



MISSION STATEMENT

To advance and support causes within the service territory of La Plata Electric Association, Inc., to improve the quality of life in our community.

La Plata Electric Round Up Foundation Application Application Instructions

**Please Type – applications filled out in pencil or ink will be returned!
Filling application electronically is strongly encouraged.**

What Is the Round-Up Foundation?

La Plata Electric Round Up Foundation is a non-profit fund, generated by and benefiting members of La Plata Electric Association (LPEA). Round Up Foundation funds are generated by LPEA consumers rounding up their electric bills to the next higher dollar amount (average of 50 cents/month, \$6.00/year) plus as many additional dollars as they choose to contribute each month (Round Up Plus).

A local volunteer board reviews applications, determines need and allocates funds on a monthly basis.

Who is eligible to request assistance?

Applicants must be current LPEA members living within the LPEA's territory.

How do I apply for assistance?

Any non-profit organization with a specific funding need can make application to Round Up Foundation Board. Forms are available by calling 970-382-3505, requesting via email – jbennett@lpea.coop, or located on LPEA's web site at www.lpea.coop.

What additional information should I include with my form?

In addition to filling out the form COMPLETELY, consider following these guidelines:

- Make a *specific* request, telling the board exactly how much money you request and how you intend to use the funds.
- If the funds are being requested to purchase a new item or for a repair, please include two or three bids for the item or work. The Round Up board encourages that at least one bid be from a vendor or supplier in the La Plata Electric service territory if at all possible.
- List other sources of funding or assistance that are available to you; outline which sources you are pursuing, the amounts requested and any amounts already awarded. The Round Up board encourages applicants to pursue funding from numerous sources.
- Signatures and/or letter(s) from listed references are required.
- Any additional information you can supply in the form of a letter is extremely helpful to the board in making decisions regarding these requests.



MISSION STATEMENT

To advance and support causes within the service territory of La Plata Electric Association, Inc., to improve the quality of life in our community.

- All applications must include the organization's most recent financial statement, budget (if available), and a copy of the organization's non-profit letter from the IRS.
- An email address is required.
- Are you interested in meeting with the board for 10-15 minutes to answer some questions about your application?
 - Yes
 - No

When is the deadline for application submissions?

Applications received by the first of each month will be considered at that month's regular board meeting.

Is there a limit to the amount I can request?

No, but there is a limit to the amount of money that will be awarded to an organization. No grant applicant may receive grant funds within 24 months of receiving funds from the Round Up Foundation.

Be aware there are limited funds available each month. Limits are set by the board during review of the application(s). If you have any questions about these limitations, contact Jeannie Bennett at LPEA (970) 382-3505 or via email – jbennett@lpea.coop.

Filing electronically is required in PDF format.

The completed forms should be sent electronically to:

jbennett@lpea.coop

How quickly will the board respond to my request?

You will be contacted when a decision is made regarding the request. If you need assistance completing the application or have any other questions about the application process, don't hesitate to contact Jeannie Bennett at LPEA (970) 382-3505 or via email jbennett@lpea.coop.

LPEA is an equal opportunity provider and employer M/F/Disability/Veteran.

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.



MISSION STATEMENT

To advance and support causes within the service territory of La Plata Electric Association, Inc., to improve the quality of life in our community.

DONATION APPLICATION
ORGANIZATION OR CHARITY
La Plata Electric Round-Up Foundation
P.O. BOX 2750
Durango, Colorado 81302

Please complete all information. Applications must be typed. Incomplete applications, applications written in ink or pencil will not be considered. Filing application electronically is required in PDF format.

Name of Organization: _____

Name of Representative: _____

Title: _____

Email Address: _____

Address: _____ City & State: _____ Zip: _____

Mailing Address: _____ City & State: _____ Zip: _____

Work Phone: _____ Cell Phone: _____ Home Phone: _____

1. What is the cause (unmet need, problem) for which you are seeking assistance?

2. Is this request for a new cause, continuation of services, increased demand, or an improvement/modification to what you have been doing?

3. What is the population and circumstances of those who will benefit?

4. What geographical area does your organization serve?



MISSION STATEMENT

To advance and support causes within the service territory of La Plata Electric Association, Inc., to improve the quality of life in our community.

5. What is your step-by-step action plan?

6. How will you measure your effectiveness?

7. What is the total amount of funding needed for this project?

8. What is the total amount of funding you are requesting for this project from the Round Up Foundation? _____

Please attach a copy of the detailed budget for this project.

9. List the other sources of funding you have requested for this project. Applicant must list the amounts requested or received. Applicant must also state if funding is **Requested or Received** next to the funding source(s) listed.

10. Is your organization exempt from the payment of income tax? *Include an IRS determination certificate.

11. Do you Round Up? _____

What has your organization done in the past to promote the Round Up program?

Are you willing to promote the program by submitting the following if awarded grant monies? _____

- Digital photograph of item purchased/events held using Round Up grant
- A testimonial describing how the Round Up grant has helped your organization
- Round Up sign-up sheet listing a minimum of five (5) new Round Up members
- Explanation of how Round Up marketing materials were distributed to members of your organization



MISSION STATEMENT

To advance and support causes within the service territory of La Plata Electric Association, Inc., to improve the quality of life in our community.

12. How many individuals, families or groups did your agency serve last year?

13. Are you interested in meeting with the board for 10-15 minutes to answer some questions about your application?

- Yes
- No

14. Please list three references.

Name _____ Signature _____ Phone _____
 Address: _____ City/State _____ Zip _____

Name _____ Signature _____ Phone _____
 Address: _____ City/State _____ Zip _____

Name _____ Signature _____ Phone _____
 Address: _____ City/State _____ Zip _____

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

You may use my organization's photo and/or name in LPEA's publications to promote the La Plata Electric Round Up Foundation.

Name of Organization: _____

Signature of Representative: _____

Date: _____

LPEA is an equal opportunity provider and employer M/F/Disability/Veteran if you wish to file a Civil Rights program complaint of discrimination, complete the USDA Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.