



## **RID-NCIEC Mentoring Grant Instruction page**

The RID-NCIEC Mentoring Grant Program's goals are to increase the skills of:

- new interpreters
- interpreters from minority populations
- Deaf interpreters or Deaf mentors
- interpreters in specialized settings

Grants generally range from \$3,000 to \$8,000 and are awarded annually to RID affiliate chapters who are collaborating with other public or private organizations to develop or maintain mentoring programs. (see information sheet for eligibility requirements)

Please complete the attached application form, paying attention to the page limits for each section. Please include the titles of each section in the narrative, budget and personnel page (s). Incomplete forms may be removed from consideration for the grant.

Grant applications should be submitted electronically to [admin@rid.org](mailto:admin@rid.org). Grant applications must be in the RID office no later than the end of business on May 1 or the first business day following if May 1 is on a weekend.

The application consists of:

- A narrative (following the categories attached)
- A proposed budget (using the form attached)
- A listing of key personnel and their bios

A few hints that will allow your grant the greatest opportunity for success:

### Narrative

Each section in the narrative includes the criteria that will be used by the task force when reviewing the grant. Be sure to double-check that your application information addresses all the criteria listed.

### Budget

The budget is just an estimate, but should be reasonable and achievable. Any math errors in the budget may reduce the amount of grant funds awarded. You may fill out the form provided here or create your own form, however, your budget must include all the categories listed in the application. You may add additional line-items if you have them and attach any additional descriptions or documentation you need to help the reviewers understand your budget.

### Key personnel

This list should be anyone already scheduled as paid personnel for your mentoring project including coordinator(s), mentors and presenter/trainers. If you do not have the personnel in place, list the agency or entity that will be in charge of the recruitment and payment of personnel and who the key staff person is that will be doing that work. Bio information on personnel can be from one paragraph to one page per person and should be focused on the competencies that apply to the mentoring program.

**Cover Page**

Chapter info

Name  
Contact information  
NCIEC Regional Center  
RID Region (if applicable)

Mentoring Program name

Mentoring Program date(s)

Total Program Budget

Amount Requested from RID-NCIEC

Continuation of a previous program or program not previously funded by RID-NCEIC (yes, no)

Summary paragraph of program

## Narrative

### **Program Description (no more than one page)**

Describe the mentoring program including the target population you intend to serve. *(description should be clear, concise and indicate a well-designed and achievable program)*

### **Program Goals (no more than one page)**

Explain how the mentoring program meets one or more of the following goals:

- Increase the skills of new interpreters
- Increase the skills of interpreters from minority populations
- Increase the skills of Deaf interpreters or Deaf mentors
- Increase the skills of interpreters in specialized settings

*(goals should be substantive, achievable and measurable as well as clearly stated and in line with the goals of the grant program)*

### **Program plan (no more than one page)**

Outline the action steps of the mentoring program including a time-line. *(steps should be clear and achievable, with a realistic time-line and ideas for sustainability of the program)*

### **Anticipated Outcomes/Evaluation (no more than one page)**

Describe any specific outcomes of the program including numbers of people served and how you plan to evaluate the program. *(include any specific measures of skill or experience as well as a description of the evaluation tool(s) that will be used)*

### **Collaboration (no more than one page)**

Describe any collaborative entities that are part of the mentoring program and what their role in the program is. *(collaboration can be for cash or in-kind goods or services and should be substantive and achievable)*

### **Ability (no more than one page)**

Describe your ability to carry out the mentoring program including any past history of the program or staff competencies. *(should include information on capacity and sustainability)*

### Budget/Expenses

*You may complete this form or generate your own with the same categories  
Put a zero in any line item with no expenses*

Estimated Expenses	Cash	in-kind	Explanatory Notes
	<i>goods and services requiring cash payment</i>	<i>donated goods or services with specific monetary value</i>	<i>additional information about cash or in-kind expenses</i>
<b>Personnel (employee or contract)</b>			
Direct service <i>(mentors, presenters, etc.)</i>			
Administrative			
<b>Supplies &amp; Materials</b>			
<b>Printing and postage</b>			
<b>Space and equipment</b>			
<b>ADA-related costs (interpreting services and other)</b>			
<b>Other (explain)</b>			
<b>Sub-total</b>			
<b>Total Expenses</b> (add Cash and In-kind)			

### Budget/Income

*You may complete this form or generate your own with the same categories  
Put a zero in any line item with no income*

Estimated Income	Amount	Explanatory Notes
<b>Grants and Contributions</b>		
individual contributions		
foundations or corporations		
government		
other (explain)		
Sub-total grants and contributions		
<b>Earned Income</b>		
participant fees		
other (explain)		
<i>Sub-total earned income</i>		
Total In-Kind (from expenses)		
NCIEC RID Grant Request		
<b>Total Income</b>		

**Personnel (up to one page per person)**

List key personnel associated with the mentoring program, including brief biographic information on each person. If you have not recruited or contracted for your key personnel, describe the criteria you will be using to recruit and hire mentors or other personnel for the program.

Send all materials to [admin@rid.org](mailto:admin@rid.org)