



**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	
<b>Name of Organization:</b>	
<b>State a brief purpose of the organization:</b>	
<b>Contact Person and Title:</b>	
<b>Street Address and/or PO Box:</b>	
<b>City, State, Zip:</b>	
<b>Phone number:</b>	
<b>Fax number:</b>	
<b>Email:</b>	
<b>Have you attached a copy of a signed 501(c)(3) of the Internal Revenue Code?</b> <input 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>	
<b>Total Amount Requested:</b>	
<b>Briefly describe the specific project for which funds are being requested:</b> <small>add pages as needed</small>	
<b>Specifically what is the population and approximately how many will be served with the funds being requested?</b>	
<b>Generally speaking, what type of item(s) is being requested?</b> (examples: books, computer, name of equipment, supplies, furniture) Provide details on following pages.	
<b>Deadline grant needed by:</b>	

*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.*

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*Name of Organization*
*Signature of Representative*
*Date*

-----For Trust Use Only-----				
<input type="checkbox"/> Denied	<input type="checkbox"/> Approved	Date:	Amount:	Comment:

## Supporting Information

1. **Is this request part of a larger project?**  **yes**  **no** If so, please explain.
2. **Do you have specific goals for this project?**  **yes**  **no** If so, please state.
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.
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.
5. **Are funds being requested from other sources to assist with this project?**  **yes**  **no** If so, please explain and for how much.
6. **Do you have a Board of Directors?**  **yes**  **no** If so, please attach a list.
7. **Do you have an operating budget?**  **yes**  **no** If so, please provide the following information:
  - a. What are your annual operating expenses?
  - b. What is your annual fundraising income?
  - c. What are your annual fundraising expenses? (expressed in dollars or percent of operating expense)
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:
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:
10. **If you are awarded funds do you have a plan to recognize Tipmont Operation Round Up?**  **yes**  **no** If so, please explain:

