

## Membership Community Trust, Inc. application review process

### All programs are evaluated by:

- Community (or individual) need
- Practicality
- Reasonableness of the implementation plan
- Capability of following ongoing long-term financing

### Individual or family requests should include:

- Evidence of need
- Income/funding sources

### Organization's proposals should include:

#### Program or project

- Evidence of need
- Clear statement of goals and objectives
- Quality of the program – is it feasible, does it relate to the mission
- Reasonable budget plan
- Sound evaluation policy

#### Organizational capacity

- Evidence of a functioning board of directors
- Board is representative of the community
- Some knowledge base or track record in area of request
- Diversification of income/funding sources

#### Service delivery context

- Organization's definition of its niche
- How the organization differs from others who provide similar service
- Collaborative approaches
- Relationships with other relevant organizations



### Send application requests to:

Bartholomew County REMC  
801 Second St., P.O. Box 467  
Columbus, IN 47202-0467

### Online at:

[www.bcremc.com](http://www.bcremc.com)

### Questions, call:

(812) 372-2546

### 2008 Operation RoundUp Board of Trustees

- Kenneth George, Vice Chair
- Jana Fischer
- Bobbie Pittman, Secretary/Treasurer
- Bonnie Baute
- Kim Eckrote-Showalter, Chair
- Bruce Fischvogt
- Nancy Mahoney

*NOTES: The trust will not discriminate in this program on the basis of race, color, national origin, sex, religion, age, disability, political beliefs, marital or family status.*

■ *These guidelines may be modified by the board of trustees, at its discretion, in response to changing conditions and priorities.*

## Bartholomew REMC Membership Community Trust Inc. (Operation RoundUp)



### The mission

The Bartholomew REMC Membership Community Trust, Inc. shall accumulate and disburse funds for charitable purposes in the service area of Bartholomew County REMC.

# Cent by cent, REMC community trust helps those in need

**T**he Bartholomew REMC Membership Community Trust, Inc. is particularly interested in proposals for needs beyond an applicant's resources, means or other funding sources.

All request proposals must be made in writing – no personal presentations are accepted. No faxed or electronically mailed copies will be accepted. All applications for funds submitted in writing will be given consideration.

All proposals from organizations are required to include the proper Internal Revenue Service documentation letter verifying IRS 501 (c) (3) non-profit status, where applicable.

Proposals for trust funds are numerous and every request cannot be fulfilled either in full or part due to our limited resources. We prefer activities that will provide the greatest benefit to individuals or to the community.



## Grant request guidelines

- Grant requests are considered on a quarterly basis
- For a rapid grant request response, proposals should be received no later than noon on the first day of the following months: March, June, September and December
- Grants are made on a yearly basis. For consideration of a grant renewal, those interested must reapply
- Please submit seven copies plus the original of the entire application

### Individual or family request should include:

- Include the trust's application for donation form – please provide complete information as requested on the form.

### An organizations's proposal should include:

- The trust's application for donation
- A copy of an organization's IRS 501 (c) (3) determination letter
- A one page summary letter
- A detailed budget for the project
- Prior income and expense statements for the project – exception made for new projects

- A list of the board of directors – noting officers and staff members. Please include names and addresses
- Complete proposal narrative and key supporting documents such as charts, graphs and maps
- A letter of endorsement from your president or chief administrative officer
- Current year budget for the entire organization
- The most recent annual report
- The most recent audit or year-end financial statement
- A list of other funding sources expected to support this project
- Other information that will help present a complete and accurate picture of your organization

### The trust does not provide grants for:

- Fraternal, labor, political, religious or sectarian groups
- For-profit business start-ups or development
- Endowments or endowed chairs
- Grant making entities
- Long-term funding
- Ongoing support for operating costs
- After-the-fact/post event situations
- Athletic teams, golf events, post-prom or post-graduation activities
- Groups to attend seminars or take field trips
- Advertising
- Payments of any type of utility bill
- Fund raising events