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**2018-19 Letter of Inquiry**

**(Due: July 13, 2018, at 5:00 p.m.)**

**History.** Lawyers Lend-A-Hand to Youth channels the legal community’s resources to promote mentoring and tutoring programs to help at-risk youth in Chicago. Since its founding in 1995 by former Chicago Bar Association President Thomas A. Demetrio, Lawyers Lend-A-Hand to Youth has positively affected the lives of over 40,000 youth.

The various means by which we accomplish our mission include:

* Offering free one-to-one tutoring to students from Englewood through Lend-A-Hand Tutoring at the CBA;
* Awarding monetary grants to local mentoring/tutoring programs;
* Recognizing outstanding youth mentoring programs through the Thomas A. Demetrio Award of Excellence;
* Raising the legal community's awareness of the importance of mentoring disadvantaged youth.

In 2018, Lend-A-Hand awarded grants to ten programs serving youth across the Chicago area.

**Grant Application Timeline.** The grant application is divided into two parts. A Letter of Inquiry (LOI) must be submitted by **Friday, July 13, 2018, at 5:00 p.m.** Based on this LOI, Lend-A-Hand will determine whom to invite to complete the full grant application. Eligible applicants will be notified at the beginning of August, and the full grant application is due on September 14, 2018, at 5:00 p.m. Grant disbursements are anticipated to occur in January 2019.

**Grant Amounts and Use of Funds.** For the 2018-2019 cycle, $6,000 will be the grant amount awarded to 10 programs. This determination also reflects our desire to provide a level of meaningful support to each grantee partner. Lawyers Lend-A-Hand to Youth reserves the right to award grants in amounts smaller than $6,000 based upon an organization’s size, budget, or other considerations.

Grant funds can only be used to support one-to-one mentoring and tutoring programs and may include general operating costs. The funds cannot be used for scholarships.

Lawyers Lend-A-Hand to Youth expressly reserves the right to recover misused or misappropriated grant funds. All programs through their authorized agents will be required to sign an agreement stating that they understand the above obligations prior to receiving their grant checks.

**Program Requirements and Criteria.** Lawyers Lend-A-Hand to Youth's program requirements reflect our commitment to promoting best practice mentoring and tutoring programs in disadvantaged communities that foster consistent, long-term bonds between adults and youth. They also reflect our belief in the potential for all youth to succeed.

To be eligible for a grant, a program **must** meet the following core requirements:

* The program must be operated by a 501(c)(3) organization or have an appropriate fiscal agency agreement with a qualified 501(c)(3) entity.
* The program must primarily serve young people from disadvantaged communities in either Chicago or Cook County.
* The program must provide **one-to-one**, long-term mentoring or tutoring between an adult mentor and a young person. Long term is defined as at least one school or calendar year.
* For tutoring programs, there must be consistency and longevity in the relationships between the tutor and the young person (*i.e.,* tutors are not constantly changing), and there must be a mentoring component to the tutoring relationship that goes beyond assisting with schoolwork.
* The program is efficiently administered and has specific and actionable goals and objectives. The program self-evaluates progress toward these stated goals and objectives.

Lend-A-Hand seeks to fund programs that also meet the following *additional criteria*:

* The program recruits a diverse pool of mentors/tutors.
* The program promotes relationships that increase the young person’s self-esteem and improves his/her options for long-term success.
* The program collaborates with local leaders and other organizations in the community served.
* The program is sustainable and has plans for leadership succession.
* The program has a focus on improving literacy.

Priority consideration is given to smaller neighborhood programs that show the promise of being able to thrive with additional financial support or to programs that find new and innovative ways to develop the potential of at-risk youth. We will, therefore, look very closely at:

* The number of years that a program has been in existence;
* The number of years the program has already received funding from Lend-A-Hand;
* The size of the program and the community that it serves; and
* The budget for the program.

***In the 2018-2019 grant year, preference will be given to those organizations having received a Lend-A-Hand grant for less than five consecutive years.***

**Demetrio Award.** In addition to our general grants, Lawyers Lend-A-Hand will award the **Thomas A. Demetrio Award of Excellence**, an award funded annually by the law firm of Corboy & Demetrio and given to an exemplary mentoring or tutoring program.

There is **no separate application** to be eligible for the Demetrio Award.Programs that submit a grant proposal will be considered for it.

**Proposal Submission and Final Reports.** The LOI must be submitted by **Friday, July 13, 2018, at 5:00 p.m.**

You may download the LOI and its instructions from our website, [www.lawyerslendahand.org](http://www.lawyerslendahand.org). Your final LOI and all attachments must be **submitted online** via email and **in one PDF**.

Please title the LOI file “<Organization name> \_LOI 2019” and email it to **Kathryn McCabe, Executive Director,** at **kmccabe@lawyerslendahand.org****.**

All grant recipients will be required to submit a yearly report stating how the funds were used. The **report** **from last year’s grant recipients is due on Friday, July 13, 2018.**

All materials submitted to Lawyers Lend-A-Hand to Youth become the property of Lawyers Lend-A-Hand to Youth and will not be returned. Information contained in the proposals submitted may be shared with third parties and outside organizations. Lawyers Lend-A-Hand to Youth reserves the right to reject any and all proposals, in whole or in part, at any time in its sole discretion.