

# Steuben County REMC

A Touchstone Energy® Cooperative 

## **Submit to:**

### **Operation Round Up Grant Program**

**Attn: Jaime Walker**

**PO Box 359**

**Angola, IN 46703**

**(260) 665-3563**

## **GRANT APPLICATION FORMAT**

***It is important that you include, ALONG WITH YOUR GRANT APPLICATION FORM, as much of the following information as possible. Thank you.***

***Your grant application should tell the Steuben County REMC Operation Round Up Committee:***

- 1. Who you are***
- 2. What you want to accomplish/purchase***
- 3. How you are going to do it***
- 4. What it will cost***
- 5. Why it is important to the community***

The following items can be included in the package you send:

***Cover Letter:*** A brief, convincing sales document. Make your case; explain why this is important; what are you going to do to make this happen.

***Abstract or Summary:*** A clear and brief summation of your project.

***Introduction:*** Establishes the organizations' credibility. Includes background, accomplishments, etc.

***Statement of Need:*** Why is your project necessary? Document the need with statistics, if possible.

***Objectives:*** Refine your idea and tell what you expect to accomplish. Be realistic. Make objectives measurable, if possible.

***Evaluation:*** What methods will be used to analyze your results and refine your program?

***Future Funding:*** How will the program be funded in the future? Plan for self-sufficiency.

***Budget:*** Translates methods into dollars. Should be adequate and clear. (Example: purchase order, quote from vendor, catalog pricing, etc. Do not simply guess.)

***Appendix:*** This may include such items as a copy of your IRS tax-exempt letter, Endorsement letters, names and occupations of your Board of Directors, list of past support from other funders and applications pending, a copy of your latest annual budget, etc.

### **\*\*\* PLEASE NOTE:**

**As of April 2011, the following changes have been made to the ORU grant application policy:**

It shall be the policy of the Operation Round Up Trust Board to accept and act upon a grant application from any group, organization, charity or like organization only after three quarterly grant cycles have passed since funds were last approved for a grant application from said group, organization, charity or like organization. This will not hinder in any way the Board's decision to award a discretionary grant to any group, organization, charity or like organization at any time and in any amount.



## Operation Round Up Grant Application Form

It is the Policy of Steuben County REMC Operation Round Up to operate without discrimination as to age, race, color, religion, sex, national origin, ancestry, or disability in the overall administration of the organization and in the consideration of grant requests.

Date of application:

Legal name of organization applying:

Contact person/title/phone number:

Address:

E-mail Address:

Fax Number:

Is Organization requesting funding exempt from payment of income tax under section 501 (c) (3) of the Internal Revenue Code?  
If yes, please attach a copy of the letter.

Project Name:

Proposed Project Description:

Amount Requested: \$

Signature & Title

Print name

\*Your signature represents that the information provided is true and complete. Steuben County REMC Operation Round Up and its affiliates are authorized to make all inquiries they deem necessary to verify accuracy of the statements made herein. It is understood that the information provided will be kept in the strictest confidence by the Operation Round Up Board of Directors and its affiliates.

### GRANT DEADLINES

Grant reviews are scheduled four times a year – January, April, July, and October.

Grant requests may be submitted at anytime, but applicants are encouraged to submit proposals well in advance of the meeting their proposal is to be considered.

*PROPOSALS MUST BE RECEIVED AT THE STEUBEN COUNTY REMC OFFICE NO LATER THAN CLOSE OF BUSINESS ON THE LAST WORKING DAY OF THE MONTH PRIOR TO GRANT DECISIONS.*

## TIPS FOR APPLICANTS

- Read through the Grant Guidelines before you begin to write your proposal.
- We do not want this to be a labor-intensive process for you. If you already have the requested information for specific sections compiled in another report, brochure or proposal, feel free to submit the prepared items and reference in your application, i.e. “See Appendix A: brochure.”
- Strive for shortness and clarity. Remember, we may not know your organization or the project and we have to read multiple proposals. We appreciate your conciseness.
- We want YOU to determine the length and breadth of your submittal that allows you to fully explain your project. Therefore, we do not place limits or maximums. But, please provide us with the **essentials** of what we need to know. Some grant requests are “complete” with a one-page narrative; some may require three pages plus attachments. Should we have questions, we may hold your grant until the next quarter.
- Be specific about what you are asking us to fund and your project’s goals.
- Send your proposal to other funding sources. With limited funds and the volume of requests, Steuben County REMC Operation Round Up cannot fund all requests.
- Do not use jargon, acronyms or technical words, even though your proposal may be of a technical nature; this detracts from our broader understanding of the project.
- Steuben County REMC Operation Round Up funds programs on behalf of the community; we do not fund your ability to write professional grant proposals. We prefer honesty and clarity to inflated and “slick” expositions.
- Our review requires us to dismantle and copy various parts of the proposal. Just clip your proposal together to submit. Do not use binders.
- Call if you have questions or need assistance. We are here to serve you!
- Grant deadlines and information can be found on our website at [www.remcsteuben.com](http://www.remcsteuben.com).