



**HWE COMMUNITY TRUST FUND, INC.
ORGANIZATION / GROUP / AGENCY DONATION APPLICATION**

1399 Business Park Drive South North Baltimore, OH 45872-0190 800-445-4840 419-257-3024 Fax www.hwelectric.com

Operation Round Up is a trust fund provided through the generosity of members of Hancock-Wood Electric Cooperative who voluntarily contribute to the fund. Its purpose is the accumulation and disbursement of funds for charitable purposes, within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, in the service area of Hancock-Wood Electric Cooperative, Inc. (HWEC) and its surrounding community.

The following are funding guidelines:

- Qualifying groups and individual applicants must demonstrate financial need.
- Applicants must reside or work in the service territory and surrounding communities of Hancock-Wood.
- The distribution of funds shall be exclusively for religious, charitable, benevolent, scientific, literary, environmental projects, public service funding, and educational purposes.
- Distributions may be made to non-profit organizations, governmental agencies, and similar organizations, including but not limited to churches, fire departments, EMS stations and schools.
- Distributions may also be made to individuals in cases of emergencies and/or dire need.
- Funding requests should be for special needs and/or emergency needs and not for ordinary expense or budgetary items.
- Distribution of funds made to an individual person may not be used for rents, leases or mortgage payments or utility bills. No such restriction shall apply, however, to distributions to charitable organizations that may use such funds as part of their normal assistance program.
- Employees of HWEC, subject to this Code of Regulations, shall be eligible to receive distributions.
- The HWEC Board of Trustee and the FUND Board of Directors or their respective immediate families are not eligible to receive distributions from the FUND.
- Funds will not be awarded should the applications be incomplete.
- Organizations that possess a 501c3 exemption letter from IRS must include the letter with application.
- Applicants are required to complete a grant final report.

Grant proposals will be reviewed by staff upon receipt. Staff will also check references, and complete a Grant Evaluation Rating Scale.

HWE COMMUNITY TRUST FUND, INC Board of Directors will consider each application at its next board meeting unless an emergency need is indicated. A special meeting of the board may be called and/or applications may be reviewed by electronic media in case of an emergency situation.

Quarterly Operation Round Up meetings are held on the first Monday of:

- February (submission deadline for this meeting is 1st Monday of January)
- May (submission deadline for this meeting is 1st Monday of April)
- August (submission deadline for this meeting is 1st Monday of July)
- November (submission deadline for this meeting is 1st Monday of October)

Before a grant application is mailed, please complete this self-checklist:

- If your organization possesses a 501(c)(3) exemption from the US Internal Revenue Code, have you included it with your application? (Only applicable if your organization possesses this exemption.)
- In the references section, have you included specific names of people (and organization names, if applicable) of all references?
- If your request is larger than \$3000, have you included an income/balance sheet?
- Have you included one written estimate for requests under \$1000, or two estimates for requests over \$1000?
- Is the application complete? (Incomplete applications will be returned).
- Please mail, fax or email documents to:
HWE Community Trust Fund, Inc.
Hancock-Wood Electric Cooperative, Inc.
1399 Business Park Drive South
North Baltimore, OH 45872-0190
419-257-3024 Fax; info@hwelectric.com

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1. Organization name: _____

2. Contact person: _____
Last First Mid Init

3. Address: _____ City: _____ ST: _____ Zip: _____

4. Ph-W: () _____ Cell: () _____ Fax: () _____ Email: _____

5. Are you a non-profit or tax-exempt organization? Y N
Organizations that possess a 501c3 exemption letter from IRS must include the letter with application.

6. Amount requested: \$ _____

7. Attach income statement & balance sheet for requests larger than \$3000. If these cannot be provided, please explain.

8. Tell us about the counties/individuals you have served within the past year:

<input type="checkbox"/> Allen # served: _____	<input type="checkbox"/> Henry # served: _____	<input type="checkbox"/> Wood # served: _____
<input type="checkbox"/> Erie # served: _____	<input type="checkbox"/> Putnam # served: _____	<input type="checkbox"/> Wyandot # served: _____
<input type="checkbox"/> Hancock # served: _____	<input type="checkbox"/> Sandusky # served: _____	<input type="checkbox"/> _____ # served: _____
<input type="checkbox"/> Hardin # served: _____	<input type="checkbox"/> Seneca # served: _____	<input type="checkbox"/> _____ # served: _____

9. State purpose of request. Include: A. Specific use of funds, B. Estimate/quotes: attach one written estimate for requests under \$1000; attach two written estimates for requests over \$1000.

A. _____

B. (please attach) _____

10. List other sources of funding for use of request as described in above: _____

11. Will your program/project still occur if you do not receive any funding? Y N

12. Will your program/project still occur if you receive partial funding? Y N – If yes, where will you get the balance needed? _____

13. Starting date of program: _____ Ending date of program: _____

14. The board meets four times/year; is your request in need of immediate/emergency attention? Y N Only check "yes" if your request for relief is an urgent or unexpected crisis requiring immediate action. If so, when do you need a response by? _____

15. How are your programs measured for effectiveness? _____

16. Please list three references: (may not be affiliated with HWEC or one of your organization's board members)

a. _____

b. _____

c. _____

Name Address City ST Zip Phone Email

17. The information contained in this statement is for the purpose of obtaining funding from the HWE COMMUNITY TRUST FUND, INC. on behalf of the undersigned. Each undersigned understands that the information provided herein is used in deciding to grant funding, and each undersigned represents and warrants that the information provided is true and complete and that HWE COMMUNITY TRUST FUND, INC. may consider this statement as continuing to be true and correct until a written notice of a change is provided. HWE COMMUNITY TRUST FUND, INC. is authorized to make all inquiries they deem necessary to verify the accuracy of the statements made herein.

Signature of applicant/recipient

Signature of spouse (if applicable)

Date