

Grant Application Guideline

Operation Round Up® provides funding assistance to approved eligible applicants located within the counties of: Dubois, Crawford, Orange, Martin, Perry & Pike Counties served by Dubois REC.

Grant Cycles

Call the office to verify due date or check the website.

Categories of Assistance

1. Community Service
 - Programs, projects and organizations that are important components of a community's overall quality of life, with emphasis on public safety, health care, self-sufficiency, and basic human needs.
 - Victim (abuse and crime) assistance programs
 - Emergency rescue health care equipment and transportation services
 - Local fire departments, rescue squads, law enforcement groups
 - Local libraries
 - Programs and projects that enhance the cultural environment of communities in our local area
2. Education and Youth
 - School and academic enrichment programs
 - Programs and projects designed to combat critical social problems affecting our youth, with an emphasis on children and teens at risk.
 - Programs and projects that promote youth wellness.
 - No college scholarships will be awarded.
3. Environment
 - Programs that promote community recycling and natural resource preservation.
 - Community-based environmental quality education programs.

Applicant Eligibility

1. Contributions will generally be made only to not-for-profit organizations, governmental entities, school districts or colleges that have been granted tax-exempt status by the Internal Revenue Service 501(c) (3).
2. The organization must contribute to the community's health and/or welfare.
3. The organization's services must be non-discriminatory in nature.
4. Individuals/families must reside in the Dubois REC territory.
5. Awards for an individual/family must be awarded thru a 501(c) (3) organization. No individual, group, organization, charity, or like organization shall receive money from the Fund for the same purpose for more than two consecutive years. At least one full calendar year shall pass from the date of the second disbursement to the time of the next application.

Evaluation Factors

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

- Potential benefit to residents of the Dubois REC Service Area and the entire community.
- Level of community support for the program or project or the organization requesting the funds.
- Fiscal and administrative capability of the organization to deliver a quality service or program.
- Results that are predictable and can be evaluated.

Completing the Application*All Steps must be submitted or will be not be considered**

- ✓ Complete all the pages of this application form. The Application must be **typed** or **printed**.
- ✓ Be sure to sign the application.
- ✓ A copy of the 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 501 (c) (3) status from the IRS must be included.
- ✓ A one page budget outlining the project of this request must be attached.
- ✓ A copy of the requesting organization's current fiscal budget should be attached.
- ✓ If you are requesting specific items, please attach a written quote from a vendor with a line item breakdown for each item. Pictures and/or specifications of the items are greatly appreciated when attached.

Deliver **9 nine** completed copies of the application and the necessary attachments to
Dubois REC Community Fund
c/o Dubois REC
PO Box 610, 1400 Energy Drive, Jasper, IN 47547 Questions
may be directed to Elizabeth Kempf at 812.482.5454
Additional information is available on our website, www.duboisrec.com.



ORGANIZATIONAL GRANT APPLICATION

TYPE OR PRINT ALL INFORMATION

Name of Organization: _____

Grant amount requested: _____ Date Established: _____

Street Address: _____

City, State, Zip: _____

Daytime Telephone: _____

Contact Person: _____

General objectives of the organization: _____

Briefly describe the project or program for which funding is being requested

(Attach additional page if necessary): _____

Other funding sources applied for this project:

Source:

Amount:

_____	_____
_____	_____
_____	_____

Sources of firm pledges and commitments to-date:

Source:

Amount:

_____	_____
_____	_____
_____	_____

Is this a new organization?

___ Yes ___ No

Is this a new program within an established organization?

___ Yes ___ No

Is this grant to supplement an established program?

___ Yes ___ No

Does your organization have tax-exempt status under the section 501(c)(3)
of the IRS Code?

___ Yes ___ No

Financial Record of the Organization (attach additional pages if necessary):

Source of funds in previous years: _____

Expenditures - current year (itemize briefly):

Amount

_____	_____
_____	_____
_____	_____
_____	_____

Date: _____

Amount: _____

Date: _____

Amount: _____

If this will be a continuing project, explain in detail the source of funds for operation in subsequent years: _____

List your board of directors and/or trustees and officers along with their telephone numbers:

_____	_____	_____	_____
Name	Phone	Name	Phone

_____	_____	_____	_____
Name	Phone	Name	Phone

_____	_____	_____	_____
Name	Phone	Name	Phone

_____	_____	_____	_____
Name	Phone	Name	Phone

Please list two (2) references (may not be a Dubois REC director or employee or a trustee of Dubois REC Community Fund, Inc.)

1. _____

_____	_____
Name	Phone

_____	_____	_____	_____
Address	City	State	Zip

2. _____

_____	_____
Name	Phone

_____	_____	_____	_____
Address	City	State	Zip

List any other pertinent information, which would aid in the evaluation of your grant request:

For this application to be given consideration by the Dubois REC Community Fund, Inc. it must be signed by the organization's President and by the individual to whom future questions and correspondence may be addressed:

President / Chairperson

Contact Person

Printed Name

Printed Name

Date Signed

Date Signed

The following information MUST accompany this application or will not be considered

- * A one-page budget for the amount requested, with justifications
- * A copy of the IRS letter confirming 501 (c)(3) status (if applicable)
- * A copy of the most recent audited financial statements or annual report
 - * Current organizational budget (if not available please explain)

Mail or deliver **9 copies** of this application and support materials to:

Dubois REC Community Fund, Inc.
c/o Dubois REC
P.O. Box 610
1400 Energy Drive
Jasper, IN 47547

(812).482.5454

Checklist

The following information MUST accompany this application or will not be considered

- A one-page budget for the amount requested, with justifications
- A copy of the IRS letter confirming 501 (c)(3) status (if applicable)
- A copy of the most recent audited financial statements or annual report
- Current organizational budget (if not available please explain)