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Application Procedures for Operation RoundUp Grant Funding

The Wake Electric Foundation administers Operation RoundUp through Wake Electric Membership Corporation. Non-profit agencies in Durham, Franklin, Granville, Johnston, Nash, Wake and Vance counties may apply for up to \$5,000 annually to implement programs or purchase needed equipment to facilitate a program which will help in our local communities. Refer to Wake Electric's website at www.wemc.com for examples of past winners and projects and for more details on eligibility. Funding goes particularly to areas that Wake Electric serves.

RoundUp grants are awarded by the WEF Board of Directors quarterly each calendar year – in January, April, July, and October. Each organization can only receive ONE grant per calendar year. Organizations applying for grants will be notified whether or not they have received a grant by no later than the third week of the month after their grant deadline. For example, if you submit a grant for the July round, your organization will be notified by mid-July if it has or has not been awarded a grant.

The grant application should include a proposal letter along with the grant application and requested attachments. The proposal letter should be brief and concise, not to exceed two pages, single spaced, and should be signed by a designated representative.

The letter should include:

- ✓ an introductory description of the program and its impact on the community – BE SURE TO DETAIL AS MUCH AS POSSIBLE THE SPECIFIC REGION (the counties and the areas/towns within the counties) and THE NUMBER OF PEOPLE that your project will impact or affect
- ✓ the amount of funding requested and the amount of the program budget
- ✓ the need and specific population (including age, gender, and cultural background) which the program addresses
- ✓ specific objectives of the program and how accomplishment will be measured
- ✓ relationship of program to other services in the community which may be designed to meet the same or similar needs
- ✓ other sources of funding being approached (and when that funding would be received) and amounts already committed

If this is a new program, indicate how continued funding for the future will be secured.

Questions? Contact Angela Perez, Communications/PR Specialist, at angela.perez@wemc.com, 919.863.6376 or toll free 1.800.474.6300.

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Organization Application for Operation RoundUp Grant Funding

**Grant applications for 1st quarter 2010 selection are due on Friday, March 12, 5 p.m.
Applicants will be notified if they have or have not received a grant no
later than mid-April 2010.**

Applications may be e-mailed (as an attachment), faxed, mailed, or hand-delivered. If mailed, the application **MUST** be received on or before March 12 or it will be held for review in the June 2010 round.

Name of organization:	
Mailing address:	
City/State/Zip Code:	
Phone:	
Fax:	
Contact person for information pertaining to this request:	
Title of contact person:	
Contact person telephone AND email address:	
Summary description of project (Please make concise-not to exceed space provided.):	
Annual cost of program:	\$
Amount of grant funding requested:	\$

Other funding sources for this project (you may use additional sheets if necessary):

Funding Source	Amount Requested	Amount Committed

Legal and tax-exempt status of your non-profit (choose one):

- Tax-exempt charitable organization (501 (c) (3)) - Federal ID Number _____
- Affiliated with tax-exempt organization - government unit _____
- Other - Please give specific explanation:

Financial information:

Dates that fiscal year runs: _____

Organization's total operating budget for most recent year: \$ _____

Does the organization have annual outside audits? Yes No

If No, Please Explain:

Is a copy available upon request? Yes No

If No, Please Explain:

1. Has your organization received an Operation RoundUp grant(s) previously? If so, give date(s) of grant(s) received:
2. If your organization has received a grant since July 2007, have you submitted an activity sheet detailing how the grant money was used?
If not, please attach to this application.
3. Give the number of individuals, families, or groups that you estimate are served by your organization in Durham, Johnston, Granville, Franklin, Nash, Vance, and Wake counties in the last year.
4. Does your agency serve outside of the above listed counties? YES NO
If yes, please provide information on number served and in which counties.
5. Explain how your organization and your proposal/project helps us fulfill the following: (you may use a separate sheet if necessary):

The Wake Electric Foundation is a not-for-profit corporation designed to enhance economic infrastructure and job creation, promote service or charitable organizations, and meet emergency needs of individuals within the service area of Wake Electric.

CHECKLIST:

- ✓ Please be sure your letter contains all the information outlined in the basic instructions and appropriate signatures.
- ✓ Attach copy of IRS letter indicating tax-exempt status and/or Federal ID Number.
- ✓ Attach copy of organization's mission statement.
- ✓ Attach list of current board of directors.
- ✓ Attach copy of most recent operational budget/financial statement (to include expenditures and income) and any publications that describe your organization. For example – brochures, pamphlets, organizational charts, etc.
- ✓ If your organizations is less than one year old, have you provided the most recent budget statements

BUDGETARY ITEMS FORM

Line Items to be used in the project	Cost of Item
TOTAL	

Signature of chief staff person and officer of the board indicates board approval of request and certifies that this organization does not discriminate on the basis of race, age, color, religion, sex or national origin. This signature also certifies the organization's commitment to file appropriate reports detailing the grant's use as indicated in this application, and its understanding that this is a one-time grant, with no commitment by WE Care for more than one year.

CEO, Director, or Chief of Staff

Board Officer

Print Name: _____

Print Name: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Applications should be submitted to:

Angela Perez, Communications/PR Specialist
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