

Big Country Electric Cooperative Trust Operation Round Up Program

ORGANIZATION/AGENCY APPLICATION FOR ASSISTANCE

For assistance completing this application, please contact Sarah McLen at (325) 776-3803.

Application Instructions

1. All sections of the application. If any item is not applicable to your organization, please make note in the space provided. Incomplete applications will not be considered.
2. Attach verification of your tax-exempt status such as a copy of letter 501(c)(3) from the Internal Revenue Service, if applicable.
3. Please provide your financial statement for the most recent year. Examples include Profit and Loss Statement, or the 990 Form with Schedule O attached. (No bank statements, please.)
4. Please be specific when describing how the funds will be used and attach price estimates if available.
5. If you have any questions, please contact Sarah McLen at 325.776.3803.

Focus of The Big Country Electric Cooperative Trust Operation Round Up Program

The Big Country Electric Cooperative Trust Operation Round Up Program (the “Program”) provides funding assistance to approved eligible applicants located within the service areas of BCEC (the “BCEC Service Area”), which are contained within Borden, Fisher, Garza, Haskell, Jones, Kent, Mitchell, Nolan, Scurry, Shackelford, Stonewall and Throckmorton Counties.

The mission of Big Country Electric Cooperative Trust is the accumulation and disbursement of funds for charitable purposes in Borden, Fisher, Garza, Haskell, Jones, Kent, Mitchell, Nolan, Scurry, Shackelford, Stonewall and Throckmorton Counties.

This shall be accomplished by disbursement of funds to individuals and organizations for food, shelter, clothing, health needs and education.

The TRUST is organized exclusively for charitable purposes, as described under 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Grant Cycles

Grant applications are reviewed quarterly in March, June, September and December.

Applications are to be received as specified on the document by the 15th day of February, May, August, and November to be eligible for consideration at the soonest following quarterly review meeting. Approved organization/agency applicants are eligible for up to \$10,000.00 in grant(s) from the Program per calendar year. **This does not constitute or guarantee the award of grant funds.**

Categories of Assistance

1. Community Service - Programs, projects and organizations that are important components of a community's overall welfare or quality of life, with emphasis on public safety, healthcare, self-sufficiency and basic human needs.
3. Disaster Relief - Programs and projects to provide disaster relief and food, clothing, shelter, medical care, clean-up and repairs and reconstruction in an emergency following an accident, severe storm or other causes.
4. Education - programs and projects designed to educate and enhance the quality of life for individuals in the BCEC Service Area.

The Big Country Electric Cooperative Trust Operation Round Up Program will not consider requests for general operating funds, capital campaigns or support for salaries.

Applicant Eligibility

1. Contributions will generally be made only to not-for-profit organizations that have been granted tax-exempt status by the Internal Revenue Service.
2. The organization must contribute to the community's health and/or welfare.
3. The organization's services must be non-discriminatory in nature.

Evaluation Factors

1. The following will be considered in the evaluation of all funding requests:
 - a. Potential benefit to residents of the BCEC Service Area and the entire community.
 - b. Prior contribution level of Big Country Electric Cooperative Trust Operation Round Up Program or community support for the program or project of the organization requesting the funds.
 - c. Fiscal and administrative capability of the organization to deliver a quality service or program.
 - d. Results that can be evaluated.
2. Funding determinations are made solely by the Big Country Electric Cooperative Trust Operation Round Up Program Board of Directors, which are volunteers who serve independently of the cooperative.

Big Country Electric Cooperative Trust Operation Round Up Program

Application

Please complete this application and return with supporting documentation using one of the following methods:

By Email:
smclen@bigcountry.coop

By Fax: (cover sheet necessary)
325.776.2246

By Mail:
Attn.: Sarah McLen, Big Country Electric Cooperative, P.O. Box 518, Roby, TX 79543

In person at any of our office locations:

Stamford Branch:
225 West McHarg
P.O. Box 1147
Stamford, Texas 79553
Phone (325) 773-3684
Fax (325) 773-2431

Roby:
1010 West South 1st
P.O. Box 518
Roby, Texas 79543
(325) 776-2244
Fax (325) 776-2246

Snyder Branch:
1600 McCowen
P.O. Box 1249
Snyder, Texas 79550
Phone (325) 573-3161
Fax (325) 573-7781

1. Organization Name: _____
2. Complete Mailing Address: _____
_____ Complete Physical Address (if different):

3. Daytime Phone Number(s): _____
4. Name and Title of Contact Person: _____
5. Email Address: _____
6. Is the organization exempt from payment of income tax? Yes _____ No _____
If "Yes" please attach a copy of your 501(c)(3) letter from the Internal Revenue Service or provide your ID number. _____
7. Number of individuals, families or groups in the BCEC service area that your organization assisted last year. _____
(BCEC services Borden, Fisher, Garza, Haskell, Jones, Kent, Mitchell, Nolan, Scurry, Shackelford, Stonewall and Throckmorton Counties).

8. Does your organization serve locations outside the counties listed in question 7? If so, where?

9. State the purpose of your organization's funding request. Amount requested *must be* included along with details of how the funds will be used.

10. Please list other sources of funding for the purposes(s) described in question 9.

11. How are your organization's programs measured for effectiveness?

12. Please provide your financial statement for the most recent year. Examples include Profit and Loss Statement or the 990 Form with schedule O attached. (No bank statements, please). Examples of acceptable documentation are included in this document.

13. If you have previously received a grant from BCEC Charitable Program, please provide documentation as to how the grant money was dispersed. Examples of the documentation include, but are not limited to; Invoices, Pictures, Recipient Names, Receipts, etc.

14. Please list three references who are not directors or employees of BCEC or the BCEC Trust Operation Program.

Name: _____

Daytime Phone: _____

Email: _____

Complete Mailing Address: _____

Relationship to organization: _____

Name: _____

Daytime Phone: _____

Email: _____

Complete Mailing Address: _____

Relationship to organization: _____

Name: _____

Daytime Phone: _____

Email: _____

Complete Mailing Address: _____

Relationship to organization: _____

The information contained in this application is for the purpose of obtaining funding from the BCEC Operation Round Up Program, on behalf of the undersigned. The undersigned understands that the information provided herein is used in decisions to grant or deny funding, and each undersigned represents and warrants that the information provided is true and complete and that the Big Country Electric Cooperative Trust Operation Round Up Program may consider this statement as continuing to be true and correct until written notice of any changes is provided. The Big Country Electric Cooperative Trust Operation Round Up Program is authorized to make all inquiries as it deems necessary to verify the accuracy of the statements made herein by the applicant or by references. By signing this application, applicant acknowledges understanding of instructions, focus of the Program, grant cycles, categories of assistance, eligibility and evaluation factors described on pages 1 and 2 of this document.

Signature of Authorized Representative

Printed Name

Title

Date

Example Statement of Activities
(Profit and Loss)
(Net Margins)
For the Year Ended December 31, 2012

Revenues		
	Contributions	
	Fund Raising	\$ 90,000
	Allocated from United Way	5,000
	Local Governments	30,000
	Other	25,000
		150,000
Total Revenues		150,000
Expenses		
	Cost of Programs	
	Meals	10,000
	Assistance of Utility bills	25,000
	Food Pantry	8,000
	Classes	15,000
	Counseling	40,000
	Wages	30,000
		128,000
Total Cost of Programs		128,000
Administrative and General		
	Wages	12,000
	Utilities	7,000
	Office Expense	1,000
Total Administrative and General		20,000
Total Expenses		148,000
Net Margins		\$ 2,000

Do not return this page with completed application.

Example Statement of Financial Position
(Balance Sheet)
December 31, 2012

Assets

Current Assets	
Bank 1	\$ 50,000
Bank 2	20,000
Accounts Receivable	9,000
Inventory	<u>2,000</u>
Total Current Assets	<u>81,000</u>
Fixed Assets	
Building	50,000
Building Accumulated Depreciation	(25,000)
Equipment	10,000
Equipment Accumulated Depreciation	<u>(5,000)</u>
Total Fixed Assets	<u>30,000</u>
Total Assets	<u>\$ 111,000</u>

Liabilities and Equity

Current Liabilities	
Accounts payable	\$ 8,000
Payroll payable	<u>1,000</u>
Total Current Liabilities	<u>9,000</u>
Other Liabilities	
Mortgage	15,000
Equipment	<u>2,000</u>
Total Other Liabilities	<u>17,000</u>
Equity	
Retained Funds	83,000
Current New Margins or (Loss)	<u>2,000</u>
Total Equity	<u>85,000</u>
Total Liabilities and Equity	<u>\$ 111,000</u>

Do not return this page with completed application.