

# **WHITEWATER VALLEY REMC COMMUNITY TRUST, INC. APPLICATION GUIDELINES ORGANIZATION / AGENCY**

The role of the Trustees of the Whitewater Valley REMC Community Trust, Inc. is to make the best use of the funds entrusted to us to support activities within the Whitewater Valley REMC service territory and to be sure that whatever gifts we make are handled wisely.

Because we want to be helpful to as many organizations as possible, we encourage you to seek funding from more than just Whitewater Valley REMC Community Trust, Inc. We will not penalize you for doing that; in fact, when we see that you have been resourceful – that is, your organization is willing to put some of its own money into a project, and has gotten or is working on getting support from other organizations as well – that lends strength to your proposal. Applications should be submitted before projects are begun.

If your organization has funds to complete this project without our assistance, we assume you will fund it yourselves. Because it helps us to understand the priorities and financial health of an organization, we ask you to provide the requested financial information.

Once we have received a request, that request will go to the Trust Board. The Board is free to support, question, or deny any request. Once the board has approved a request, a check will be written to the organization. The more specific you can be regarding the request, the better. The Board is interested in meeting a need, not simply making a donation to your organization.

Grant proposals will be reviewed using the following criteria: a) Is there an established need for the program/project for which the grant is requested; b) Is it appropriate for the Whitewater Valley REMC Community Trust to make a grant for the requested purpose, or are there more compatible sources of potential funding; c) Does the trust have adequate resources to effectively respond to this need; and d) Is it good for the surrounding counties.

## **The Whitewater Valley REMC Community Trust, Inc. granting periods are as follows:**

### **First Quarter**

2 <sup>nd</sup> Monday in January	Deadline for Applications
4 <sup>th</sup> Monday in January	Board Action on Grant Request

### **Second Quarter**

2 <sup>nd</sup> Monday in April	Deadline for Applications
4 <sup>th</sup> Monday in April	Board Action on Grant Request

### **Third Quarter**

2 <sup>nd</sup> Monday in July	Deadline for Applications
4 <sup>th</sup> Monday in July	Board Action on Grant Proposal

### **Fourth Quarter**

2 <sup>nd</sup> Monday in October	Deadline for Applications
4 <sup>th</sup> Monday in October	Board Action on Grant Proposal

## **In submitting application for consideration of funds, the following procedure must be followed:**

1. Application must be submitted to the Whitewater Valley REMC Office in a sealed envelope marked "Confidential --- Whitewater Valley REMC Community Trust, Inc." to the attention of Mary Jo Thomas, President & CEO.
2. Four (4) copies of the application must be submitted.
3. A contact person must be indicated should there be questions regarding the request for funds.
4. Questions regarding the application or process can be directed to Wende Shipley or Randy Ballinger at the Whitewater Valley REMC Office between 7:30 a.m. and 4:30 p.m. Monday – Friday. Our phone number is (765) 458-5171 or (800) 529-5557.