



Bandera Electric Charitable Foundation
PO Box 667 | Bandera, TX 78003 | 866.226.3372

Organizations, Agencies, and Groups Grant Application Guidelines

The Bandera Electric Charitable Foundation (BEC Foundation) is organized for charitable and educational purposes including the distribution of grant funds to qualifying individuals, family units, groups, and organizations in the counties comprising the Bandera Electric Cooperative service area. It is our goal that the Operation Round Up charitable initiative help improve the quality of life for the residents within our own communities and enrich our communities as a whole.

The Operation Round Up program is made possible through the generous donations of Bandera Electric Cooperative (BEC) members who elect to round up their electric bill each month. The round up monies are placed into the Bandera Electric Charitable Foundation fund. These monies are accumulated and disbursed by the Foundation's board of directors, with one director representing each of the BEC districts.

Organizations the BEC Foundation serves:

- Organizations and groups that provide services to residents living within the Bandera Electric Cooperative service area.
- Organizations that are a 501(c)3 charitable designation.

The BEC Foundation generally will give priority consideration to grant requests for:

- Community service programs and projects.
- Youth programs especially those that promote wellness and combat social problems affecting children and youth.
- Youth enrichment programs utilizing mentoring and innovative educational opportunities.
- Community based environmental education programs and projects.
- Community based health initiatives.
- Hardship Relief (food pantry, crisis centers, emergency assistance, disaster assistance).
- Programs and projects that enhance the cultural environment of communities in our local area.

The BEC Foundation generally will not approve grant requests for:

- Projects outside the Bandera Electric Cooperative service area.
- Lobbying or political organizations.
- Fund-raising dinners, raffles and other similar events.
- Capital fund campaigns.
- Advertising or marketing campaigns.
- On-going operational expenses and salaries.
- Projects substantially completed by the time the application is made.
- Religious projects whose sole purpose is to further the membership and influence of that religion.

Evaluation Factors:

- Potential to benefit service area residents and an entire community or local area.
- Level of local support for the program or project.
- Results are predictable and can be evaluated.
- Organization administrative capability to deliver quality program or service.

Funding Capability:

A typical grant award is \$1,500. Our by-laws allow the board to consider organizational grants up to \$10,000.

Applying for a grant:

- Applications are due on the following dates: **March 15, June 15, September 15, and December 15.**
- Grant awards are announced approximately 6 weeks after each deadline.
- Grantees are required to provide detailed information (photographs, paid invoices, and a narrative) demonstrating the actual use and application of grant funds as requested in the application.

For specific questions about the program please contact:

Public Relations at **866.226.3372** or email **PublicRelations@BanderaElectric.com**



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Organization, Agency, Group Grant Request Application Checklist

Name of Organization, Agency, Group: _____

Total Amount of Request: \$ _____ Date of Submission _____

Please review the checklist below. It will help assure that you provided all the required information on your application. An incomplete application will be returned to you for correction and resubmission.

Completed on the application:

- ☐ Organization's physical and mailing address
- ☐ Contact person email and phone number
- ☐ Tax ID Number
- ☐ Is area served inside the Bandera Electric Cooperative service area
- ☐ Description of area served
- ☐ Amount of request
- ☐ Project/program name
- ☐ Brief one line description of the project
- ☐ Brief one line description of the project's goals and objectives
- ☐ Brief one line description of how the requested funds will be spent
- ☐ Project's overall total budget dollar amount
- ☐ Application is signed and dated by Organization's President/Chairperson and the Secretary/Treasurer

Documents attached to the Application:

- ☐ Detailed Project/Program Descriptive Narrative that includes:
 - ☐ a. A detailed budget for the project
 - ☐ b. Exactly how the funds will be spent
 - ☐ c. The criteria you use to evaluate the achievement of the project's goals and objectives
 - ☐ d. List of other funding sources and the uses of any existing project funding
 - ☐ e. Current project status
- ☐ Organization's Statement of Purpose
- ☐ Copy of your IRS Tax exemption documentation
- ☐ Current year's budget/cash flow statements
- ☐ List of board of directors and their addresses
- ☐ Most recent IRS Form 990 submission
- ☐ Last annual report and audit reports
- ☐ Three letters of recommendations

Mail completed application to:

Bandera Electric Cooperative
Operation Round Up Committee
PO Box 667
Bandera, TX 78003

For questions about completing the application:

Public Relations
Toll Free: 866.226.3372
PublicRelations@banderaelectric.com



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Organization, Agency and Group Grant Request Application

Organization Information:

Organization Name:

Contact Person:

Mailing Address:

City:

State:

Zip Code:

Physical Address:

Phone:

Email:

Website:

Federal Tax ID#:

501(c)(3): Yes ☐ No ☐

Does the Organization serve areas outside the BEC service area: Yes ☐ No ☐

What is the area served by your organization:

Reminder : Grant monies must be used to provide services to individuals and communities within the BEC service area.

Grant Request Amount and Project Description:

Amount of Request: \$

Project Name:

Briefly List:

1. Project's Description:

2. Project's Goals and Objectives:

3. How the requested funds will be used:

4. Project's Total Budget: \$

Attach a Detailed Descriptive Narrative of the Project:

Include:

1. A detailed budget for the Project.
2. Exactly how the funds will be spent.
3. The criteria you use to evaluate the achievement of the Project's goals & objectives.
4. List: other funding sources and the uses of any existing Project funding.
5. Current Project status.

Organizational Documents that must be provided with this application:

1. Organization's Statement of Purpose.
2. Copy of your IRS Tax exemption documentation.
3. Current year's budget/cash flow statements.
4. List of board of directors and their addresses.

Signatures:

The information contained in this statement is for the purpose of obtaining funding from the Bandera Electric Charitable Foundation on behalf of the undersigned. Each undersigned understands that the information provided herein is used in deciding to grant funding and each undersigned represents and warrants that the information provided is true and complete and that the Bandera Electric Charitable Foundation may consider this statement as continuing to be true and correct until a written notice of change is provided. The Bandera Electric Charitable Foundation is authorized to make all inquiries they deem necessary to verify the accuracy of the statements made herein.

Please note that for any organization, agency or group receiving funding:

1. The Bandera Electric Charitable Foundation publishes the name, amount and purpose of the funds granted. You may be asked for a photograph for public relations purposes.
2. Grantee agree to provide detailed information (photographs, paid invoices, and a typed narrative) demonstrating the actual use and application of grant funds as requested in the application.

President/Chairman's Signature

Date

Secretary/Treasurer's Signature

Date