

JCREMC Community Fund Operation Round-Up®

GRANT REQUEST APPLICATION

Geographic Focus

Operation Round-Up® provides funding to approved eligible applicants within communities JCREMC serves.

Grant Cycles

Grant applications are accepted only in the months of April and October. Grant applications are due the last working day of April and October. The advisory board typically will meet in May and November to review applications and award grants.

Categories of Assistance

Community Service

Programs, projects and organizations that contribute to the community's overall quality of life with emphasis on public safety, health, self-sufficiency and basic human needs. Also, programs and projects that enhance the cultural environment of our community.

Education and Youth

School and academic enrichment programs and projects that promote youth wellness and/or programs and projects designed to combat critical social problems affecting youth.

Environment

Community based environmental quality, natural resource, and recycling education programs.

Applicant Eligibility

Contributions will generally be made primarily to non-profit organizations, government entities, school districts or colleges that have been granted tax-exempt status by the Internal Revenue Service. The organization must contribute to the entire community's health and/or welfare and the services must be nondiscriminatory in nature.

Evaluation Factors

The following factors will be considered in the evaluation for all funding requests:

- Potential benefit to residents of the JCREMC service area and surrounding communities
- Number of persons affected by the project
- Level of community support of the project and the organization requesting the funds
- Fiscal and administrative capability of the organization requesting the funds
- Results that are predictable and can be measured and evaluated

Completing the Application

- Complete all pages of the application form.
- Be sure to sign the application.
- A copy of the organization's most recent fiscal year's financial statement must be attached. If the organization has an independent audit, a copy of that report should be attached.
- A copy of the organization's non-profit status from the IRS must be included.
- A copy of the requesting organization's current fiscal budget should be attached. A one-page budget outlining the project of this request must be attached.
- If you are requesting specific items, please attach a written vendor quote with a line item break down for each item. Specifications of the items are requested.

Submitting the Application

Submit the application electronically or in hard copy to:

Operation Round-Up®

750 International Dr. (in person)

P.O. Box 309 (mail)

Franklin, IN 46131

Direct questions to roundup@jcremc.com or 317-736-6174.

JCREMC Community Fund Operation Round-Up® GRANT REQUEST APPLICATION

Legal Name of Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Grant Request Contact Person: _____

Title: _____ Phone: _____ Email: _____

Is the organization tax exempt? (a copy of your IRS status and federal ID # (EIN) must be attached) _____

Is it audited? _____ Fiscal year end date: _____

Number of full-time employees: _____ Year the organization formed: _____

List board of directors members, officers, or trustees, and their contact info:

Amount of grant funds requested (maximum \$5,000): _____

Total project budget: _____ Date funds are needed: _____

Other sources being asked for funds for this project:

Other sources already providing grant funds for this project (endowment, reserve, or other):

Has your organization previously applied to Operation Round-Up®? (circle one) yes no

Results of those grant applications:

FOR FUND USE ONLY

Approved date: _____

Date application received: _____

Amount: _____

Cycle assigned: _____

Declined: _____

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Briefly describe the project for which you are requesting a grant:

What cash or in-kind contributions is your organization making to this project?

Describe the number of people who would benefit from this project, who they are, and the type of impact it will have on them:

What is the number of individuals, families, or groups served by your organization in the past year?

Describe the outcome you expect from this program and how you plan to measure it:

What will happen to this project if we are unable to grant the amount requested?

If you have requested multiple items in this grant, please prioritize the items so that if only a portion of your request may be granted, items covered under that portion can easily be identified:

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Use this space, or attach a cover letter, to provide more specific details about your project that would be helpful to the committee:

List three references not affiliated with JCREMC, its subsidiaries, or the JCREMC Community Fund:

Name

Phone

Affiliation with Your Organization

The information contained in this statement is for the purpose of obtaining funding from the JCREMC Community Fund on behalf of the organization listed on page one. The undersigned is acting as an agent for the organization for the purpose of this application. The undersigned hereby states that all information provided on this form is true and accurate on the date signed and that the JCREMC Community Fund may consider this information as continuing to be true and hereby authorized to make any and all inquiries of directors, employees, clients, and others affiliated with the organization to verify accuracy of statements and requests made herein. The undersigned hereby states that if the JCREMC Community Fund grants funds for the request contained herein, that those funds shall only be used for the purpose stated in this application. Should the organization have grant funds distributed to it that it cannot for any reason spend on the purpose stated in this application, such funds shall immediately be returned to the JCREMC Community Fund. If funding is received, we hereby grant JCREMC Community Fund permission to publicize such grant through mediums it determines proper. Such publicity may include photographs, video, audio recordings and written statements. Such publicity shall be about the grant itself and the project. Financial and other organizational data shall not be included in the publicity without written consent of the organization. The JCREMC Community Fund shall also maintain the right to request an audited financial statement of the organization that would cover the year the grant was received and/or expensed. If an audit is not conducted by the organization, the Fund shall be provided with a copy of the board approved financial statement for the fiscal year including the grant expense.

Name of Organization: _____

Signature of Representative: _____

Printed Name: _____