

228 Park Avenue  
Youngsville, North Carolina 27596  
Phone: 919.863.6440  
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Email: [communications@wemc.com](mailto:communications@wemc.com)

## 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. No more than one grant per 12-month period of \$5,000 may be given to any group, organization, or charity. Refer to Wake Electric's website at [www.wemc.com](http://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. 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 June 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 Wake Electric at [communications@wemc.com](mailto:communications@wemc.com), 919.863.6440 or toll free 1.800.474.6300.

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## Organization Application for Operation RoundUp Grant Funding

**Grant applications for 3rd quarter 2017 selection are due on Friday, September 8, @ 5 p.m.  
Applicants will be notified if they have or have not received  
a grant no later than mid-October, 2017.**

Applications may be e-mailed (as an attachment), faxed, mailed, or hand-delivered. If mailed, the application **MUST** be received on or before September, 2017 @ 5:00 p.m. or it will be held for review in the December, 2017 round.

Name of organization: \_\_\_\_\_

Street address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Official website address: \_\_\_\_\_

Please list any social media addresses/handle (Twitter account, Facebook, etc.):

\_\_\_\_\_

Phone & Fax: \_\_\_\_\_

Contact person for information pertaining to this application: \_\_\_\_\_

Contact person telephone/cell number AND email address: \_\_\_\_\_

Summary description of project (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:*

\_\_\_\_\_  
\_\_\_\_\_



# BUDGETARY ITEMS FORM

Line Items to be used in the project	Cost of Item
<b>TOTAL</b>	

*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:**

Operation RoundUp Grant  
 228 Park Avenue  
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## 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

