**NEIGHBOURHOOD GRANTS MENTOR: TIPS & TOOLS**

**WHAT IS A NEIGHBOURHOOD GRANTS MENTOR?**

The Neighbourhood Grants Mentor is a local stakeholder who volunteers to support a resident group who is applying to the Neighbourhood Grants Fund. **Please note** that all Neighbourhood Grants are for resident-led activities, not for activities that are part of an agency's activities.

A Neighbourhood Grants Mentor helps resident-led groups think through the following issues:

* Completing their application
* Planning and carrying out their activity/event
* Reporting on the activity/event

The Mentor will use their professional knowledge, networks, and experience to support the resident group to develop, implement and report on the Neighbourhood Grant.

Rule of thumb: Mentors don't doit *for* the group, they help the group think through issues.

**WHAT IS THE ROLE OF THE NEIGHBOURHOOD GRANTS MENTOR?**

The Mentor and Mentees should discuss the start and end date of their relationship, the expected number of meetings and the number of hours that the Mentor can commit.

Application (October 2018 – January 2019)

* Connecting resident-led group with Community Development Officer and Neighbourhood Planning Table
* Assisting in understanding and forming their idea for neighbourhood activity/event
* Assisting resident-led group to plan how activity/event will be carried out (e.g. date(s), venues, target population, number of people, etc)
* Assisting resident-led group in putting together a budget for the event, including permits and insurance
* Assisting resident-led group to prepare for Neighbourhood Grant Recommendation Session

Activity / Event (March 2019 – September 2019)

* Attending training sessions for mentors
* Help connect resident-led group with Community Development Officer and Neighbourhood Planning Table
* Encourage resident-led groups to attend relevant training sessions
* Support resident-led groups in making adjustments to activity/event based on application feedback (e.g. reduced or increased budget)
* Assisting resident-led group to plan how the activity/event will be carried out (e.g. date(s), venues, target population, number of people, insurance, permits, etc)
* Assisting resident-led group to carry out activity/event will be carried out
* Assisting resident-led group to adhere to budget for the event and requesting any changes

Reporting (November – December 2019)

* Supporting resident-led group to report back to Community Development Officer and Neighbourhood Planning Table on activity/event
* Supporting resident-led groups to complete and submit report to City of Toronto
* Participate in evaluations of Neighbourhood Grants

**WHAT'S IN AND WHAT'S OUT\***

Establishing boundaries are important in helping to define, focus and manage the scope and expectations of the mentee-mentor relationship.

The following are examples of what is and is not expected of Neighbourhood Grant Mentors:

|  |  |
| --- | --- |
| **DO - Mentors** | **DON'T – Mentors** |
| Empower mentees to: lead the mentoring relationship, make decisions, and see the connection between their goals, strategies and broader vision. | Determine and/or heavily influence the creation of the resident led group’s activity or event |
| Provide comments and suggestions to support applicants to complete their project budget and work plan. | Write the proposal, activity/event budget, work plan, or reports *for*mentees. |
| Share resources and networks with your mentee. | Lend money or engage in an exchange of products. |
| It is advised that applicants meet as a whole group as much as possible or that at the very least 3 mentees are present. | Take on the role of a group member, trustee or project manager. |
| Cultivate a mentoring relationship that is rooted in a foundation of mutual respect and trust. | Feel obligated to commit more time than is expected of you, or discuss personal or confidential issues. |
| Do connect with Shahina (contact information at the bottom of the page) if mentee needs support outside scope of the Neighbourhood Grants’ role ex. Conflict mediation, mental health, housing, employment etc. | Engage in a mentoring relationship where a conflict of interest exists (e.g. such as with a family member or friend). |

The following\* are examples of what is and is not expected of Neighbourhood Grant Recipients:

|  |  |
| --- | --- |
| **DO - Grant Recipients (Mentee)**  | **DON’T - Grant Recipients (Mentee)** |
| Be clear about your needs and share those with your mentor | Expect your mentor to tell you what to do |
| Follow through on your mentoring relationship commitments and action items | Rely on your mentor to lead the mentoring relationship or your activity/event |
| Be open to learning and exploring ideas with your mentor. Treat any guidance your mentor offers as purely educational | Ask your mentor to go beyond their role |
| Notify Shahina of Social Planning Toronto of any real, potential or perceived conflict of interest | Engage in a mentoring relationship where a conflict of interest exists (e.g. such as with a family member or friend) |
| Assume full responsibility for the outcomes of the decisions you make for your event/activity | Blame your mentor for the outcomes of any advice you chose in your event/activity |

**WHO CAN I CONTACT FOR SUPPORT IF ISSUES ARISE?**

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**\*From:**Futurpreneur Canada (2017). Mentoring Guide for Entrepreneurs: <https://www.futurpreneur.ca/wp-content/uploads/2017/04/Start-Up_Entrepreneur_Guide_EN_-Final.pdf>