



# OPERATION ROUND UP® APPLICATION FOR ORGANIZATION OR AGENCY

## I. General Information

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Name of Organization

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Address

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City State Zip Code

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Phone Number

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Contact Name Title

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Phone Number (if different from above) Email Address

## II. References

Please list three (3) references. References should be individuals who are on the Board of Directors, Trustees, Officers, or other individuals familiar with the organization.

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Reference 1 Phone Number

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Reference 2 Phone Number

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Reference 3 Phone Number

## III. Attachments

### A. Cover Letter

A cover letter should be included with this application. The letter should explain the purpose of your organization’s funding request including, as a minimum: how the funds will be used, the approximate number of people the funds will aid, and the amount of money you are requesting.

### B. Financial Statements

Financial statement(s) for the organization from the most recent year should be included with this application.



**C. Exemption**

Is the organization requesting funding exempt from payment of income tax as an entity operating under one or more of the purposes set forth in Section 501(c)(3) of the Internal Revenue Code?

YES  NO

If yes, please include a copy of your exemption letter from the IRS with this application.

**IV. Other Funding**

In the space provided, please list other sources that you have applied to for funding or who are currently funding the item(s) described in your cover letter.

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**V. Disclaimer**

The information contained in this application is for the purpose of obtaining funding from the LaGrange County REMC Operation Round Up® Fund, 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 and complete and that the LaGrange County REMC Operation Round Up® Committee may consider this statement as continuing to be true and correct until a written notice of a change is provided. The LaGrange County REMC Operation Round Up® Committee is authorized to make all inquiries they deem necessary to verify the accuracy of the statements made herein.

\_\_\_\_\_  
Signature of Organization's Representative

\_\_\_\_\_  
Date

**VI. Submittal**

Operation Round Up® Fund requests should contain this application, a cover letter, financial statements, and, if applicable, an exemption letter. These original documents, **ALONG WITH SIX (6) COPIES**, should be delivered to the office of LaGrange County REMC at 1995 E US Highway 20 before one of the quarterly review deadline dates. These dates are January 2<sup>nd</sup>, April 1<sup>st</sup>, July 1<sup>st</sup>, and October 1<sup>st</sup> of each year.

Last Modified: 8/5/2013



Applicants:

This grant application is for funding from the LaGrange County REMC Operation Round Up<sup>®</sup> Fund.

The purpose of the Operation Round Up<sup>®</sup> Fund (the "Fund") shall be the accumulation and disbursement of funds for charitable purposes in the service area of LaGrange County REMC.

Applications are reviewed quarterly and accepted by the end of business on the following dates at LaGrange County REMC, 1995 E US 20, LaGrange, IN 46761.

First Quarter—January 2.  
Second Quarter—April 1.  
Third Quarter—July 1.  
Fourth Quarter—October 1.

Limitations apply to fund requests as follows:

- 1.1. Operation Round Up<sup>®</sup> Funds shall not, in any fashion, be used to support any candidate for political office or for any other political purpose.
- 1.2. Operation Round Up<sup>®</sup> Funds shall not be given directly to an individual.
- 1.3. Operation Round Up<sup>®</sup> Funds shall not be used to fund projects for capital improvements on private property.
- 1.4. Operation Round Up<sup>®</sup> Funds shall not be given to daycares.
- 1.5. Operation Round Up<sup>®</sup> Funds shall not exceed \$5,000 given annually to any organization.

Applicants will be advised of the funding decision of the Committee approximately 30 days from the date of submission. Checks may be presented in person or mailed to the organizations.

Unless written communication is received to the contrary, grant recipients acknowledge that photos and other information regarding the intended use of the funds will be considered public knowledge and used to promote the Operation Round Up program in different publications as desired by LaGrange County REMC and the Operation Round Up<sup>®</sup> Committee.

If you have any questions concerning this grant application, please contact the LaGrange County REMC office at (260) 463-7165

Thank you,

LaGrange County REMC Operation Round Up<sup>®</sup> Committee