



Boone Electric Community Trust Application - General Information

It is the sole responsibility of the applicant to meet the requirements listed below. Neither the Boone Electric Community Trust nor Boone Electric Cooperative is responsible for notifying an applicant if requirements are not met or if an application is incomplete. Incomplete applications will **be** automatically denied assistance.

Only one application per calendar year per organization may be submitted, regardless of the funding decision. It is extremely important that you fill out each page of this grant application **completely** and ensure the application that is submitted has all pages included. The Boone Electric Community Trust reserves the right to request a revised application or gather more information before considering the grant application. Applications may also be tabled and reviewed again at a future meeting in order to gather more information from the applicant. Teachers, students or volunteers requesting funding for a school-related project or activity must have their grant application reviewed, approved and signed by the principal.

Who can apply:

- Nonprofits who are 501(c) organizations.
- Benevolent groups such as Elks and Lions Club, Rotaries, and civic organizations that have an IRS designation letter.
- Public entities such as libraries, schools, PTA/PTOs, fire and police.

What can be applied for:

- The BEC Trust does *not* fund capital campaigns or multi-year funding requests.
- The BEC Trust does *not* fund day-to-day operating expenses, including salaries.
- Items should be tangible and/or supportive in nature to the requesting organization.

APPLICATION GUIDELINES:

- A signed and dated copy of the complete BEC Trust application, including financials using the trust's application layout. Local chapter finances should be used.
- A copy of your organization's Federal IRS designation letter showing your 501(c) status. If your organization is a public entity, such as a library, school, or fire/police, you will not have a designation letter.
- A current list of your organization's board membership, including contact information. This information is kept confidential and will not be used for solicitation or marketing.
- Two bids/estimates from different companies are required** and they must directly relate to the request. No hyperlinks will be accepted. Screenshots are acceptable if clear and appropriately descriptive.
- No more than **six** additional single-sided pages of supporting information, such as brochures or letters should be sent. The additional material should be included as an appendix or attachment following the application and not intermingled with the application.
- Funds must be used in the Boone Electric Cooperative service territory. Map is available on next page.
- If awarded, funds must be used in accordance with the grant request. Any change in scope of the requested funds must be approved prior to expenditure of the funds.
- Please no staples, sticky notes, or highlight marks.
- Application form and accompanying documentation must be legible, preferably typed (or very good handwriting if necessary). Graphics should be clear and easily read.

Deadlines:

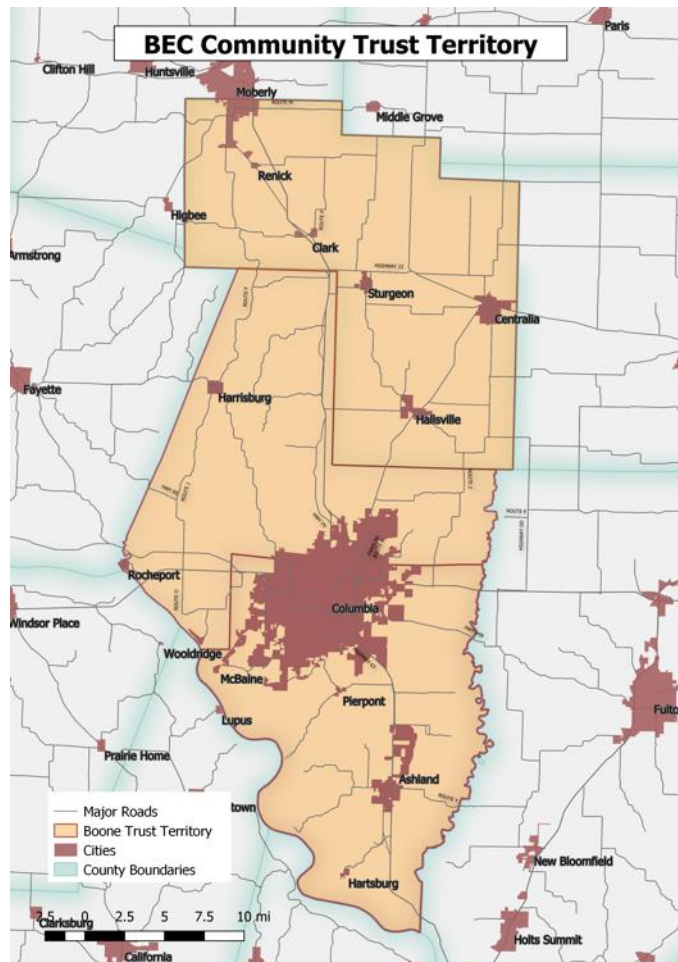
All applications are due by **5 p.m. on the first day** of December, February, April, June, August, and October. If the first falls on a weekend or holiday, the application must be received prior. Late applications will automatically be held until the next due date. Funding decisions are made on the 2nd Wednesday of the month following the deadline (January, March, May, July, September, and November), unless the application is tabled.

How to Submit: Submission of the grant application and supporting documents is *preferred* in PDF format to email:
BECTrust@ BooneElectric.com

If unable to submit in PDF format via email, you may drop it off at our office or mail the forms to: Boone Electric Community Trust, P.O. Box 797, Columbia, MO 65205. *All mailed submissions must arrive in the office by the due date as listed above.*

Final Reporting: Boone Electric Community Trust policy requires organizations to submit a final grant report within **six months of receiving funding**. Organizations must provide a statement of expenses for the completed project, including receipts and paid invoices with the Trust's final grant report. Failure to submit a final report will disqualify the organization from submitting a new application until after the reporting requirement is met and may result in the organization being ineligible to apply for future funding.

Boone Electric Community Trust Service Area



How to Find Out More About the Boone Electric Community Trust

Founded in 1997, the Boone Electric Community Trust has funded over \$4 million to eligible nonprofits, benevolent groups, and public entities. The Trust is a separate entity from the Boone Electric Cooperative but does act as the "goodwill ambassadors" for the Cooperative. By supporting and making a difference in the communities served by the Cooperative, the Trust takes pride in exemplifying the Cooperative principle of "Concern for Community".

There are nine trustees who meet every other month to make funding decisions based on the applications received. Each trustee, with the exception of the Chair, oversees a committee of reviewers who assist in deciding funding options. Trustees can decide to fully fund, partially fund, deny, or table applications.



<https://booneelectric.coop/community/trust/>



www.facebook.com/BooneElectricCommunityTrust



Application for Organization

For Office Use Only **Date Received:**

Committee Assignment:

Section 1. Organization General Information:

Amount of Request: \$

- 1. Name of Organization:**
- 2. If different from above, name of tax-exempt organization under which you are applying.** A copy of the Federal IRS designation letter must be attached to this application every time the organization applies.
- 3. What is the relationship between the two entities?**
- 4. Federal IRS Number:**
- 5. Physical Address of Organization:**
- 6. Mailing Address of Organization:**
- 7. Organization's Contact Person**
Name: _____ **Title:** _____
Best phone number to be reached: _____
Best email address to be reached: _____
- 8. Organization's Marketing or Communications Contact**
Name: _____ **Title:** _____
Best phone number to be reached: _____
Best email address to be reached: _____
- 9. If approved for funding, to whom should the check be made payable?**
Organization's Name: _____
Mailing Address: _____

Section 2. Questions about your Organization:

- 10. What is the established mission of your organization?**

11. Briefly describe your organization's history and when founded. If state or nationally affiliated, when was the local chapter founded?

12. What population of our communities do you provide services to? (example: children, low income, etc.)

13. Number of unduplicated individuals, families, or groups served in the Boone Electric Cooperative service territory. (Consult the service map in this document). Please specify time frame the following services were provided:

Audrain County - Unduplicated individuals:

Services provided:

Boone County - Unduplicated individuals:

Services provided:

Callaway County - Unduplicated individuals:

Services provided:

Howard County - Unduplicated individuals:

Services provided:

Monroe County - Unduplicated individuals:

Services provided:

Randolph County - Unduplicated individuals:

Services provided:

14a. Please briefly list, in order of priority, the item(s) that will be purchased or services that will be provided or used by any funds granted – along with the associated cost.

Item or Service	Estimated Cost

b. Please specifically and clearly describe how each item/service listed above will be used and the planned outcomes or benefits for your consumers.

15. Is this a new project or program?

16. What is the plan for continuation of the project/program or long-time use of the item?

17. How will you measure the impact of the project or item?

Section 4. What impact will receiving funding have?

18. Why did your organization choose to apply for funding from the Boone Electric Community Trust?

19. Have you applied to other places for funds for this project? Yes No
If yes, please list names and amounts you have requested or have already received.

If no, why not?

20. What is the timeframe for this project or to purchase the item being requested? (Please note that you must submit a final grant report within six months of receiving the funding, so plan accordingly.)

21. How will your organization be impacted if partial funding is granted by the Trust?

Section 5. Organizational Support System

22. Have you partnered with other agencies, individuals or companies for this project or item? Please list those and how they will help you achieve your goals for the project or item.

23. Please list three references who are familiar with your organization and have knowledge of this grant request. *Board members and employees may not be used as references.*

Name:

Title, Company:

Address – City, State, Zip Code:

Best phone number to be reached:

Best email address to be reached:

Does this person know about this grant application and is prepared to speak to it? Yes No

Name:

Title, Company:

Address – City, State, Zip Code:

Best phone number to be reached:

Best email address to be reached:

Does this person know about this grant application and is prepared to speak to it? Yes No

Name:

Title, Company:

Address – City, State, Zip Code:

Best phone number to be reached:

Best email address to be reached:

Does this person know about this grant application and is prepared to speak to it? Yes No

24. Please include a list of your current board members, including a phone number and email address. These may be submitted on a separate piece of paper. (This information is kept confidential and is not used for solicitation or marketing.)

Disclaimer: The funds that your organization may receive come from the members of the Cooperative, therefore we request that the organizational logo, videos, photos and updates be provided to the Trust for use on our social media, website and marketing materials. All logos, videos, photos and updates submitted to the BEC Trust are understood to have approval from the organization and person(s) contained on the media.

The information contained in this statement is for the purpose of obtaining funding from the Boone Electric Community Trust on behalf of the undersigned. Each undersigned understands that the information provided herein is used in deciding grant funding and each undersigned represents and warrants that the information provided is true, accurate and complete and that the Boone Electric Community Trust may consider this statement as continuing to be true and correct until a written notice of change is provided. The Boone Electric Community Trust is authorized to make all inquiries it deems necessary to verify the accuracy of the statements made herein.

** Applicant(s) will be notified in writing as to the outcome of their request after the Trust Board meeting.*

Note: If your request is funded please return the final grant report, along with receipts and invoices within six months of receiving the grant. Spreadsheets alone will not be accepted. The final grant form can be found on the Trust's webpage. The Trust makes no warranty of future funding and can elect to make full, partial, deny or table all requests.

Signature of Representative

Signature of President/Board Chairperson

Type(print) Name and Title of Representative

Type Name of President/Board Chairperson

Date

Date

Educators: Teachers, students, educational clubs and volunteers who are requesting funding for a school-related project, activity or item must have their grant application reviewed, approved and signed by the school's principal. If this is a higher education setting (college or university), a department head or supervisor must sign the application.

Signature of School Principal/Department Head

Name of School

Date

Email (please print legibly)

Direct Phone Number

Organization/Agency Financial Statement

Please note: The following information must be for the local organization/agency and report local numbers only, including salaries, revenues and liabilities. Please do not include regional or national agency financial information. **A signature is required at the end of this document.**

For the year ending:

I. Assets

- 1. Cash \$
- 2. Accounts and Notes Receivable \$
- 3. Inventories \$
- 4. Land, Building and Equipment \$
- 5. Short-Term Investments (please list)
 - a. \$
 - b. \$
 - c. \$

Short-Term Investment Total \$

- 6. Long-Term Investments (please list)
 - a. \$
 - b. \$
 - c. \$

Long-Term Investment Total \$

- 7. Other (Please list)
 - a. \$
 - b. \$
 - c. \$

Other Total \$

Total Organizational Assets \$

II. Liabilities

- 1. Current Liabilities..... \$
- 2. Long-Term Liabilities \$
- 3. Accrued Expenses..... \$
- 4. Other (please list)
 - a. \$
 - b. \$
 - c. \$

Other Total \$

Total Organizational Liabilities \$

III. Revenues

- 1. Sales..... \$
- 2. Contributions/Donations..... \$
- 3. Special Events/Fundraisers..... \$
- 4. Dues/Fees \$
- 5. Other (please list)
 - a. \$
 - b. \$

Total Organizational Revenues \$

IV. Expenditure

1. Employee Annual Salary (*Please list position & amount. You may put like positions together. Example: Nurses - \$XXX,XXX, Counselors - \$XXX,XXX, etc. Please do not list names of individuals.*)

- \$
- \$
- \$
- \$
- \$
- \$
- \$

- 2. Employee Benefits \$
- 3. Staff and Volunteer Training \$

- 4. Contracted Services..... \$
- 5. Occupancy (building rental or lease)..... \$
- 6. Equipment (include rental & maintenance of equipment) \$
- 7. Office supplies & materials..... \$
- 8. Communications..... \$
- 9. Marketing, Promotions, and Fundraising \$
- 10. Program and activities expenses..... \$
- 11. Owned building and vehicle maintenance \$
- 12. Insurance \$
- 13. Other (please list)
 - \$
 - \$
 - \$

Total Organizational Expenditures \$

Organizational Financial Summary:

- I. Total Assets \$
- II. Total Liabilities \$
- III. Total Revenues..... \$
- IV. Total Expenditures \$
- V. Net Assets (or Net Liabilities) \$
- VI. Net Revenues \$

I certify that the above information is complete and accurate to the best of my knowledge.

Signature

Title

Date

Email

Direct phone number