



Tipmont REMC
Operation Round Up Trust
 403 S Main St
 Linden, IN 47955



Grant Guidelines

Mission: To grant funds to organization and agencies in the counties served by the Tipmont REMC exclusively for charitable purposes and community service projects.

Operation Round Up limits distribution of funds as follows:

1. Approved recipients **must have a 501(c)(3)** status and provide **signed documentation** as evidence with the submission of the application.
2. Funds will be granted to an organization/agency only once in any 12 month period.
3. Funds will **not** be granted to churches or directly to schools (However a related organization with a separate 501(c)(3) status may submit an application. Such organizations could include, but may not be limited to, parent organizations, athletic or band boosters, etc.
4. The **Itemization Request** must identify the specific items to be purchased, the cost per item (or the amount to be allotted per client) and the total amount requested. Documentation (quote, picture, etc.) of the items is **required**.
5. Funds are limited to purchasing tangibles and **cannot** be used for salary, labor, training, rent, utilities, software, shipping, freight, etc.
6. Funds must be used by the agency requesting the funds for the purpose as stated and cannot be redirected to another agency or used for other purposes without Operation Round Up Board approval.
7. The Operation Round Up Board will attempt to ensure that all areas of the Tipmont Service Area are assisted when grants are approved.

*Applications should describe the intent of the proposed project. Though **not limited** to the following, projects which have been granted funds can typically describe how one or more of the following has been addressed:*

- *Projects targeting populations with specific needs such as poverty, disabilities, people/families in crisis, the development of literacy skills or other humanitarian connections.*
- *Community Service Projects that enhance community safety, wellness, caring, culture, arts, environment, learning opportunities or other philanthropic missions.*

Criteria for Final Selection

1. Is this a 501(c)(3) organization?
2. Is there an explanation of the need for the program/project for which the grant is requested and does it meet with the Operation Round Up guidelines?
3. Is there adequate itemization and documentation for the requested amount?
4. Is it appropriate for Operation Round Up to make a grant for the requested purpose, or are there other more appropriate sources of potential funding?
5. Does the trust have adequate resources to effectively respond to this need?
6. Will it have a positive impact upon a community within the Tipmont service area?

Operation Round Up Grant Cycles

Cycle Number	Deadline for application	Board Action
1	1st Monday in January	3rd Monday in January
2	1st Monday in April	3rd Monday in April
3	1st Monday in July	3rd Monday in July
4	1st Monday in October	3rd Monday in October



Application for Operation Round Up Grant



Cover Page

Name of Organization:	Caring Community of Central Indiana
State a brief purpose of the organization:	Provide resources and support to families in crisis in a 20 mile radius of Smalltown, Indiana. Primarily families are at or near the poverty level and have school age children.
Contact Person and Title:	Sally Smith, Executive Director
Street Address and/or PO Box:	123 Main Street
City, State, Zip:	Smalltown, IN 47007
Phone number:	123-345-5678
Fax number:	123-345-5678
Email:	s.smith@email.com
Have you attached a copy of a signed 501(c)(3) of the Internal Revenue Code? <input checked="" type="checkbox"/> yes <input type="checkbox"/> no <i>If no, please do so, or hold the application until the document is available. (An Indiana Sales Tax Exemption Certificate is not acceptable.)</i>	
Total Amount Requested:	\$2075.00
Briefly describe the specific project for which funds are being requested: add pages as needed	A back to school celebration will be held at the city park for our client families. To encourage attendance, back to school supplies will be distributed at that time.
Specifically what is the population and approximately how many will be served with the funds being requested?	100 children of families served by our organization. To be eligible for our services family are to be at or near poverty level.
Generally speaking, what type of item(s) is being requested? (examples: books, computer, name of equipment, supplies, furniture) Provide details on following pages.	Back to school backpacks with basic school supplies consisting of notebook, pencils, crayons, scissors and pencil case.
Deadline grant needed by:	August 1, 2014

The information contained in this statement is for the purpose of obtaining funding from the Tipmont REMC Operation Round up Trust on behalf of the undersigned. The undersigned understands that the information provided herein is used in deciding grant funding, warrants that the information provided is true and complete and that the Tipmont REMC Operation Round UP Trust may consider this statement as continuing to be true and correct until a written notice of a change is provided. The Tipmont REMC Operation Round Up Trust is authorized to make all inquiries they deem necessary to verify the accuracy of the statements made herein.

Caring Community of Central Indiana	<i>Written Signature of Sally Smith</i>	July 1, 2014
<i>Name of Organization</i>	<i>Signature of Representative (Required)</i>	<i>Date</i>

-----For Trust Use Only-----

<input type="checkbox"/> Denied	<input type="checkbox"/> Approved	Date:	Amount:	Comment:
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Supporting Information

1. **Is this request part of a larger project?** **yes** **no** If so, please explain. We provide a variety of services to families in need to include services and supplies for expectant mothers, families needing shelter to avoid domestic violence, parenting classes, job search assistance and more. The back to school celebration meets our mission to promote education and provide information to parents as to how to support their child's success in school.
2. **Do you have specific goals for this project?** **yes** **no** If so, please state. Our goal for this project is to emphasize the importance of education and helping parents to be supportive in their child's success in school. The distribution of supplies will encourage attendance and thereby increase our ability to provide instructional materials, while simultaneously helping children look forward to returning to school.
3. **Do you have a method of measuring the effectiveness of this project?** **yes** **no** If so, please explain how the results will be reported to the Operation Round Up Board. The effectiveness of this project is not easily quantifiable. However, by providing free supplies to those who attend the back to school celebration helps to increase the attendance at this event. We provide instructional handouts, contact with role models, and encourage networking at this event. Attendance is critical. However, we can report how many people attend and how many children receive the supplies.
4. **Is your organization contributing to the project in terms of cash and/or in-kind/non-cash?** **yes** **no** If so, please provide the details of the contribution. We provide staff time, instructional handouts on how to be more effective in supporting your child in school, other fundraisers provide the funds to offer hot dogs, chips and drinks at this event.
5. **Are funds being requested from other sources to assist with this project?** **yes** **no** If so, please explain and for how much. Yes, we use other funds for the other activities for the back to school event. We also apply to Wal-Mart for \$500.00 to help with the back to school celebration.
6. **Do you have a Board of Directors?** **yes** **no** If so, please attach a list. A list of the twelve board members is attached.
7. **Do you have an operating budget?** **yes** **no** If so, please provide the following information:
 - a. What are your annual operating expenses? Our annual operating expenses are approximately \$78,000
 - b. What is your annual fundraising income? We typically raise \$30,000 and receive the remainder of our operating expenses from grants and donations.
 - c. What are your annual fundraising expenses? (expressed in dollars or percent of operating expense)
Only about 7% of our budget is used to support fundraising activities
8. **Are you audited annually?** **yes** **no** If so, explain:
If no audit, do you have an alternative system for financial accountability? **yes** **no** If so explain:
We are not audited annually, but our Board Treasurer reviews our financial records and the Board must approve our budget and quarterly financial reports. When we have a change in the position of Board Treasurer we obtain an audit.
9. **Do you have a backup plan to finance this project if you are not awarded these funds from Tipmont Operation Round Up?** **yes** **no** If so, please explain: We will adjust our plan to purchase only items that can be funded via the Wal-Mart (and any other grants/donations) that we can acquire. We would eliminate the backpack and focus only on the school supplies.
10. **If you are awarded funds do you have a plan to recognize Tipmont Operation Round Up?** **yes** **no** If so, please explain: We will complete the following: 1. We will submit an article for our local paper along with a picture of the event identifying the Tipmont Round Up contribution. 2. We will identify the contribution in our monthly newsletter. 3. We will acknowledge the contribution in the invitation sent to our families to the back to school celebration. 4. We will acknowledge the contribution along with pictures of the event on our webpage and 5. We will submit photos of the event to Tipmont to use in its publications.

Itemization Request

Quantity	Item Description <small>Attach copy of quote(s) or photo(s) with price information (required).</small>	Cost per item	Sub Total by Item
100	Simple back packs (offered at a discount from Wal-Mart)	\$9.79	\$979.00
100	Package of 3 spiral bound notebooks	\$2.79	\$279.00
100	Box of crayons	\$3.49	\$349.00
100	Pencil case with pencil, eraser, 6" ruler and scissors	\$3.49	\$349.00
100	Box of tissues	\$1.19	\$119.00
Grand Total			\$2075.00

Required: Attach 501(c)(3) IRS SIGNED Letter of Determination

Optional: Attach the following items as appropriate:

- Board of Directors List
- Copy of quote(s) or photo(s) with price information to support your request
- Any information you feel that would help describe/promote your project

Mail applications to:

Tipmont REMC
Operation Round Up
403 S Main St
Linden IN 47955

Email: OperationRoundUp@tipmont.org

Phone: 800-726-3953