



P.O. Box 888, Kaufman, Texas 75142

972.932.2214

Grant Application Instructions

1. Please complete all sections of this application. If any item is not applicable to your organization, please make note in the space provided. A checklist is provided on the next page.
2. Attach verification of your tax exempt status, such as a copy of letter 501(c)(3) from the Internal Revenue Service, if applicable.
3. Please provide your financial statement for the most recent year. Examples include Profit and Loss Statement or the 990 Form with Schedule O attached. (No bank statements, please.)
4. Please be specific when describing how the funds will be used, and attach price estimates if available.
5. If your organization has received a previous grant you must submit a report, pictures or accounting of how the previous grant was utilized for the organization.
6. If you have any questions, please contact Bobbi Byford at 469.376.2234.

TVEC Charitable Foundation

Grant Application Checklist

Organization Information

- ___ Correct Organization Name and Address
- ___ Correct Phone Numbers
- ___ Correct Email Addresses

Application Completeness

- ___ Request Purpose Clearly Stated
- ___ Amount Requested Indicated
- ___ Application Signed

Additional Documentation

- ___ Tax Form
- ___ Reference Letters
- ___ Financial Documentation
- ___ Previous Grant Report and/or Photos

TVEC CHARITABLE FOUNDATION

Grant Application Guidelines

Geographic Focus

The TVEC Charitable Foundation (the “Foundation”) provides funding assistance to approved eligible applicants located within the areas serviced by Trinity Valley Electric Cooperative (“TVEC Service Area”), and to approved eligible applicants that are located outside the TVEC Service Area that provide services to individuals within the TVEC Service Area.

Grant Cycles

Grant applications are reviewed monthly. Applications are to be received in the Foundation offices by the close of business on the first Tuesday of the month. **Grants are considered for funding during the TVEC Charitable Foundation board meeting. Approved applicants are eligible for one grant per calendar year.**

Categories of Assistance

1. **Community Service** - Programs, projects and organizations that are important components of a community’s overall quality of life, with emphasis on public safety, healthcare, self-sufficiency and basic human needs.
2. **Environment** - Programs that promote community recycling and natural resource preservation. Community based environmental quality education programs.
3. **Disaster Relief** - Programs and projects to provide disaster relief, such as food, clothing, shelter, medical care, clean-up, repairs and reconstruction in an emergency following an accident, severe storm or other causes.
4. **Education** - Programs and projects designed to educate and enhance the quality of life for individuals in the TVEC Service Area.

The TVEC Charitable Foundation will not consider requests for general operating funds, capital campaigns or support for salaries. The TVEC Charitable Foundation prefers requests for programmatic needs.

Applicant Eligibility

1. Contributions will generally be made only to nonprofit organizations that have been granted tax-exempt status by the Internal Revenue Service.
2. The organization must contribute to the community's health and/or welfare.
3. The organization's services must be non-discriminatory in nature.
4. Activities affiliated with a religious organization with a secular community designation are eligible for the Foundation's consideration for support. *A secular designation is defined as an organization separate from the church or religious organization that provides services to people regardless of their religious beliefs and does not propagate a belief in a specific faith. (Example: A food bank that is a separate 501(c)(3) organization from a church and provides food and meals to anyone who qualifies for services, regardless of religious belief.)*

Evaluation Factors

1. The following will be considered in the evaluation of all funding requests:
 - a. Potential benefit to residents of the TVEC Service Area and the entire community.
 - b. Prior contribution level of TVEC Charitable Foundation or community support for the program or project of the organization requesting the funds.
 - c. Fiscal and administrative capability of the organization to deliver a quality service or program.
 - d. Results that are predictable and can be evaluated.
2. The Foundation Executive Director shall evaluate funding requests and present recommendations to the Foundation Board of Directors.

Project Timing

Requests for funding should state whether the funds are intended for ongoing operations or for a specific project that will terminate at some point in the future. Whenever possible, requests for funding should be for projects that will be completed within twelve months following the Foundation's approval of the grant application.

Project Reporting

Grant recipients will be required to submit a Project Final Report. This report describes the scope of the project, identifying the beneficiaries of the service and documenting how the Foundation funds were used. If a grant has previously been received an accounting of the utilization of the funds from that request must be attached to the new request.

TVEC CHARITABLE FOUNDATION

Application for Funding

Please complete and return this application with supporting documentation using one of the following methods:

By Email:

tveccf@tvec.coop

By Fax: (cover sheet necessary)

972.932.6466

By Mail:

TVEC Charitable Foundation
P.O. Box 888
Kaufman, Texas 75142

In person at any of our office locations:

Kaufman District Headquarters:
1800 E. Highway 243
Kaufman, TX

Cedar Creek District Office:
1012 W. Main St., Ste. 102
Gun Barrel City, TX

Athens District Office:
909 W. Larkin
Athens, TX

Wills Point District Office:
582 N 4th St
Wills Point, TX

1. Organization: _____
2. Complete Mailing Address:

3. Daytime Phone Number(s): _____
4. Name and Title of Contact Person: _____

5. Email Address: _____
6. Is the organization exempt from payment of income tax? Yes _____ No _____
If "Yes" please attach a copy of your 501(c)(3) letter from the Internal Revenue Service or provide your ID number. _____

7. Number of individuals, families or groups in the TVEC service area that your organization assisted last year. _____
(TVEC services Anderson, Dallas, Henderson, Hunt, Kaufman and Van Zandt counties.)

8. Does your organization serve locations outside the counties listed in question 7? If so, where?

9. State the purpose of your organization's funding request and how the funds will be utilized. _____

10. AMOUNT REQUESTED: _____

11. Please list other sources of funding for the purposes(s) described in question 9.

12. How are your organization's programs measured for effectiveness?

13. Please provide your financial statement for the most recent year. Examples include Profit and Loss Statement or the 990 Form with schedule O attached. **(No bank statements, please.)**

14. If you have previously received a grant from TVEC Charitable Foundation, please provide documentation as to how the grant money was dispersed. Examples of the documentation include, but are not limited to; Invoices, Pictures, Recipient Names, Receipts, etc.

15. Provide three references **who are not directors or employees of TVEC or the TVEC Charitable Foundation. Please provide a letter of reference from each person listed.**

Name: _____

Daytime Phone: _____

Email: _____

Complete Mailing Address: _____

Name: _____
Daytime Phone: _____
Email: _____
Complete Mailing Address: _____

Name: _____
Daytime Phone: _____
Email: _____
Complete Mailing Address: _____

The information contained in this application is for the purpose of obtaining funding from the TVEC Charitable Foundation, on behalf of the undersigned. The undersigned understands that the information provided herein is used in decisions to grant or deny funding, and each undersigned represents and warrants that the information provided is true and complete and that the TVEC Charitable Foundation may consider this statement as continuing to be true and correct until written notice of any changes is provided. The TVEC Charitable Foundation is authorized to make all inquiries as it deems necessary to verify the accuracy of the statements made herein by the applicant or by references.

Signature of Authorized Representative

Printed Name

Title

Date

**Example Statement of Activities
(Profit and Loss)
(Net Margins)
For the Year Ended December 31, 2012**

Revenues		
	Contributions	
	Fund Raising	\$ 90,000
	Allocated from United Way	5,000
	Local Governments	30,000
	Other	25,000
Total Revenues		<u>150,000</u>
Expenses		
	Cost of Programs	
	Meals	10,000
	Assistance of Utility bills	25,000
	Food Pantry	8,000
	Classes	15,000
	Counseling	40,000
	Wages	30,000
Total Cost of Programs		<u>128,000</u>
Administrative and General		
	Wages	12,000
	Utilities	7,000
	Office Expense	1,000
Total Administrative and General		<u>20,000</u>
Total Expenses		<u>148,000</u>
Net Margins		<u><u>\$ 2,000</u></u>

Example Statement of Financial Position
(Balance Sheet)
December 31, 2012

Assets

Current Assets	
Bank 1	\$ 50,000
Bank 2	20,000
Accounts Receivable	9,000
Inventory	<u>2,000</u>
Total Current Assets	<u>81,000</u>
Fixed Assets	
Building	50,000
Building Accumulated Depreciation	(25,000)
Equipment	10,000
Equipment Accumulated Depreciation	<u>(5,000)</u>
Total Fixed Assets	<u>30,000</u>
Total Assets	<u>\$ 111,000</u>

Liabilities and Equity

Current Liabilities	
Accounts payable	\$ 8,000
Payroll payable	<u>1,000</u>
Total Current Liabilities	<u>9,000</u>
Other Liabilities	
Mortgage	15,000
Equipment	<u>2,000</u>
Total Other Liabilities	<u>17,000</u>
Equity	
Retained Funds	83,000
Current New Margins or (Loss)	<u>2,000</u>
Total Equity	<u>85,000</u>
Total Liabilities and Equity	<u>\$ 111,000</u>