



Girl Scout Council of the Nation's Capital  
 4301 Connecticut Avenue, N.W. Suite M-2  
 Washington, D.C. 20008  
 PHONE 202-237-1670 800-523-7898  
 FAX 202-274-2161  
 www.gscnc.org

**B252**

**Request for Program Grant of Troop Loan**

<input type="checkbox"/> I have read directions. Troop leaders should also read planning and money sections of <i>SafetyWise</i> and <i>Green Pages</i> <input type="checkbox"/> I understand completed form must be received by the 2 <sup>nd</sup> Monday to be considered at that month's meeting		Return completed form to: _____ or FAX to 202-274-2161 Program Grants Panel Girl Scout Council of the Nation's Capital 4301 Connecticut Ave NW, Washington DC 20008																						
<b>A. TYPE OF ASSISTANCE REQUESTED</b> <input type="checkbox"/> Program Grant – provide name of individual grant is for <input type="checkbox"/> Troop Loan - Provide name of troop leader		<b>C. OPTIONAL</b> providing number served by grant or loan will help us track our progress toward serving all individuals in our council.																						
<b>B. Name</b> _____ <b>Address</b> _____ <b>City</b> _____ <b>County</b> _____ <b>State</b> _____ <b>ZIP</b> _____		<table style="width:100%; border-collapse: collapse;"> <tr> <td></td> <td style="text-align: center;">Girls</td> <td style="text-align: center;">Adults</td> </tr> <tr> <td>White (not Hispanic)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Black (not Hispanic)</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Hispanic.....</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Asian/Pacific Islander</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Am. Indian/Alaskan</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> <tr> <td>Other.....</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">_____</td> </tr> </table>			Girls	Adults	White (not Hispanic)	_____	_____	Black (not Hispanic)	_____	_____	Hispanic.....	_____	_____	Asian/Pacific Islander	_____	_____	Am. Indian/Alaskan	_____	_____	Other.....	_____	_____
	Girls	Adults																						
White (not Hispanic)	_____	_____																						
Black (not Hispanic)	_____	_____																						
Hispanic.....	_____	_____																						
Asian/Pacific Islander	_____	_____																						
Am. Indian/Alaskan	_____	_____																						
Other.....	_____	_____																						
<b>D. Troop #</b> _____ <b>Program Level</b> D B J C S T <b>Association</b> _____ <b>Service Unit</b> _____ <b># of girls in troop</b> _____		<b>E. Program Grant request is for:</b> <input type="checkbox"/> Girl <b>Age</b> _____ <b>Grade</b> _____ <input type="checkbox"/> Adult <b>Role at this activity</b> _____																						
<b>F. ACTIVITY DESCRIPTION</b> _____ <b>Date/s of activity</b> _____ TYPE OF ACTIVITY (check all that apply) <input type="checkbox"/> Camping activity <input type="checkbox"/> Local field trip (within 50 miles of council borders) <input type="checkbox"/> Overnight* <input type="checkbox"/> High adventure* <input type="checkbox"/> Trip (more than 50 outside of council borders miles)* <input type="checkbox"/> Chartered transportation* * For troop or group activities, signed Request for Council Approval form must submitted before action is taken on this request.																								
<b>G. <input type="checkbox"/> TROOP/GROUP ACTIVITY</b> Number of girls participating _____ Number of adults participating _____ Number of tagalongs participating _____		<b><input type="checkbox"/> INDIVIDUAL ACTIVITY</b> <input type="checkbox"/> STUDIO2B destination <input type="checkbox"/> Training or conference <input type="checkbox"/> Other _____																						
<b>I. PLANNING</b> for this activity began on _____ <b>For troop activities:</b> What plans did girls make to pay for this activity:  If parents were expected to pay part of the cost, was this discussed with them before plans were finalized? _____ Were they involved in planning money earning activities? _____  Did adults participate in and benefit from group money earning activities? _____ If not, what plans were made to cover the cost for required adults?		<b>H. <input type="checkbox"/> LARGE GROUP ACTIVITY</b> (includes several troops or girls from several troops) Activity organized by _____ Approximate # of troops _____ girls _____ adults _____  <b>J. COST OF ACTIVITY</b> (per participant) Event fee ..... \$ _____ Transportation ..... \$ _____ Food ..... \$ _____ Lodging ..... \$ _____ Other (describe below) ..... \$ _____ <b>Total Cost per person</b> ..... \$ _____  <b>Total Cost for the troop...</b> ..... \$ _____  Description of other costs:																						
<b>K. MONEY EARNING ACTIVITIES</b> – Include all money-earning activities completed or planned to pay for this event.																								
Activity	Date	Projected income	Actual income	For Grant Request, amount available to this individual ★	Comments: Indicate whether this was a troop or individual activity; comment on outcome																			
Totals earned or projected					Office Use																			
★ Individual accounting is appropriate <b>only</b> for Cd/Sr/Teen girls. Brownie. & Junior girls should share troop funds.																								

<p><b>L. PROGRAM GRANT REQUEST</b></p> <p>COST of activity for this individual .....\$ _____</p> <p>AMOUNT AVAILABLE to this individual</p> <p>From <i>troop</i> funds.....\$ _____</p> <p>From <i>individual</i> money earning....\$ _____ <i>(Cd/Sr/Teen or adults only)</i></p> <p>From <i>family</i> .....\$ _____</p> <p>From <i>other</i> ..... \$ _____</p> <p>TOTAL AMOUNT AVAILABLE .....\$ _____</p> <p>AMOUNT OF GRANT REQUESTED .....\$ _____</p>	<p><b>O. TROOP LOAN REQUEST</b></p> <p>Total cost for <i>troop</i> ..... \$ _____</p> <p>AMOUNT AVAILABLE</p> <p>From <i>troop</i> funds -\$ _____</p> <p>From <i>families</i> - \$ _____</p> <p>TOTAL AVAILABLE \$ _____</p> <p>AMOUNT OF LOAN REQUESTED \$ _____</p> <hr/> <p>OFFICE USE ONLY <input type="checkbox"/> App Amt _____ <input type="checkbox"/> Denied</p> <p>Comments _____</p> <p style="text-align: right;">Init _____ Date _____</p>										
<p><b>M. Describe financial circumstances</b> to explain why a grant is requested for this individual. Attach separate sheet if necessary.</p>	<p><b>P. LOAN REPAYMENT AGREEMENT</b></p> <p>How will troop earn the money to repay this loan?</p> <p>I understand that this troop loan is a financial obligation to GSCNC and I agree to repay the loan within 12 months according to the repayment schedule below. I understand that defaulted loans are considered a council debt and will affect application for future loans, programs or use of camps.</p> <p>Leader signature _____ Date _____</p> <p>Service Unit Manager signature _____</p>										
<p><b>N. For individual participation</b> in STUDIO2B destination, training, conference, or similar activity, how will you share your experience and knowledge with Girl Scouts in GSCNC?</p>	<p><b>Q. REPAYMENT SCHEDULE</b></p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:60%;">Payment Due Date</th> <th style="width:40%;">Amount of Payment</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Payment Due Date	Amount of Payment								
Payment Due Date	Amount of Payment										
<p><b>R. INDIVIDUAL SUBMITTING REQUEST</b></p> <p>Name _____</p> <p>Address _____</p> <p>City _____ State _____ ZIP _____</p> <p>Phone _____ email _____</p>	<p>I am: <input type="checkbox"/> individual for who grant is requested</p> <p><input type="checkbox"/> parent/guardian</p> <p>If request is for a troop activity, does troop leader know request is being submitted <input type="checkbox"/> yes <input type="checkbox"/> no</p> <p><input type="checkbox"/> Troop leader/event planner</p> <p><input type="checkbox"/> other _____</p> <p>Is family aware of request <input type="checkbox"/> yes <input type="checkbox"/> no</p>										
<p><b>S. PAYMENT INFORMATION</b> Select from the following preferred methods of payment for approved grant or loan</p> <p><input type="checkbox"/> Directly to program – for GSCNC registered program, STUDIO2B destination or similar activity _____</p> <p><input type="checkbox"/> To Troop _____ c/o troop leader whose name is listed below <input type="checkbox"/> or in section R above <input type="checkbox"/></p> <p><input type="checkbox"/> To individual adult or parent/guardian listed below <input type="checkbox"/> or in section R above <input type="checkbox"/> (for STUDIO2B destination, training or similar activity)</p> <p><input type="checkbox"/> Other – listed below <input type="checkbox"/> or in section R above <input type="checkbox"/> explain reason _____</p> <p>Pay to Name _____</p> <p>Address _____</p> <p>City _____ State _____ ZIP _____</p>											
<p>OFFICE USE ONLY</p> <p>Amount _____ Approved _____ Date _____</p> <p>Account _____ Finance _____ Date _____</p>	<p>Reg _____ RCA _____</p> <p>Debt _____ Other _____</p>										

## Request for Program Grant of Troop Loan – Form B252

### DIRECTIONS

#### GENERAL INFORMATION

Follow all instructions to avoid delays in processing of request. Allow sufficient time for processing of request.

Forms may be mailed, submitted electronically or faxed to the attention of the Program Grants Panel. Completed forms received by 5:00 PM on the 2<sup>nd</sup> Monday of the month will be reviewed on the 3<sup>rd</sup> Monday of the month. Forms received after the deadline will be reviewed until the following month.

Requests are reviewed by the volunteer members of the Program Grants Panel representing a cross section of council membership.

Information provided is kept confidential. Identifying information is viewed only by staff with a direct role in the grant process.

Grants are provided only to GSCNC registered members.

Grants and loans will not be paid to any individual or troop with an outstanding council debt.

**TIPS** on critical areas of review by the Program Grants Panel

#### Financial need

- Has a clear statement of specific financial need been provided?
- What are the financial or special circumstances that make the request necessary?

#### Planning of troop activities

- Did the troop allow enough time to plan and carry out money earning activities?
- How did the projected income compare with the cost of the activity?
- Was the relationship between the troop and family portion of the cost realistic for this group?

#### Adults requiring grants for troop activities

- Is their participation required by SafetyWise to allow girl participation?
- Did troop consider the cost of the required adults in their planning and help pay those costs?

#### Impact of panel decision

- Without grant, would this individual be able to participate in the activity?
- Without grant, would this girl be the only one (or one of only a couple girls) not participating?
- For troops participating in large group activity, without grants or loan would troop be the only troop in a given community not participating?

#### Individual participation in training, conference or similar activity

- How does this participation further the goals of GSCNC?
- Is individual committed to sharing knowledge and experience gained?

#### Troop loans

- Has the troop shown planning to repay the loan?
- Is repayment plan reasonable based on past money earning efforts of the troop?

#### INSTRUCTIONS

##### A. Types of Assistance

**Program Grants** are designed for GSCNC registered girls or adults who need assistance to participate in a Girl Scout activity. Program grants may be requested to participate in a troop trip or other event or in an individual activity such as a STUDIO2B destination or a training. Program grants do *not* have to be repaid, but a report of the expenditure must be given. *If a large portion of the girls from a troop need a program grant, the troop should consider whether plans should be adjusted or if the troop should apply for a Troop Loan to give girls more time to earn the money.*

**Troop Loans** are designed to assist troops in making deposits or payment before they have earned the money required for the activity. *Repayment of troop loans is expected.* Defaulted loans are considered a council debt and will affect the troop's ability to participate in future programs, use campsites, obtain additional funds, etc.

- B. Provide information for girl or adult who will benefit from the grant, or troop leader for a loan.
- C. **Racial/ethnic data** are *not* used as a part of the review process. Aggregate statistics track our progress toward serving all populations and as requested for foundation and corporate grants.
- D. Circle appropriate troop **level/s**: **Daisy, Brownie, Junior, Cadette, Senior, Teen.**
- E. Indicate specific *adult role for this activity*. Unless there are extenuating circumstances, program grants are provided only for adults serving in roles required by SafetyWise.
- F. Overnight, high adventure, trips more than 50miles outside of the council borders and activities using chartered transportation require **council approval**. Request for Council Approval must be received and signed by Field Director before action is taken on a grant or loan request.
- G. **Troop/group** activities are those planned by the troop or group and generally involve troop leaders and all or several girls from the troop.  
**Individual** activities generally are those where a teen girl or an adult participates in an activity on her own. Examples include training, conference, STUDIO2B destination or GSCNC or association teen programs where girls may participate individually.
- H. **Large group** activities may include troops or individuals. Service unit encampments or a trip planned by troops from the same school are examples of these. Indicate the group planning the event.
- I. **Planning** for an activity is often as important as the activity itself as it provides girls the opportunity to make choices, gain money management and budgeting skills, learn to make contingency plans and many other valuable life skills. Provide as much detail as possible.
- K. Include **money earning** activities planned to pay for this activity. *Individual record keeping within the troop account is appropriate only for Cadette, Senior and teen Girl Scouts.* These girls may be credited with a portion of money earning activities based on level of participation. *This is not appropriate at other levels.*
- L, M & N** Apply to Program **Grant Requests**. Be as specific as possible in providing detail in section M. For instance, "single income" is not sufficient information to establish a financial need. If the family is facing a temporary financial challenge, state the specific reason. Grants are based on financial need, not on longevity or degree of participation as a Girl Scout so this information should not be included, except in responding to section N.
- O, P, & Q** Apply to Troop **Loan** Requests. Include a proposed repayment plan. Troop loans require the signature of the leader and Service Unit Manager of Field Director.
- R. Program Grant Requests may be submitted by parent, troop leader or any other individual familiar with the family circumstances and aware that the grant is needed. Troop Loan Requests must be submitted by the Troop Leader or Co-Leader. This information allows us to contact the appropriate individual if additional information is needed.
- S. **Payment information** directs the payment of approved grants and loans. If payment is to be made other than by a standard method listed, explain the reason, such as "Parent has already paid troop. Please repay parent directly." Payment of approved grants and requests is made the 4<sup>th</sup> week of the month.