

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 or itemized pricing list
- 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
1697 W. Deaver Road, P.O. Box 467
Columbus, IN 47202-0467

Online at:

www.bcremc.com

Questions, call:

(812) 372-2546

2016 Operation RoundUp Board of Trustees

- Gary Dismore, Chair
- Linda Rapp, Vice-Chair
- Sheena Seger, Secretary/Treasurer
- Mary Arnholt
- Bruce Fischvogt
- Tammy Hege
- Kim Speaker

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

The Bartholomew REMC Membership Community Trust, Inc. is particularly interested in proposals for needs beyond an applicant's resources, means or other funding sources. The trust prefers to fund tangible items with a long life span.

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 the first day of the following months: March, June, September and December. If the first of the month falls on a weekend, the grant is due by noon on the Friday before.
- Grants are made on a yearly basis. Grant renewals must reapply.
- Please submit the original application and seven copies of the entire application (8 total).

Individual or family request should include:

- The trust's application for donation form – please provide complete information.

An organization'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 itemized price break down/budget for the project, quotes if applicable.
- 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 if available.
- The most recent 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
- Salaries/wages of employees or volunteers
- The training of employees or volunteers (books or supplies needed would be considered)
- Items with a short life span, such as computer software/hardware
- 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
- Fundraising events