



## CAMP MANITO-WISH YMCA 2023 STAFF GRANT GUIDELINES

As a part of Camp's commitment to you we invite you to apply for our Staff Grant Program. It is our goal to foster leadership development among our seasonal staff. Staff Grants, a form of financial assistance, is a way for Camp Manito-wish YMCA to recognize and reward our staff members for their hard work of implementing the Manito-wish mission and vision.

The purpose of the grants are to remove some of the financial pressures of working at Camp; assisting seasonal staff to provide quality leadership year after year.

We will accept grant requests based on the following:

- Professional Development
  - o Certifications, skill upgrades, workshops etc.
- Travel expenses
  - o Travel to and from Camp
- Equipment needed for Camp
  - o Backpacks, hiking boots, dry suits, etc.
- Cost of Living
  - o Rent assistance

Please note, every year we have more requests than we have funds to award so we may not be able to meet your request.

**To apply, fill out the following request form and submit to [ben.hoffman@manito-wish.org](mailto:ben.hoffman@manito-wish.org)**

Eligibility:

- You must already be hired to work in 2023.
- A change from the past, **all seasonal staff are eligible** for staff grants.
- Staff Grant requests are due each month by the end of the month beginning in November. You will receive a notification within 2-weeks of the last day of the month you submitted a request.
  - a. Example: If you submit by December 31<sup>st</sup> you will receive a notice by January 15<sup>th</sup>.
- Initial grant disbursements will be based on the need of the grantee.
  - a. The monies will be distributed **upon fulfillment of employment** (i.e. your last paycheck of the summer.)
  - b. If you do not fulfill your contract than your staff grant will not be awarded.

Once you receive the letter with details of your award, you must reply in writing to accept the funds.

Thank you for your service!

# CAMP MANITO-WISH YMCA 2023 STAFF GRANT REQUEST FORM

First & Last Name	Today's Date
<input type="text"/>	<input type="text"/>

Email	Phone
<input type="text"/>	<input type="text"/>

Your history with Camp Manito-wish YMCA

Staff Grant Request Category (Check all that apply)

- Professional Development
- Travel Expenses
- Equipment/Gear
- Cost of Living

How will a Staff Grant help you to work at Camp?

## Estimated Expenses

Item	Cost	Item	Cost
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total Requested Funds	Date Funds are Requested By
<input type="text"/>	<input type="text"/>

Electronic Signature (First, Middle Initial, Last & Today's Date)

Email your completed form to [ben.hoffman@manito-wish.org](mailto:ben.hoffman@manito-wish.org)