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**Letter of Inquiry 2019-2020  
Cover Sheet**

Organization Name: \_\_\_\_\_

Executive Director's Name: \_\_\_\_\_

Address (including zip code): \_\_\_\_\_

Mailing Address (including zip code): \_\_\_\_\_

Grant Application Contact Person (main contact person for Lend-A-Hand):

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Year mentoring program established **&** number of years has been in existence: \_\_\_\_\_

Age group and neighborhood/population served by program: \_\_\_\_\_

How many mentors are in the program? \_\_\_\_\_ How many are volunteers? \_\_\_\_\_

Number of mentors matched in one-to-one relationships (only matched with one student): \_\_\_\_\_

Number of youth matched in one-to-one relationships: \_\_\_\_\_

Each youth receives how many hours of mentoring per month (min. required)? \_\_\_\_\_

What is the minimum match period? (Commitment asked of mentor/youth) \_\_\_\_\_

Dates of Fiscal Year: month/date \_\_\_\_\_ to month/date \_\_\_\_\_

Mentoring Program Expenses for Most Recent Fiscal Year: \_\_\_\_\_

**(expenses for one-to-one mentoring program only, do not include scholarships)**

Total Organizational Expenses for Most Recent Fiscal Year: \_\_\_\_\_

Have you previously received a grant from Lawyers Lend-A-Hand to Youth? Yes No

What was the first year in which you received a grant? \_\_\_\_\_

What is your youth retention rate from your most recent year? \_\_\_\_\_

What is your mentor retention rate from your most recent year? \_\_\_\_\_

## I. Program Description

A. General Description – In less than **500 words**, please provide a general description of your mentoring program. Please address the following:

1. Organization’s Mission – Please give a brief description of your organization and its mission.
2. Youth Participants – Describe the population of youth that your mentoring program serves. How are the youth admitted to the program, including what, if any, determination is made as to need or disadvantaged/underserved status? What is your youth retention rate from one program year to the next?
3. Mentors – Describe who your mentors are and how you recruit them. What are the requirements to be a mentor and how are they trained? What is the retention rate for mentors from one program year to the next?
4. Match-ups – What is the minimum match period for youths and mentors, and how long does the average match last? How many youth are in one-to-one matches with a mentor?
5. Meet-ups and Activities – How often do youth meet with their mentors, where do they meet and for how long (hours/minutes)? In what type of activities do the youth and mentors typically engage? Please describe any opportunities that mentors and youth may have to work on reading and writing activities during meet-ups.

B. Program Goals and Objectives: **In 150 words or less**, please tell us about your mentoring program’s primary goals and objectives. This can be in outline form. **These should be SMART (specific, measurable, attainable, relevant, and time-based) goals and objectives that express how your organization hopes to change lives.**

II. **Tax Exempt Status** – Please include a copy of the organization’s U.S. Internal Revenue Service determination letter verifying the organization’s tax-exempt status.

To submit your letter of inquiry, please title the file “<Organization Name>\_LOI 2020,” and email it as a PDF to **Jenna Meyers, Program Associate** at [jmeyers@lawyerslendahand.org](mailto:jmeyers@lawyerslendahand.org). If you have any questions or concerns please contact Jenna Meyers at the email above or via phone at 312.554.2053.