

Nevada Commission on Mentoring NCOM Grant and Management System

Philosophy of Granting: The “ethos” of the work of the NCOM is to create opportunities for subpopulations within **Nevada’s demographic population that have been historically disenfranchised** with regard to family health and wellness, criminal justice, academic capacity, and employment focuses. These categories contain conditions unique to various regions throughout the State of Nevada; however, this work will be centered Washoe County and Clark County. Further, the charge given to the Commission is to support and facilitate mentorship programs in the State of Nevada (**NRS 385.760, 385.780**).

NCOM Grant Requirements

***Grants allotted from NCOM are reimbursement-based. Any organization considered for approval must be able to demonstrate matching funds.**

- Formal registration as a business organization (Limited Liability Company (LLC), corporation, or nonprofit)
- Federal Employee Identification Number (FEIN)
- State Employee Identification Number
- Formal Business Banking Account

Grant Package:

- Attend Grant Informational Event(s) / Event Acknowledgement Page
- Project Executive Summary
 - Abstract
 - Targeted Category of Service
 - Specific Population Served
 - Service Description
 - Statement of Capacity to Serve
 - Intended Outcomes of Service
- **Letter of Project Status and Invitation to apply for NCOM Funds (NCOM)**
- **Presentation to NCOM and Announcement of Project Award Status (NCOM)**
- Mandatory Fiscal Stewardship Training / Event Acknowledgement Page
- Mandatory data keeping using SMART Goals Training / Event Acknowledgement Page
- Monitoring Schedule / Individual Consultation Event Acknowledgement Page
- **Grant Package Component Description**

Event Process	Event Process Description
Attend Grant Informational Event(s) / Event Acknowledgement Page	NCOM will host a continuum of public information sessions that describe its vision, mission, and overview of offering development opportunities and grant awards. The Event Acknowledgement Page is a summary of the information covered and is to be signed with original given to the NCOM event facilitator.
Project Executive Summary Abstract Targeted Category of Service Specific Population Served Service Description Statement of Capacity to Serve Intended Outcomes of Service Budget Work Sheet	The Executive Summary is an opportunity to dive deep into presenting the proposed mentor focused project or activity. The Targeted Category of Service must either be Family Health and Wellness, Criminal Justice and Employment, or Academic Capacity Building. The Specific Population Served refers to who characterizes the mentees (who benefits from the proposed services?). The Service Description is a detailed description of the proposed services (project or activity). The Statement of Capacity to Serve is directed at assessing an organizations business infrastructure and capacity to implement the Service Description. The Intended Outcomes of Service portion of the Executive Summary must offer a clear vision of what will be accomplished by the proposed Service Description. Completion of the Budget Work Sheet provided is mandatory for consideration.
Letter of Project Status and Invitation to apply for NCOM Funds (NCOM) Project Award Status (NCOM)	The Letter of Project Status indicates where organizations seem strong and where strengthening is warranted according to the NCOM Mentor Development Rubric. This letter also offers an Invitation to apply for NCOM funds using the formal application and budget forms. After review of the Project Executive Summary.
Mandatory Fiscal Stewardship Training / Event Acknowledgement Page	All potential grantees must attend a NCOM and NDE facilitated fiscal stewardship training prior to receiving an award letter. The Event Acknowledgement Page will contain a list of fiscal operations to be followed as a function of receiving an award. It is to be signed with original given to the NCOM event facilitator.
Mandatory data keeping using SMART Goals Training / Event Acknowledgement Page	All potential grantees must attend a NCOM and NDE facilitated SMART Goals Training prior to receiving an award letter. The Event Acknowledgement Page will contain a list of fiscal

Event Process	Event Process Description
	operations to be followed as a function of receiving an award. It is to be signed with original given to the NCOM event facilitator.
Monitoring Schedule / Individual Consultation Event Acknowledgement Page	All organizations being offered an award for mentoring services must participate with an Individual Consultation Session with NCOM and NDE. This session is to set clear monitoring, evaluation, and coaching (technical assistance) conditions.

How to Apply?

Interested candidates can begin the application process by attending a **Grant Informational Event or by logging into _____** and submitting an RSVP based on the list of scheduled dates. **NCOM Mentor Grant Interest Events** are held monthly and all individuals or organizations interested in mentoring are welcome to attend. **Web-based informational sessions** are ongoing and contain timelines for application deliverables. The Web-based sessions are prerecorded and readily available on the NCOM website. **The format for these sessions is contingent on the NCOM Grant Process selected by the Commission.** After attending a Grant Informational Event candidates can opt to begin the formal application process by submitting the complete grant application package.

NCOM Mentor Grant Interest Event Calendar

Month	Day of the Month and Time
September 2019	September 9 th (1pm)
October 2019	October 11 th (1pm) October 18 th (1pm)
November 2019	November 1 st (1pm) November 15 th (1pm)
December 2019	December 13 th (1pm)
January 2020	January 3 rd (1pm)
All of the NCOM Mentor Grant Interest Events will occur at NDE (2080 E. Flamingo); 2nd Floor, Bighorn Conference Room or Carson City (700 E. Fifth Street, Carson City, NV 89701)	

Who's Eligible?

An individual or organization willing to build and develop capacity to serve Nevada's youth and adults are welcome to apply. Regardless of current capacity to offer mentor services NCOM will offer a continuum of technical assistance, trainings and seminars to help organizations move their vision

forward. Therefore, any organization with the willingness to commit to service within the conditions set by NCOM is eligible.

Fiduciary

Working with a grant process based on reimbursements is difficult when the mentor organization does not have the matching funds. Working with a “fiduciary” is one way to demonstrate the matching funds needed to participate with the NCOM grant process. A fiduciary is a person or organization that acts on behalf of another person or organization to manage assets. The fiduciary holds a legal or ethical relationship of trust with the organization being supported.

Letter of Grant Award

Grant recipients will receive an NCOM Grant Award Letter that states the amount the mentor organization has been awarded. In some cases business establishments will vet a grant letter of award and provide services through a purchase order (PO). NCOM is willing to confirm the amounts each mentor organization is able to spend with outside organizations and vendors.

Fiscal Stewardship Training

SMART Goal and Data Keeping Training

Program Coaching, Monitoring, and Evaluation Training

Proposed Options for NCOM Granting

- **Level-system based on adopted equity standards for mentor / mentee relationships**
- **Planning, Implementation, and Sustainability Granting / Competitive Granting**
- **Strategic Granting**

Nevada State Certification for Mentoring

Proposed Grant Process Giving Methodologies

Level-system based on adopted equity standards for mentor / mentee relationships

Grant Process	Grant Process Description
Level Four (\$2,000 - \$2,500)	<p>Has demonstrated a continuum of projects and activities based on formal research or current and documented action research that clearly aligns to SMART Goal setting and has proven statistically significant results.</p> <p>Letter of Recognition and Support for Philanthropic Funding</p>
Level Three (\$1,500 – \$2,000)	<p>Has demonstrated at least on project or activity based on formal research or current and documented action research that clearly aligns to SMART Goal setting and has proven statistically significant results.</p> <p>Letter of Recognition and Support for Philanthropic Funding</p>
Level Two (\$1,000 - \$1,500)	<p>Year Two: Implementation of a project or activity aligned to a SMART Goal with clear expected outcomes coupled with a monitoring and evaluation system and schedule of reporting to NCOM.</p>
Level One (\$500 - \$1,000)	<p>Year One: Implementation of a project or activity aligned to a SMART Goal with clear expected outcomes coupled with a monitoring and evaluation system and schedule of reporting to NCOM.</p>
Interest and Capacity Cohort (Certification Readiness) (\$500)	<p>Based on assessment of submitted Project Summary mentor organizations will be placed in one of the five categories for capacity building and implementation. The Interest and Capacity Cohort is designed to help grow ideas into feasible activities that build into projects, navigate pathways toward business model implementation, and focus on aligned research based initiatives to create a platform for services.</p>

Proposed Grant Process Giving Methodologies
Planning, Implementation, and Sustainability Granting

Grant Type	Grant Phases
Sustainability Grant \$3,000 - \$5,000	<p>Sustainability Phase: This phase is for organizations that have established a running record of statistically significant data for addressing the NCOM areas of focus (Family Health and Wellness, Criminal Justice, and Academic Capacity Building).</p> <p>The Organization must continuously meet the conditions set regarding the Sustainability Phase to receive reimbursements.</p>
Implementation Grant \$2,000 - \$3,000	<p>Implementation Phase: This phase is considered official implementation with established standards for completing the work effectively, and clearly established contingencies for NCOM monitoring.</p> <p>Demonstration of the Implementation Phase contingencies is a prerequisite for receiving a NCOM Sustainability Grant. The Organization must continuously m</p>
Startup Grant \$1,000 - \$2,000	<p>Startup Phase: This phase begins the work of engaging with mentees, collecting data, and determining the effectiveness of mentor organization infrastructure for effective implementation.</p> <p>Demonstration of the Startup Phase contingencies is a prerequisite for receiving a NCOM Implementation Grant.</p>
Planning Grant \$1,000	<p>Planning Phase: This phase ensures the teams are in good standing as an official business registered with the State, the project is strategically thought out with SMART Goals and a methodology for monitoring effectiveness, and team capacity for service delivery of the mentoring model. Development of a "Capacity Budget": LLC - \$450.00 Non-profit - \$ Marketing - \$ Project Investment materials - \$ Demonstration of the Planning Phase contingencies is a prerequisite for receiving a NCOM Startup Grant.</p>
Total Strategic Funding	\$10,000

Proposed Grant Process Giving Methodologies
Competitive Granting
(September 2019 – December 2019)

Grant Type	Grant Phases
Competitive Family Health and Wellness \$5,000	The competitive process for receiving the Family Health and Wellness Grant requires teams to complete the NCOM Competitive Application.
Competitive Academic Capacity Building \$5,000	The competitive process for receiving the Academic Capacity Building Grant requires teams to complete the NCOM Competitive Application.
Competitive Criminal Justice \$5,000	The competitive process for receiving the Criminal Justice Grant requires teams to complete the NCOM Competitive Application.
Total Competitive Funding	\$15,000

Proposed Grant Process Giving Methodologies

Strategic Granting

Strategic Granting	Strategic Granting Description
<p>NCOM Facilitated – Washoe \$10,000 Washoe Public School District would be allotted the funds to enable the e-page system to be used to monitor grant activity for the Junior Commission North.</p>	<p>North – Junior Commission The Junior Commission is a NCOM facilitated mentor project that involves postsecondary students, high school students, and community stakeholders. The Junior Commission will seek a faculty advisor from one of the local postsecondary institutions. The work of the Junior Commission is to plan, implement, and monitor mentor / mentee activities that align to the NCOM area of focuses (Family Health and Wellbeing, Criminal Justice, and Academic Capacity Building). The Junior Commission will seek to develop “grass roots partnerships” that develop small organizations interested in mentor work using a Cohort model of local organizations. These organizations will collaborate with and take ownership of various mentor activities “seeded” by the NCOM Junior Commission.</p> <p>The work identified by the Junior Commission (North) is based on the NCOM Process for Identifying Children in need of a Mentorship Program / Justification for Geographic Service.”</p> <p>The Junior Commission will be established as a formal mentor organization with the establishment of an LLC. All mentor organizations receiving a NCOM grant that do not have the capacity to establish as a formal business entity or establish the required matching funds can use the Junior Commission as a fiduciary.</p>
<p>NCOM Facilitated – Clark County \$10,000 Clark County Public School District would be allotted the funds to enable the e-page system to be used to monitor grant activity for the Junior Commission South.</p>	<p>South – Junior Commission The Junior Commission is a NCOM facilitated mentor project that involves postsecondary students, high school students, and community stakeholders. The Junior Commission will seek a faculty advisor from one of the local postsecondary institutions. The work of the Junior Commission is to plan, implement, and monitor mentor / mentee activities that align to the NCOM area of focuses (Family Health and Wellbeing, Criminal Justice, and Academic Capacity Building). The Junior Commission will seek to develop “grass roots partnerships” that develop small organizations interested in mentor work using a</p>

Strategic Granting	Strategic Granting Description
	<p>Cohort model of local organizations. These organizations will collaborate with and take ownership of various mentor activities “seeded” by the NCOM Junior Commission.</p> <p>The work identified by the Junior Commission (North) is based on the NCOM Process for Identifying Children in need of a Mentorship Program / Justification for Geographic Service.”</p> <p>The Junior Commission will be established as a formal mentor organization with the establishment of an LLC. All mentor organizations receiving a NCOM grant that do not have the capacity to establish as a formal business entity or establish the required matching funds can use the Junior Commission as a fiduciary.</p>
<p>NCOM Invitation Grant \$5,000</p>	<p>The Invitation Grants will be awarded to students between the ages of 6 and 18. These grants are specific toward the development of adolescent driven mentor ideas that align to either: Family Health and Wellness, Criminal Justice, or Academic Capacity Building.</p> <p>Children between will be encouraged to submit ideas to be developed into mentor organizations based on an Request for Proposals (RFP) that will go out to churches, select schools, and community organizations aligned to the Family Health and Wellness, Criminal Justice, and Academic Capacity Building.</p> <p>NCOM will select three (4) ideas that are determined feasible and align to the NCOM areas of focus.</p> <p>These candidates will be invited to present their mentor proposal to the NCOM selection committee at the October 11th Informational Event.</p>

Attachments

Request for State or Federal Funds Forms Description

 SY 2020 Funding Name Form

Notification of State Grant or Federal Subgrant Award

 Request for Funds for Project Activities

 Subgrant Award Period Form

 Report of Match

 Report of Revenue

 General State Grant Assurances Letter