

Girl Scouts - Foothills Council, Inc.

SPECIAL FUNDS APPLICATION CRITERIA

As a result of the Annual Cookie Sale and the Magazine/Nut & Candy program, Girl Scouts – Foothills Council is proud to be able to provide financial assistance to troops, groups, and individuals. The following information explains who should apply and the application process. Read the information carefully, fill out the application, then mail to the council office along with any supplemental information. Mail your completed packet to: Girl Scouts – Foothills Council, Attn.: Special Funds, 33 Jewett Place, Utica, NY 13501.

1. All participants must be currently registered and follow Council and GSUSA policies and procedures.
2. Unit and association funds must be applied for prior to submitting Special Funds Applications. Amounts received must be entered on the financial form. This criteria does not apply to staff applications.
3. Troops/units/associations must have a current financial report on file at the council office.
4. The event, trip, or project must be available for participation by all members of the troop/group.
5. Participation in council fundraising activities (i.e. cookie and magazine/nut & candy sale) must be provided and will enhance the funds your receive.
6. Within two weeks after the activity, an evaluation and financial report must be submitted to Special Funds Committee. Receipts must be submitted with the financial report.
7. Any funds awarded and not used are to be returned to the council.
8. Retroactive reimbursement will not be considered as this would be a contradiction in terms because long range planning has not been done.
9. All applications show evidence of prior long-range planning and an effort to provide financial assistance of their own.
10. Special funds application must be completely filled out in order to be considered for funds. An Estimated Financial Report must be included with your application or it will not be considered for review. Your request may be delayed if not received with your application.
11. **Failure to comply with any of the above criteria may result in refusal of future requests.**

APPLICATION DEADLINES: Committee meetings will generally be held on or about the 12th day of March, June, September, December following the application deadline. Notifications of awards/denials will be processed the following day.

Deadline Dates:
February 28th
May 31st
August 31st
November 30th

WHO MAY APPLY:

Educational Opportunities:

1. Individuals or groups participating in educational opportunities. (This includes, but is not limited to: Edith Macy trainings, intercouncil trainings, council training conferences, and Studio 2B Destinations.)

Special Events:

1. Any troop, group, or individual participating in a council, association, or unit sponsored event.
2. Any troop, group, or individual participating in an inter-council event.
3. Any troop, group, or individual participating in a GSUSA event.

Projects:

1. Any troop, group, or individual participating in a community service project for the betterment of an area or group of persons within the council's jurisdiction, over an extended period of time.
2. Any troop, group, or individual participating in a service project for the betterment of Girl Scouts – Foothills Council owned properties beyond normal maintenance and upkeep.
3. Any troop, group, or individual needing specialized equipment to complete a project may apply for money for equipment.

Trips:

1. Any troop, group, or individual participating in a trip consisting of one or more overnights for the purpose of Girl Scout related programs. If this option is chosen, please specify how it relates to the Girl Scout Program.

OTHER BENEFITS AS A RESULT OF COOKIE AND QSP PROCEEDS:

1. Daisy Troop Start-Up Funds: Each Daisy Girl Scout troop automatically receives \$25.00 shortly after registration forms and membership dues are received in the office.
2. Girl Scout/QSP Scholarship Fund: Each year graduating Senior Girl Scouts may apply to receive one of four \$1000.00 scholarships towards their higher education.

Applications are available from the office.

Date Stamp

OFFICE USE ONLY

Date _____
Approved/Denied

Amount approved:
_____ per person
_____ total

From which fund:
____ Troop Project
____ QSP
____ Wider Opportunity
Notes/Comments:

Girl Scouts - Foothills Council, Inc.

SPECIAL FUNDS APPLICATION

Applicant's Name: _____
Girl Adult Leader (circle one)

Address: _____
Street City Zip

Telephone: (home) _____ (business) _____

Troop # _____; Age Level _____; Unit # _____; Assoc. # _____; Staff _____ (Check/fill in all that apply.)

1. Is this a troop / unit / association / council / individual activity? (Please circle one.)
2. Number of girls in troop/unit/association _____. (If applicable.)
3. What is the event, project, or trip? Date(s): _____
4. How long have you been planning this activity?
5. Total cost of the event and per person cost. (Attach a Special Funds Income/Expense Form.)
Failure to submit this estimated financial information will delay processing.
6. How much is each person going to contribute? \$ _____
7. How much is the troop contributing? \$ _____
8. What is the troop treasury balance as of this application (if applicable). \$ _____
9. a) How much is your unit and or association going to contribute? \$ _____
b) What date did you apply for unit/association funds? _____
10. What amount are your requesting from Special Funds? \$ _____ Total or per person
11. Is a recent year end financial report on file at the council office? ____ Yes ____ No

_____ Date Submitted

Please read all criteria before completing this form – attach extra sheets if necessary

12. Describe in detail – please attach written long-range plans, itinerary and applicable trip information sheet. This includes any brochures, flyers, parent letters about the event, etc. that will help to explain it.

13. How will you share this experience with others? Please be as specific as possible. **One criteria is to submit an evaluation form and actual financial after the event is over.**

I have read and understand the attached criteria and agree to the terms.

Signature _____ Date _____

Prepared by: Name _____ Telephone (if different from above) _____

Please mail your completed application with all additional attachments to:

**Girl Scouts – Foothills Council, Inc.
Attn: Special Funds
33 Jewett Place
Utica, NY 13501**

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SPECIAL FUND INCOME/EXPENSE FORM

ESTIMATED INCOME FOR THIS ACTIVITY

- 1. Troop Treasury Contributions (if applicable)..... \$ _____
- 2. Cookie Profit..... \$ _____
- 3. QSP Profit..... \$ _____
- 4. Calendar Profit..... \$ _____
- 5. Unit Contribution..... \$ _____
- 6. Association Contribution..... \$ _____
- 7. Other Fundraiser (total)..... \$ _____

List other fundraisers with amounts below:

- 8. Other Income (total)..... \$ _____

List other income amounts below

TOTAL ESTIMATED INCOME..... \$ _____

ESTIMATED EXPENSES FOR THIS ACTIVITY

	<u>Per Person</u>	<u>Total</u>
Admission/tour fees	\$ _____	\$ _____
Lodging	\$ _____	\$ _____
Meals	\$ _____	\$ _____
Additional Insurance		\$ _____
Equipment/Supplies		\$ _____
Transportation air fare, van rental, fuel, tolls		\$ _____
Other: _____	\$ _____	\$ _____

Total Estimated Expenses..... \$ _____

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SPECIAL FUND INCOME/EXPENSE FORM

Actual INCOME FOR THIS ACTIVITY

- 1. Troop Treasury Contributions (if applicable)..... \$ _____
- 2. Cookie Profit..... \$ _____
- 3. QSP Profit..... \$ _____
- 4. Calendar Profit..... \$ _____
- 5. Unit Contribution..... \$ _____
- 6. Association Contribution..... \$ _____
- 7. Other Fundraiser (total)..... \$ _____

List other fundraisers with amounts below:

- 8. Other Income (total)..... \$ _____

List other income amounts below

TOTAL Actual INCOME..... \$ _____

Actual EXPENSES FOR THIS ACTIVITY

Per Person

Total

- 1. Admission/tour fees \$ _____ \$ _____
- 2. Lodging \$ _____ \$ _____
- 3. Meals \$ _____ \$ _____
- 4. Additional Insurance \$ _____
- 5. Equipment/Supplies \$ _____
- 6. Transportation: air fare,
van rental, fuel, tolls, etc. \$ _____
- 7. Other: _____ \$ _____

Total Actual Expenses..... \$ _____

Special Funds Evaluation Form

(to be filled out after the project, trip, event has taken place)

1. How many people (girls & adults) went on or participated in this trip, event or project?

2. Describe in general the project or activity that has taken place.

3. How did this project or activity relate to the Girl Scouting Program. (i.e. what specific patches, badges, or charms were earned, if applicable)

4. How is this experience going to be shared with other members of the council or community?

Thank you for taking the time to tell us about your experiences. We hope everyone involved had a wonderful time!

The Special Funds Committee