



Girl Scouts of Mitten Bay

Guidelines for the Mini-Grant for Service Units

Girl Scouts of Mitten Bay Council is beginning a Mini-Grant program for Service Units. This program will empower Service Units to provide programs or events they would otherwise be unable to facilitate due to cost. The intent of this program is to provide funding for Service Units to purchase program supplies, rent facilities or other assistance with programs.

Mini-Grants can be used for an assortment of projects. When deciding on your event or program, remember to include girls in the decision making process.

MINI-GRANT PROCESS:

1. Please complete the attached form in black ink - print or type.
2. The Program Team on a monthly basis reviews applications. Please plan to submit your request at least 3 months prior to the event date. Notification will be within 30 day of submitting your application.
3. A service unit may receive one mini-grant per membership year.
4. The program should involve all age levels of your service unit and should include an aspect of the 4 Program Goals. (Developing Self-Potential, Relating to others, Developing Values, or Contributing to Society.)
5. Please include a detailed budget of how your service units will use the grant money. Remember to include the cost per girl in your figures. (see attached PPBS form)
6. Please include a detail copy of your Cash Report.
7. Include a detailed plan of your event along with how you included girls in the decision making process.
8. Remember grant money is limited. If your service unit is turned down this year, please reapply.
9. Service Units may apply together for the grant.
10. Please submit your form to: Program Department, Attn: Teen Program Specialist, Girl Scouts of Mitten Bay Council, 5470 Davis Rd, Saginaw MI 48604
11. For help or questions regarding this form, please call the Teen Program Specialist at 1-989-799-9565 or toll free at 1-800-968-1185.



A United Way Agency

Date of Application _____

Mini-Grant for Service Unit Events

S.U.M. Name _____ S.U. # _____

Address _____

City _____ County _____ Zip _____

Daytime Phone Number (____) _____ **Evening** (____) _____

1. What service unit event are you going to do? Explain in detail (You may use additional sheets please include how this event will touch on the 4 Program Goals and include an itinerary of your event. If additional space is needed, please use the back of the form).
2. When is the potential event date? _____
3. What age levels will you be serving? _____
Total number of girls to be served? _____
How many girls in your Service Unit? _____
4. Will your event be open to non-Girl Scouts?
5. How will you be involving the girls in the planning stage and implementation of your event?
6. What activities are planned? (Please include a schedule of events)
7. What is your fee for girls? (What amount of the cost will be charged to participants, remember that this can be as small as \$.50.) _____
Is there a registration Fee? _____
8. How much money do you need? _____
Please include a detailed budget sheet of expected cost and a Project Planning Budget System.

Signature of Service Unit Manager

Date