

100th Anniversary Service Unit Mini-Grants Guidelines and Application

Funding Focus:

Girl Scouts in the Heart of Pennsylvania (GSHPA) is inviting its Service Units (SUs) to apply for mini-grants in support of SU-organized events that forward GSHPA's 100th anniversary goals through projects and events that engage Girl Scout stakeholders in their communities. Mini-grants may be used for projects and celebrations that connect directly to either or both of these goals:

Goal #1: *Empower girls to impact their community.*

Goal #2: *Increase the visibility of Girl Scouts.*

Funding Restrictions:

- Funding is available only to GSHPA Service Units.
- Projects and events not clearly connected to the 100th Anniversary of Girl Scouting will not be funded.
- Funds may not be used to pay for Service Unit fundraising.
- Funds may not be used for any activities taking place outside of GSHPA's thirty county region.
- Grant recipients will be expected to work with GSHPA's Communications Dept. to assure good publicity.
- Grant recipients will be expected to use Council-authorized 100th anniversary logos, headlines and taglines (to be provided to SUs on a DVD) on all publicity about their events/projects.

Funds Available:

Grants to Service Units will be in the range of \$200-\$500 per Service Unit. Grant awards will be funded in one disbursement in November, 2011.

Grant Period:

One year. SUs should implement their projects between 01/1/12 and 12/31/12. (*Note: This does not mean your project has to be on-going for the entire year. Your SU's project could be anything from a one-day event to a one-year service project – or everything else in between.*)

Service Unit's Authority to Submit: Your application must be signed by your SU Manager and by your SU's Membership Associate. Applications that do not include both at time of submission may be denied funding.

How to Apply:

Submit completed application by **5:00 p.m., Wednesday, August 31, 2011** to ssprenkle@gshpa.org or mail to Girl Scouts in the Heart of Pennsylvania, Attn: Shelly Sprenkle, 350 Hale Ave., Harrisburg, PA 17104.

Late or incomplete applications will not be considered.

Selection Process and Implementation Timeline:

Applications due	Wednesday, August 31, 2011
Written notification of grant award	Friday, September 16, 2011
Funds disbursed to SUs	Week of November 14, 2011
SU project implementation	Between 01/1/12 and 12/31/12
Final report from SU to the Council	Thursday, January 31, 2013

Selection Criteria

The following criteria will be taken into account in deciding on grant awards and amounts:

- Whether the project helps GSHPA reach one or more of our Council-wide 100th anniversary goals. That is,
 - Will it empower girls to have an impact on their community?
 - Will it increase the visibility of Girl Scouts?

- Number of troops/girls and other stakeholders who will be involved. (Note: stakeholders include Girl Scout alumnae, adult members, parents, community leaders, and donors.)

- How the leadership of girls will be developed in the project. That is, as a result of participating in this project:
 - Will girls be able to make healthier choices?
 - Will girls have used positive communication and relationship-building skills they had not used before?
 - Will girls be able to develop and implement an age-appropriate plan?

100th Anniversary Service Unit Mini-Grants
Grant Application Form
Due: Wednesday, August 31, 2011

Service Unit # _____

SU Manager Information: *(Grant check will be mailed to the SU Manager.)*

Name _____

Address _____

Phone _____ Email _____

Name of Your 100th Anniversary Project _____

Grant Amount Requested _____

Proposed Implementation: Start Date _____ Completion Date _____

Project Narrative

Please answer these questions: *(Type in the answers using as much or as little space as you need.)*

1. Which of GSHPA's 100th anniversary goals will be advanced through your event/project?

2. What are the project's specific activities?

3. How many troops and girls will be involved?

4. What other types of stakeholders will be involved and approximately how many?

5. How will the leadership of girls be developed in this project?

6. As a result of participating in the project will girls

- Be able to make healthier choices? ___Yes ___No
- Will girls have used positive communication and relationship-building skills they had not used before? ___Yes ___No
- Will girls be able to develop and implement an age-appropriate plan? ___Yes ___No

7. How do you define the success or completion of this project?

Project Budget

How will you use the grant money to implement your project? Please fill in the budget lines applicable to your project below:

Expense Item	Cost \$\$
Supplies (publicity, banners, badges, decorations, etc.)	
Equipment/Room rental	
Refreshments	
Transportation	
Other (please explain)	
Other (please explain)	
TOTAL EXPENSES ASSOCIATED WITH EVENT/ACTIVITY	
TOTAL \$ AMOUNT REQUESTED	

Final Report

GSHPA is requiring that SUs receiving 100th Anniversary grants submit a final report after completing their projects and no later than January 31, 2013. GSHPA will provide a Final Report Form when it disburses the grants in November, 2011.

1. Brief Summary of how the project went and what the SU feels was accomplished
2. Expense Report showing how the grant funds were spent
3. Measure of how your project forwarded GSHPA’s 100th anniversary goals.

Service Unit Sign-Off

My Service Unit agrees to the requirements for the receipt and use of a 100th Anniversary grant, including:

Publicity

- Using Council-authorized 100th anniversary logos, headlines and taglines (to be provided to SUs on a DVD) on all publicity about your project.
- Informing the GSHPA of the date, time, place of your event/project at least one month before it begins.
- Collaborating with the GSHPA Communications Dept. to assure your project or event receives publicity.

Timeline

- Implementing the project described in this proposal between 01/1/12 and 12/31/12

Safety

- Complying with Girl Scout safety guidelines

Administration

- Spending the grant money in accordance with the submitted budget
- Submitting the final report as described in this application

Signature of GSHPA SU Manager _____
Date

Signature of GSHPA Membership Associate _____
Date