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**Letter of Inquiry 2018-2019**

**Cover Sheet**

Organization Name:

Executive Director’s Name:

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

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Mailing Address (including zip code):

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

Telephone: Email:

Program’s website or Facebook page: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 2019,” and email it as a PDF to [kmccabe@lawyerslendahand.org](mailto:kmccabe@lawyerslendahand.org).