000)
- Broaden your network of volunteers and partnerships.

Participation:

E-mail Bre'Anna Brooks if you would like to participate in the Mentorship Program. Potential Mentors will be advertised on the Trust's website to organizations who are seeking assistance.

The Mini Grant Program will begin to accept applications for funding on July 1st, 2017.

Mentor and Mentee grant applications will be accepted on a rolling basis until funds are exhausted.

Please contact the Trust for questions and assistance:

Bre'Anna Brooks at (410) 974-2941 ext. 112 or bbrooks@cbtrust.org.

Goals of the Community Engagement Mini Grant Mentorship Program

The Trust seeks to engage new applicants and organizations from a diverse array of communities, in small-scale projects that enhance communities, engage residents, and improve natural resources. One of the Trust's core values is Inclusion: The Trust feels that the watershed will not be restored without a broad range of communities investing in and reaping the benefits of healthy natural resources. The success of these efforts will require increased outreach, capacity building, and a willingness to listen to and understand the values and specific concerns of diverse communities.

This grant program provides an introduction to the grant lifecycle, allowing under-engaged organizations to make a positive impact on their communities and the environment, through successfully receiving Trust funding.

The Trust would like to create a working relationship between organizations who are experienced in grant-writing and project management and those that are new to the Trust's programs. It is the Trust's hope that organizations that have experience with successful applications (more than three), will provide mentorship role to less experienced organizations.

Section 1: Guidelines to the Mentorship Program

1. Experienced grantees (grantees who have received more than three grants from any of the Trust's programs) may submit an email indicating areas of expertise and skills they can offer potential Mentees.
2. The Trust will make available a list of potential Mentor organizations to applicants seeking assistance in applying for a Trust mini grant. Mentors are not guaranteed a match with a Mentee.
3. The Mentor organization will be expected to make available **at least 8 hours**, but no more than 20 hours, of time to support a new applicant during project development and application submission.
4. After the Mentee application has been submitted to and approved for funding by the Trust, the Mentor organization will have one year from the date of approval to submit an application for a Mini Grant up to \$5,000. During the Trust's 2018 fiscal year (July 1, 2017-June 30, 2018), a Mentor organization may submit only one mini grant application regardless of how many Mentee organizations the Mentor assists.
5. Experienced grantees (grantees that have received more than three grants from the Trust) will not be eligible to apply to the Mini Grant Program unless they have served as a successful Mentor.

The Mentor is expected to:	The Mentor is not permitted to:
Assist with project development.	Be the project manager or complete the project for the Mentee.
Review the Mentee's grant proposal during the application process.	Coordinate volunteers for the Mentee's project.
Assist Mentee to submit an application via the Trust's online grant system.	Write the proposal for the Mentee.
Share with Mentees any lessons learned from past projects.	Complete any reporting on behalf of the Mentee.
Make available at least 8 hours but no more than 20 hours of Time to support the Mentee.	Charge the mentee for mentor services.

Section 2: Tips to be a Mentor

When should I accept a mentorship role?

We understand that being a Mentor is a time commitment and a significant undertaking. Our goal is to foster productive relationships between new partners. Your offer to be a mentor will be posted widely for the audience of under-engaged potential applicants; as such, we encourage you to think carefully about accepting the role of a Mentor and make sure the best partnership between your organization and a Mentee organization is obtained. If you are contacted, we encourage you to think about the following questions:

- Does the Mentee have a dedicated staff person?
- How many hours is the Mentee willing to commit to a project?
- Do the Mentee's Board and constituents agree with doing the project?
- Has the Mentee read the Mini Community Engagement Grant Program RFP?
- Does the Mentee have access to a computer?

When am I eligible to apply for a mini grant?

Your organization is eligible to apply for a Mini Grant of your own if and after your Mentee's Mini Grant application is approved by the Trust. You will then have one year to apply for one Mini Grant for your organization. Your Mentee will be asked on its application to identify whether a Mentor was used, describe the Mentor's role, and list the amount of time spent with the Mentor. The Trust will evaluate the Mentee's response to ensure proper mentorship role and will send you an email letting you know that your mentorship duties have been successfully met.