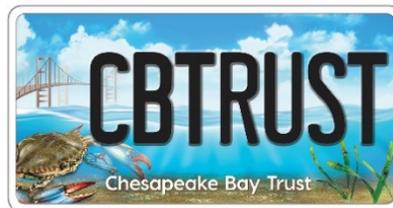




Community Engagement Mini Grant Program

FY 21 Mentorship Program Description



Chesapeake Bay Trust

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Community Engagement Mini Grant Program

At A Glance

Program Summary:

The Community Engagement Mini Grant Mentorship Program is designed to provide support for new applicants during project development and application submission.

Incentives to serve as a Mentor:

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

Eligible Mentors:

Organizations who have received more than three grants from any of the Trust's programs.

Timeline:

The Mini Grant Program will begin to accept applications for funding on August 5th, 2020. Mentor and Mentee grant applications will be accepted on a rolling basis until funds are exhausted.

Participation:

E-mail Kathy Somoza 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.

Contact:

Kathy Somoza at (410) 974-2941 ext. 120 or ksomoza@cbtrust.org



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Introduction

The Chesapeake Bay Trust (Trust) is a nonprofit, grant-making organization dedicated to improving the bays, streams, rivers, forests, parks, and other natural resources of our local systems, from the Chesapeake to the Coastal Bays to the Youghiogheny River. The Trust, supported in large part by Maryland's Chesapeake Bay License Plate, Plate and partnerships with other regional funder, engages and empowers diverse groups to take actions that enrich natural resources and local communities of the Chesapeake Bay region. Since 1985, the Trust has awarded over \$120 million in grants to municipalities, nonprofit organizations, schools, and public agencies throughout the Chesapeake Bay Watershed.

Program Goals and the Importance of Diversity and Inclusion

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, ultimately, improve natural resources. Among the Trust's core values are diversity and inclusion: We feel that a broad range of communities can benefit from healthy natural resources, even if their primary focus is on other issues. Human health, the economy, jobs, community livability, education and our children are all connected with a healthy environment. As a result, the Trust is investing in grants primarily to new applicants who have yet to frequently engage with the Trust.

This grant program introduces the grant lifecycle to applicants who may not be experienced in applying for grants. 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.

The Trust is committed to the advancement of diversity and inclusion in its award-making and environmental work. As a result, the Trust strongly encourages applications directly from underrepresented groups, and for projects that increase awareness and participation of communities that are traditionally underrepresented, such as communities of color. For a full description of the Trust's efforts to engage under-engaged groups, see our strategic plan at www.cbtrust.org/strategic-plan and <https://cbtrust.org/diversity-inclusion/>.

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 2021 fiscal year (July 1, 2020-June 30, 2021), 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.

FAQs

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 have buy-in from Board and constituents to carry out the project?
- Has the Mentee read the Mini Community Engagement Grant Program RFP?
- Does the Mentee have access to a computer and other necessary resources?

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.

What information do I need to submit to be added to the list of available mentors?

To be added to the list of available mentor organizations, we will need the following information:

- Name of organization
- Location of organization
- Description of organization
- Skills and services you can offer mentees (what kind of technical assistance or expertise can you offer to the mentee organization during the grant application process?)
- Contact Person (name and email required)