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PLEASE READ COVER SHEET ENTIRELY



# Application for Organization/Agency

## How can an organization apply for funding?

Applications may be obtained on our website and are accepted by mail. Grants for organizations are limited to a maximum of one grant up to \$20,000 in a 12-month period.

## How is the Clay Electric Cooperative Foundation funded?

The Clay Electric Foundation is funded by Operation Round Up, a nationally-recognized program funded by Clay Electric members. Participating members voluntarily have their monthly electric bills rounded up to the next dollar amount, contributing an average of \$6 annually. For more information, visit [www.clayelectric.com/community-education](http://www.clayelectric.com/community-education).

## Who is eligible for funding?

To be eligible, you must operate in at least one of the 14 counties that Clay Electric Cooperative serves: Alachua, Baker, Bradford, Clay, Columbia, Flagler, Gilchrist, Lake, Levy, Marion, Putnam, Suwannee, Union, and Volusia.

## What is the selection process?

Funds are administered by volunteer members of the Clay Electric Foundation Board. The decisions made by the board are based on the funds available and the community impact of requests being considered. All applicants will be notified within 60 days of the board's decision.

## The following do not qualify for funding:

- Churches and religious organizations (except for church-affiliated programs when there is a direct community impact involved)
- Public and private schools and preschools (Foundations and organizations may apply for projects within public and private schools and preschools. No direct applications will be accepted from public or private schools or preschools.)
- Local, state or federal governments
- Lobbying, political organizations, or campaigns
- For-profit organizations

Submit applications to:

Clay Electric Cooperative Foundation, Inc.  
P.O. Box 308  
Keystone Heights, FL 32656  
[clayelectricfoundation@clayelectric.com](mailto:clayelectricfoundation@clayelectric.com)  
Phone 352-473-8000 ext. 8309

## Application Checklist

Please check the following boxes if you have included the items with your application (if applicable).

- IRS 501(c)(3) letter
- List of Board of Directors
- Previous year audited financial statement and current year financials (profit & loss)
- Projected budget for program
- Statistics by county of individuals served by program for which you are requesting funds
- Program description
- Program goals and objectives
- Specific, itemized breakdown of how the funds will be used
- Description of how your organization measures effectiveness of this program
- Any other information



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## Organizational Information

Date of Application: \_\_\_\_\_ Name of Organization: \_\_\_\_\_  
Address (physical & mailing): \_\_\_\_\_

Contact Persons: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Direct Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Which of the following counties does your organization serve: (Check all that apply)

- Alachua     Clay     Gilchrist     Putnam     Baker     Columbia     Lake     Levy  
 Suwannee     Bradford     Flagler     Marion     Union     Volusia

Please list any additional counties you may serve:

Amount of Request: \_\_\_\_\_

Program Name: \_\_\_\_\_

List other funding sources for this request. Include name, amounts & whether approved, committed, pending, etc.

**Source #1** \_\_\_\_\_ **Amount** \_\_\_\_\_ **Status** \_\_\_\_\_

**Source #2** \_\_\_\_\_ **Amount** \_\_\_\_\_ **Status** \_\_\_\_\_

**Source #3** \_\_\_\_\_ **Amount** \_\_\_\_\_ **Status** \_\_\_\_\_

Please provide the following information on a separate sheet of paper:

Organization Description (Specific — 1 page maximum)

Program Description (Specific — 1 page maximum)

Program Goals and Objectives (Specific — 1 page maximum)

Breakdown of how the funds will be used

How does your organization/agency measure effectiveness (number of people served, program results, etc.)?

Any other information you feel is important to know about your program (mission statement, etc.)

The following **MUST** be sent in with your application (if applicable):

IRS 501(c)(3) letter,

List of Board of Directors,

Projected budget for program,

Previous year audited financial statement and current year financials (income statement & balance sheet)

Statistics by County of individuals served and/or community impact for program

## Request

**Business References**

Please list three business references who are familiar with your organization:

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

**Grant Info**

Have you ever applied for a grant from the Clay Electric Foundation?      Yes      No

Have you ever received a grant from the Clay Electric Foundation?      Yes      No

If yes, date of grant: \_\_\_\_\_ Amount of grant: \_\_\_\_\_

Description of previous grant: \_\_\_\_\_

**Limitations**

Because of budget limitations and foundation bylaws, Clay Electric Foundation, Inc. will not consider the following:

- General operating expenses
- Lobbying, political organizations or campaigns
- Fundraising dinners, raffles and other events
- General fundraising
- Advertising

The information contained in this application is for the purpose of obtaining funding from the Clay Electric Foundation, Inc., on behalf of the undersigned representative and warrants that the information provided is true and complete and that the Clay Electric Foundation, Inc., may consider this statement as continuing to be true and correct until a written notice of a change is provided. The Clay Electric Foundation, Inc. is authorized to make all inquiries it deems necessary to verify accuracy of the statements made herein. The Clay Electric Foundation Board of Directors makes donations from funds collected through the Clay Electric Cooperative Operation Round Up Program. These funds are voluntary contributions from participating Clay Electric Cooperative members.

Name of Organization: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Signature of Representative: \_\_\_\_\_

Date: \_\_\_\_\_

## Operation Round Up Application checklist

**IRS 501(c)(3) letter**

Please provide a letter from the IRS indicating your organization is an IRS-approved 501(c)(3) if applicable.

**List of Board of Directors**

Please provide the names of the officers and the board of directors of the organization.

**Previous year audited financial statement and current year financials**

Provide the organization's financial statements as described above. If your organization requires audited financial statements, please provide them. If not please provide an annual treasurer's report or annual profit/loss statement for your organization.

**Projected budget for program/ Breakdown of how funds will be used**

Specifically, how will each dollar requested within this grant application be spent? Provide an itemized budget for every dollar requested, with details about every item/material that will be purchased.

**Statistics by county of individuals served by program(s) from which you are requesting funds**

How many individuals are being served by your program within Clay Electric's service area? This list needs to be broken down by county (e.g., "We provide 4,000 meals to needy folks within Clay, Bradford, Putnam and Alachua counties: 2,800 in Clay, 1,000 in Bradford, 75 in Putnam and 25 in Alachua").

**Program Description**

In one page or less, describe what service or services your organization provides to the communities within Clay Electric's service area.

**Program Goals and Objectives**

In one page or less, describe what your organization is trying to accomplish within Clay Electric's service area to improve the quality of life.

**Description of how your organization measures effectiveness of this program**

In one page or less, describe how the project will benefit the community or communities within Clay Electric's service area if it is funded. Describe how your organization will ensure accountability for approved funds. Funds used for items not listed on the budget or approved project may result in the organization not being considered for future grants.

Projects that are funded will have to submit a final report outlining how the approved funds were used.

**Items required in your final report:**

- Final report form
- Pictures and/or video of the project/program in action
- "Before" pictures and/or video (if available)
- Summary of the progress/results using the goals listed in the original grant application
- Description of any significant challenges experienced related to the funded grant project/program

Final reports are due at least one year after grant funds are received. Failure to submit a final report could result in future applications being removed from consideration.

**Any Other Information**

Mission Statement or anything else the foundation board would benefit from knowing about your organization. Remember, the nine-member board is from all over Clay Electric's service area and may not be familiar with your organization.

***Organizations that are approved for funding will receive notification in writing and will be required to sign and turn in a memorandum of understanding before funds will be released.***