

Mentor Instruction Sheet Dare to Dream Minigrants

Please read these directions carefully before you work with any individual girl on an Ann Bancroft Foundation Dare to Dream Minigrant.

1. Eligibility:
 - A. Girl must reside in Minnesota.
 - B. Girl must be age 10 through grade 10.
 - C. Girl must be a first-time recipient of the grant. If the applicant has received a grant from the Ann Bancroft Foundation in previous rounds, she is no longer eligible.
 - D. Girl must have a mentor outside of the immediate family.
 - E. Girl must have a qualified organization providing the activity. Check will be made payable only to the organization providing the activity, not to an individual, or a school or scouting troop serving as a conduit to the activity.
2. Mentor information. As the mentor, you need to be involved in the application process with the young woman you are supporting. You need to check for the following:
 - A. Applicant information is complete, including zip code, phone numbers, name of school, date and cost of activity. Judges will review grants and make their decision by May 15, 2008. We will NOT grant money for any application whose activity has begun prior to April 1, 2008. (Please note: If the date of activity falls before our review period, we will immediately disqualify the application. In addition, we will not reimburse a parent for a registration fee paid prior to these dates for an activity.)
 - B. Make sure the girl has completely and thoughtfully answers the questions in section 2 ON A SEPARATE SHEET OF PAPER. Questions answered directly on the application are not acceptable for either the applicant or mentor. The questions need to be answered with care and intention, and not with answers that reflect the desire to do what the other classmates are doing. The girl applying has to be aware of WHY she is applying, and HOW this impacts her life and dreams, and she needs to articulate this in her own words.
 - C. You must make sure that there is a parent/guardian signature.
 - D. The activity provider – this is the organization that is providing the activity. We frequently receive information in this category, write the check once the grant is approved, only to be told that the check needs to be made payable to another organization. Please make sure that you are giving us the authorized organization, its name and address, so that the check does not have to be re-written.
 - E. Mentor information – this is YOU! We need complete information about you for our files.

F. Section 6 – these questions are very important. You must answer these questions on a separate sheet of paper for each individual girl, as each application is reviewed separately. Even if your school is submitting a group of girls for consideration, we still review each application separately. So each girl's answer should be thoughtful and intentional, and your answers should apply directly to that individual girl. We will not accept a letter written in support of more than one girl for this grant.

G. Section 7 – this applies to schools that may have more than one girl to be considered for an outstanding school activity or opportunity. Again, we ask that you not consider the Ann Bancroft Foundation as a fundraising opportunity for students. Secondly, we ask that you consider each grant application individually. Third, if you have several groups of girls wishing to do different group activities, the principal and advising teachers need to decide which group of girls has a greater need and apply for only one group. To clarify: If you have three classes each planning separate activities, the school can only apply for girls for one of these activities. Furthermore, if you apply for a school activity for a group of girls, you cannot also send in individual applications for girls from your school for differing activities. We can only grant up to \$2000 per school or organization, so choose carefully which girls are encouraged to participate and apply. Don't risk being eliminated on a technicality. Finally, once the decision is made to support a group, we must have the principal name and signature.

H. Finally, THERE IS NO GUARANTEE THAT A GIRL WILL RECEIVE A GRANT. No grant should be considered approved until the girl and mentor receive written notification.

3. Once you have worked with the young woman on completing the grant application, please make sure that the original copy is **postmarked April 1, 2008**. We do not accept fax copies.
4. After the grant is submitted, we will mobilize our review board and will provide an answer to your grant request in writing by May 15, 2008. Checks will be made payable to the organization providing the activity and will be mailed to the mentor. It is imperative that your mailing information is correct on the application. Each girl will receive a letter, advising them as to whether they have been approved or not.
5. Finally, we ask that after the activity is completed, you work with the young woman on providing a final report to the Ann Bancroft Foundation about the activity, impressions, learnings and what it meant to the young woman to participate in the activity. Report information will be sent to both the recipient and the mentor which must be completed and returned to the foundation within one month of completion of the activity.

In essence, your work as a mentor extends from application process, through approval process to registration to completion of activity and final report. This may possibly be a period of 2-10 months. The Ann Bancroft Foundation considers the impact made by a caring adult in the life of a young woman to be immeasurable, and we appreciate your willingness to serve as a mentor for one of our applicants. Your continued involvement in her life will further her success.

If you have any questions about mentoring a young woman through the Dare to Dream Minigrant process, please feel free to contact us at 612-676-9484.

The Ann Bancroft Foundation

Dare to Dream Minigrant Application - Deadline April 1, 2008

1. Dare to Dream Minigrants are for individual girls with an idea and passion to try something new, improve a skill, attend camp, take lessons, etc. but who may need some financial help with encouragement from caring adults to do so.
2. This application is intended for Minnesota girls age 10 through grade 10.
3. *This grant should not be considered as an available fundraising resource for school trips or activities.*
4. Grant selection is based on the individual girl's answers as well as the recommendations of the girl's mentor. We encourage the girls to answer each question in depth, and encourage the mentor to monitor their responses to ensure adequate information is given.
5. Please make sure that all seven sections of this application are complete (use the checklist below.) Incomplete submissions and/or insufficient answers to questions will disqualify an application.
6. Each Minnesota girl is eligible to receive one (1) grant in an amount up to \$500, based upon the final decision of the judges. Girls who have received any previous grant are ineligible.
7. Checks will be made payable only to the organization providing the activity, not to an individual, or a school or scouting troop serving as a conduit to the activity. For example, if a school group is going on an activity to a camp, the check will not be made out to the school, but to the camp. If a scouting troop is going to a national conference, the check will be made payable to the national organization, not the local troop. Checks will be mailed to the recipient's mentor for processing and support.
8. The decision of the Ann Bancroft Foundation whether or not to make a grant is final.
9. Grants will NOT be approved for the purchase or rental of equipment or instruments.
10. *No grant application should be considered approved until the girl has been notified in writing that a grant will be issued.*
11. Checks for approved activities will be written by May 15, 2008.
12. Please note that grants will not be given for activities already completed or begun prior to written notification from the Foundation that a grant has been approved. We will not reimburse a parent for a registration required prior to our decision date.
13. Mentors please note that if you are requesting funds for a group of four or more girls for a school or organization supported activity, the Ann Bancroft Foundation will 1) review each application separately; 2) will provide no more than \$2,000 per group; and 3) only one group from each school or organization can apply. (See section 7 below)
14. For school group applications, we require the signature of the principal. Applications submitted without the principal's signature will be disqualified. See #13 above.

Use the following checklist to make sure all pieces of your application are complete:

1. Applicant information section (make sure grant request amount as well as date of activity are included; money will not be granted for activities that have already happened or begun)
2. Applicant questions
3. Parent/guardian section (Signature required.)
4. Activity provider information section (This is the organization providing the activity. The check will be made payable to this organization only.) Documentation on activity such as price list, costs, etc. should be included.
5. Mentor information section (must be someone other than an immediate family member or activity provider). Mentor signature required.
6. Mentor questions
7. Principal signature for group application (if applicable)

1. Applicant Information (Must be filled out by the girl applying for the minigrant)

Applicant Name _____
Address _____
City _____ State MN Zip _____
Phone _____ E-mail Address _____
Grade _____ School Name _____
Age at time of grant request _____
Grant Request Amount _____ Projected Total Cost _____
(If grant request is over \$300 – please provide cost breakdown for activity)
Date of Activity _____ Date Registration Due _____
Girl Signature _____ Date _____

2. Applicant questions (Must be answered by the girl applying for the minigrant)

Please have your mentor look over your answers before submitting. Please answer the following questions on a separate sheet of paper:

1. What is your dream? How does this activity apply to this dream?
2. What do you hope to learn or accomplish with this grant and activity?
3. Who is helping you achieve this dream? (Individuals supporting you, etc.)
4. If your requested amount for this grant is only a portion of the money you need to raise, please list how you are raising the additional dollars and state your progress in fundraising.

3. Parent/Guardian Information

Parent/Guardian Name (print) _____
Parent/Guardian Signature _____ Date _____

4. Activity Provider Information (Checks are made payable to this organization for the activity.)

Checks will be made payable only to the organization providing the activity, not to an individual, or school, or scouting troop serving as a conduit to the activity. For example, if the student is going to Wolf Ridge, the check will be made payable to Wolf Ridge, not the school sponsoring the activity.

Name of Organization providing the activity _____
Address _____
City _____ State _____ Zip _____
Contact Person _____
Phone _____ Fax _____
E-mail Address _____ Website _____

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5. **Mentor Information** (A mentor is: A teacher, social worker or counselor; an adult friend of the child and family; a youth director from your place of worship. It must be someone other than an immediate family member and **cannot be the activity provider.**) This is where the check will be mailed.

Mentor Name _____

Relationship to Applicant _____

Organization/School/Business Mentor works at _____

Please reflect the address to which you wish the check mailed: Home Work

Street Address _____

City _____ State _____ Zip _____

Phone _____ E-mail Address _____

Fax _____

Mentor Signature _____ Date _____

How did you learn about the Ann Bancroft Foundation Dare to Dream Minigrant Program?

Affiliation with the Mentoring Partnership of Minnesota

Email to your school

County services

Another organization. Please name _____

The Ann Bancroft Foundation Newsletter

6. **Mentor:** please answer the following questions on a separate sheet of paper. Your answers to these questions are very important to the judges as they evaluate the applications. Please provide complete answers, and if you are a mentor for more than one applicant, please complete a separate response for each girl, specific to that girl, as each application is viewed independently.

1- Why is this experience important to this girl?

2- What criteria do you use to assess the need of the applicant? (Example: family situation, low self-esteem, non-supportive family, financial need, etc.)

7. **If applying as a Group** - Principal needs to sign application. Please note that only one group may apply per school. (Example: North Junior High has a group applying to go to Wolfridge and one group that wants to apply to go to Concordia Language Villages. The principal and the advising teachers need to decide which group of girls has a greater need and send in only one group.)

Principal Name _____ Phone Number _____

Principal Signature _____

Please do not fax this application. **Postmark by** April 1, 2008 and mail to:

The Ann Bancroft Foundation

Dare to Dream Minigrants

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Phone: 612-676-9484

www.annbancroftfoundation.org

Dare to Dream Minigrants 2008