

**FAMILY READINESS GROUP APPLICATION FORM AND PROCEDURES  
AS OF JUNE 29, 2017**



**[GUARD SUPPORT OF MASSACHUSETTS, INC.](#)**

Family Readiness Group grant applications must be verified by the State Family Program Office or the Family Assistance Center Coordinator and emailed to Guard Support at [application@guardsupport.org](mailto:application@guardsupport.org) with a copy to [charles.p.pinder.ctr@mail.mil](mailto:charles.p.pinder.ctr@mail.mil). Attached is a list of the state Family Program Office (FPO) location with telephone number, as well as the State Family Assistance Center (FAC) locations and telephone numbers.

Guard Support of Massachusetts (GSMA) provides financial support to Family Readiness Groups of the Massachusetts National Guard that face needs not currently provided for by other organizations.

Grants to a single Family Readiness Group generally will not exceed \$1,000 per year if the unit is deployed – absent extraordinary circumstances.

Grants to a single Family Readiness Group generally will not exceed \$500 per year if the unit is not deployed – absent extraordinary circumstances. Upon deployment, the unit may be eligible for an additional \$500 per year.

Grants do not have to be repaid.

**GUARD SUPPORT OF MASSACHUSETTS, INC.'S BOARD OF DIRECTORS  
REVIEWS APPLICANT'S INFORMATION AND  
RESERVES THE RIGHT TO VERIFY ANY INFORMATION PROVIDED.**

**INSTRUCTIONS:**

- Applicant must complete the application form in its entirety.
- Family Program Office Validation Certification must be completed and signed.

IF YOU HAVE ANY QUESTIONS ABOUT THIS APPLICATION CALL THE MASS. NATIONAL GUARD  
STATE FAMILY PROGRAM OFFICE IN WELLESLEY AT 888-301-3103, EXT. 7222

**GUARD SUPPORT OF MASSACHUSETTS, INC.**  
**FAMILY READINESS GROUP APPLICATION FOR EMERGENCY FINANCIAL ASSISTANCE**

**THE EMERGENCY RELIEF COMMITTEE REVIEWS APPLICANT INFORMATION  
AND RESERVES THE RIGHT TO VERIFY ANY INFORMATION PROVIDED.**

1. UNIT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_
2. UNIT STATUS: \_\_\_\_ CURRENTLY DEPLOYED \_\_\_\_ NOT CURRENTLY DEPLOYED (CHECK ONE)
3. IF DEPLOYED: (IF UNIT IS NOT CURRENTLY DEPLOYED, SKIP TO QUESTION #4)
  - a. WAS THE ENTIRE UNIT DEPLOYED? \_\_\_\_ YES \_\_\_\_ NO (CHECK ONE)
  - b. WHERE IS THE UNIT CURRENTLY DEPLOYED ? \_\_\_\_\_
  - c. DEPLOYMENT DATES: FROM (MONTH/DATE/YEAR) \_\_\_\_\_ TO (MONTH/DATE/YEAR)
  - d. TOTAL DEPLOYMENT PERIOD (NUMBER OF MONTHS): \_\_\_\_\_
4. TOTAL NUMBER OF GUARD MEMBERS IN UNIT: \_\_\_\_\_
5. IF ENTIRE UNIT WAS NOT DEPLOYED, WHAT NUMBER OF UNIT MEMBERS WERE DEPLOYED? \_\_\_\_\_
6. UNIT COMMANDER'S FULL NAME AND RANK: \_\_\_\_\_  
*PLEASE PRINT FIRST NAME, MIDDLE INITIAL, LAST NAME*
- COMMANDER'S CONTACT INFORMATION:  
WORK #: \_\_\_\_\_ EMAIL: \_\_\_\_\_
7. UNIT STREET ADDRESS: \_\_\_\_\_  
CITY, STATE AND ZIP: \_\_\_\_\_
8. YOUR FULL NAME: \_\_\_\_\_  
*PLEASE PRINT FIRST NAME, MIDDLE INITIAL, LAST NAME*
9. YOUR ROLE (TITLE) WITHIN UNIT FRG: \_\_\_\_\_
10. YOUR HOME STREET ADDRESS: \_\_\_\_\_  
CITY, STATE AND ZIP: \_\_\_\_\_  
CONTACT #: HOME: \_\_\_\_\_ CELL: \_\_\_\_\_ WORK: \_\_\_\_\_
11. PERSONAL EMAIL ADDRESS: \_\_\_\_\_
12. WORK EMAIL ADDRESS: \_\_\_\_\_
13. IF YOUR FRG IS APPROVED FOR A GRANT, WHAT ADDRESS SHOULD WE MAIL THE GRANT CHECK TO? – CHECK ONE:  
 MAIL TO THE UNIT ADDRESS, TO THE ATTENTION OF: \_\_\_\_\_  
 MAIL TO THE APPLICANT'S HOME ADDRESS (NOTED IN # 10 ABOVE)

14. LIST THREE OTHER INDIVIDUALS WITH SIGNIFICANT ROLES IN THE FRG WHO THE GRANT COMMITTEE COULD CONTACT, IF NECESSARY:

1. FULL NAME: \_\_\_\_\_  
*PLEASE PRINT FIRST NAME, MIDDLE INITIAL, LAST NAME*

ROLE WITHIN UNIT FRG: \_\_\_\_\_

HOME STREET ADDRESS: \_\_\_\_\_

CITY, STATE AND ZIP: \_\_\_\_\_

CONTACT #: HOME: \_\_\_\_\_ CELL: \_\_\_\_\_ WORK: \_\_\_\_\_

PERSONAL EMAIL ADDRESS: \_\_\_\_\_

WORK EMAIL ADDRESS: \_\_\_\_\_

2. FULL NAME: \_\_\_\_\_  
*PLEASE PRINT FIRST NAME, MIDDLE INITIAL, LAST NAME*

ROLE WITHIN UNIT FRG: \_\_\_\_\_

HOME STREET ADDRESS: \_\_\_\_\_

CITY, STATE AND ZIP: \_\_\_\_\_

CONTACT #: HOME: \_\_\_\_\_ CELL: \_\_\_\_\_ WORK: \_\_\_\_\_

PERSONAL EMAIL ADDRESS: \_\_\_\_\_

WORK EMAIL ADDRESS: \_\_\_\_\_

3. FULL NAME: \_\_\_\_\_  
*PLEASE PRINT FIRST NAME, MIDDLE INITIAL, LAST NAME*

ROLE WITHIN UNIT FRG: \_\_\_\_\_

HOME STREET ADDRESS: \_\_\_\_\_

CITY, STATE AND ZIP: \_\_\_\_\_

CONTACT #: HOME: \_\_\_\_\_ CELL: \_\_\_\_\_ WORK: \_\_\_\_\_

PERSONAL EMAIL ADDRESS: \_\_\_\_\_

WORK EMAIL ADDRESS: \_\_\_\_\_

15. WHAT IS THE NATURE OF YOUR NEED? - PLEASE EXPLAIN:

16. ARE THERE OTHER RESOURCES AVAILABLE TO MEET THIS NEED? – PLEASE EXPLAIN:

17. OUR FRG IS REQUESTING A GRANT IN THE AMOUNT OF \$ \_\_\_\_\_.

**18. IF YOUR FRG IS PROVIDED GRANT FUNDING, WILL YOUR FRG COMMIT TO THE FOLLOWING?**

- a. INVITE GUARD SUPPORT TO ATTEND UPCOMING FRG MEETINGS AND EVENTS? \_\_\_\_ YES \_\_\_\_ NO
- b. PROVIDE GUARD SUPPORT WITH PHOTOS OF FRG MEETINGS AND EVENTS THAT WE CAN USE ON OUR WEBSITE AND ON SOCIAL NETWORKING SITES? \_\_\_\_ YES \_\_\_\_ NO
- c. ENCOURAGE FRG MEMBERS TO FOLLOW GSMA ON FACEBOOK AND TWITTER? \_\_\_\_ YES \_\_\_\_ NO
- d. PROVIDE RECEIPTS FOR EXPENSES VERIFYING WHERE GRANT MONIES WERE USED? \_\_\_\_ YES \_\_\_\_ NO
- e. PROVIDE A TESTIMONIAL QUOTE ABOUT THIS GRANT THAT CAN BE POSTED ON OUR WEBSITE AND IN OUR MEDIA MATERIALS? \_\_\_\_ YES \_\_\_\_ NO

**19. IF YOU ARE SEEKING TO USE A PORTION OF GUARD SUPPORT GRANT PROCEEDS FOR MERCHANDISE (T-SHIRTS, WRIST BANDS, ETC.), WILL YOU MAIL US A FEW OF EACH SO THAT WE CAN FEATURE THEM ON OUR WEBSITE AND ON SOCIAL NETWORKING SITES? \_\_\_\_ YES \_\_\_\_ NO**

*GUARD SUPPORT RESERVES THE RIGHT TO REQUEST COPIES OF RECEIPTS FOR FRG ITEMS PURCHASED, AND EXPENSES INCURRED UNDER THIS FRG GRANT.*

APPLICANT CERTIFIES THAT GMSA FRG GRANT PROCEEDS WILL BE USED SPECIFICALLY FOR THE FOLLOWING ANTICIPATED EXPENSES. LIST PLANNED USE OF GRANT. PROVIDE ESTIMATES FOR HOW MUCH OF THE GRANT WILL BE USED FOR EACH EXPENSE:

**EXAMPLE:**

<i>EXPENSE/PAYEE:</i>	<i>AMOUNT:</i>
ADMINISTRATION (MEETING EXPENSES, POSTAGE)	\$200.00
CHILDREN'S EVENT AT THE HIGGINS ARMORY MUSEUM IN WORCESTER ON XX/XX/2011 (PROVIDE SPECIFIC DATE AND LOCATION OF EVENTS, IF KNOWN AT THIS TIME).	\$200.00
HOME COMING CELEBRATION ON XX/XX/2011 AT THE ARMORY (PROVIDE SPECIFIC DATE AND LOCATION, IF KNOWN AT THIS TIME).	\$400.00
HOLIDAY PARTY FOR FAMILIES ON 12/10/10 AT THE ARMORY (PROVIDE SPECIFIC DATE AND LOCATION, IF KNOWN AT THIS TIME).	\$200.00

**EXPENSE TOTAL MUST ADD UP TO THE TOTAL GRANT AMOUNT REQUESTED: \$1,000.00**

**COMPLETE THE FOLLOWING TABLE OF ANTICIPATED FRG EXPENSES BY EXPENSE CATEGORY:**

<i>EXPENSE/PAYEE:</i>	<i>AMOUNT:</i>

**EXPENSE TOTAL MUST ADD UP TO THE TOTAL GRANT AMOUNT REQUESTED:\$ \_\_\_\_\_**

**FAMILY PROGRAM OFFICE / FAMILY ASSISTANCE CENTER VALIDATION CERTIFICATION**

I, the undersigned, have examined this application and certify the claim to be valid. I also verify that we have pursued all other resources reasonably available for assistance.

PRINTED NAME: \_\_\_\_\_

FPO/FAC LOCATION: \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

VERIFICATION SIGNATURE: \_\_\_\_\_

CONTACT INFORMATION: WORK #: \_\_\_\_\_ CELL #: \_\_\_\_\_

OTHER #: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**APPLICANT INFORMATION VERIFICATION AND RELEASE AUTHORIZATION:**

1. I authorize verification/release of the information I am providing on this application. This authorization applies to organizations inside or outside of the Massachusetts National Guard for the purposes of evaluating this application and/or for disclosure to raise additional funds and/or awareness of Guard Support's activities.

Please initial: \_\_\_\_\_

2. The information I have provided on this Application Form is true and correct to the best of my knowledge.

Please initial: \_\_\_\_\_

APPLICANT'S SIGNATURE: \_\_\_\_\_

ROLE IN FRG: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

PLEASE KEEP THIS PAGE FOR YOUR RECORDS - - DO NOT SUBMIT THIS PAGE WITH YOUR GRANT APPLICATION



## *National Guard Family Program*

### FAMILY PROGRAM NETWORK

**Massachusetts National Guard State Family Program Office:**

14 Minuteman Lane 339-202-4800  
Wellesley, MA 02481

**Army National Guard Family Assistance Centers:**

<b>Taunton:</b>	Family Assistance Center 111 Gen Owens Blvd., Taunton, MA 02780	508-822-6024
<b>Springfield:</b>	Family Assistance Center 1505 Roosevelt Avenue Springfield, MA 01109	339-202-5594
<b>Worcester:</b>	Family Assistance Center 50 Skyline Dr. Worcester, MA 01605	339-202-4297
<b>Reading:</b>	Family Assistance Center 25 Haverhill Street Reading, MA 01867	339-202-5096
<b>Wellesley:</b>	Family Assistance Center 14 Minuteman Lane Wellesley, MA 02481	339-202-4812

**Air National Guard Wing Coordinators:**

<b>102<sup>nd</sup> Intelligence Wing Otis Air NG Base</b>	Family Program Center 158 Reilly St., Box 70 Otis ANG Base, MA 02542	508-968-4855
<b>104<sup>th</sup> Fighter Wing Barnes Air NG Base</b>	Family Program Center 175 Falcon Drive Westfield, MA 01085	413-568-9151 ext 6981183