



La Plata Electric Association Round Up Foundation Frequently Asked Questions

Q: *What is the Round Up Fund?*

A: The La Plata Electric Round Up Foundation is a non-profit fund, generated by LPEA members rounding up their electric bills to the next higher dollar amount (average of 50 cents/month, \$6.00/year). A member can select Round Up Plus which “rounds up” and adds additional dollars each month. Every month the La Plata Electric Round Up Foundation Board reviews applications from local nonprofits and allocates funds that support our community’s needs.

Q: *Who is eligible to request assistance?*

A: Nonprofit organizations in good standing with the IRS that serve our service area – primarily La Plata and Archuleta counties.

*Copy of 501 (c) (3) must be attached to application.

Q: *How do I apply for assistance?*

A: Non-profits that serve the LPEA service area can apply by filling out the Round Up application. After the LPEA staff vets the request, the Round Up Foundation Board will review and make funding recommendations. Applications are available via email request to jbennett@lpea.coop or on LPEA’s web site at <http://lpea.coop/programs/roundup.html>.

Q: *When is the deadline for application submissions?*

A: Applications received by the first of each month will be considered at that month’s regular board meeting. Please note that a nonprofit organization is only eligible to receive funds from the Round Up Foundation every 2 years.

Q: *Is there a limit to the amount I can request?*

A: No, but the LPEA Round Up Foundation Board has limited funds to disburse each month. Often requests cannot be granted in full. Grant awards typically range from \$500 to \$3,000.

Q: *What information should I include with my application?*

Round Up Foundation Mission Statement

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A: The applicant will need to include the following:

- Make a specific request, telling the board exactly how much money you are requesting 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 Foundation Board encourages that at least one bid be from a vendor or supplier in the La Plata Electric service territory if 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 Foundation Board encourages applicants to pursue funding from numerous sources.
- Signatures of references and/or letter(s) of recommendations are required.
- All applications must include the organization's most recent financial statement for the organization, a project or program specific budget.
- Name(s) under which organization has applied for funding support.

Q: How do I send in my application?

A: You must send the application as a PDF to Jeannie Bennett @ jbennett@lpea.coop
Applicant is encouraged to limit number of pages submitted to ten (10) or less. If the grant application is more than the suggested 10 pages, submit additional information as an addendum to the grant application.

Q: How quickly will the board respond to my request?

A: As long as your application is complete, we review the request in the same month that it is submitted. You will be contacted when a decision is made regarding the request.

Q: If I receive funding, what are my responsibilities to LPEA Round Up?

A: You will be sent a Post Grant Report with specifics, but an organization must be willing to submit digital photographs of item purchased/events held using Round Up grant, a testimonial describing how the Round Up grant has helped your organization, enrolling five (5) new Round Up members, explanation of how Round Up marketing materials were distributed to members of your organization.

If you need assistance or have additional questions about the application process, contact Jeannie Bennett at (970) 382-3505 or jbennett@lpea.coop.

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La Plata Electric Association Round Up Foundation - Application

**Please use this document to apply for the LPEA Round Up Grant.
Hand-Written applications will not be accepted.**

Name of Organization: _____ EIN # _____

Contact Name: _____ Title: _____

Email Address: _____

Physical Address: _____ City & State: _____ Zip: _____

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

Work Phone: _____ Cell Phone: _____

1. Please summarize your request including:
 - The cause (unmet need, problem), increased demand, or an improvement/modification to what you have been doing.
 - What is the population and circumstances of those who will benefit?
 - What is your action plan?
 - How many individuals, families or groups did your agency serve last year?

2. What geographical area does your organization serve?

3. How will you measure your effectiveness?

4. What is the Budget for this project/program?

5. How much do you need to raise for your project/program? List the other sources of funding you have requested for this project. Please state if funding is *Requested* or *Received* next to the funding source(s).

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6. How much are you requesting from the LPEA Round Up Foundation?

7. If you have received funding in the past, please highlight what your organization has done to promote LPEA Round Up?

8. Can you or a representative dedicate 10-15 minutes to meet with the Round Up Foundation Board and answer some questions about your application?
Yes _____ No _____

9. Please attach the organization's most recent financial statement (simple profit & loss statement) and a project or program specific budget to your application.

10. List three references (signature required).

Name _____ Signature _____
Phone _____ Address: _____
Relationship to Organization (Board member, volunteer, client) _____

Name _____ Signature _____
Phone _____ Address: _____
Relationship to Organization (Board member, volunteer, client) _____

Name _____ Signature _____
Phone _____ Address: _____
Relationship to Organization (Board member, volunteer, client) _____

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11. LPEA supports organizations that do not deny services, employment, or volunteer involvement on the basis of race, color, national origin, ancestry, creed, religion, sex, age 40 and over, disability, genetic information, veteran status, sexual orientation, marital status, gender expression or any other characteristic protected by state, federal, or local law. We do not deny support for programs that serve specifically defined populations.

Therefore, we ask that all organizations receiving grants from LPEA Round Up Foundation provide us with a copy of their non-discrimination policy approved by its board of directors pertaining to employees, volunteers and/or those who receive services from your organization.

We are happy to provide a sample policy for your board's consideration and adoption.

Your signature below authorizes the LPEA Round Up Foundation to use your organization's photo(s) and/or name in LPEA's publications to promote the LPEA Round Up Foundation.

Also, your signature below verifies the information contained in this application is for obtaining funding from the LPEA 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 LPEA Round Up Foundation may consider the statement as continuing to be true and correct until a written notice of change is provided. The LPEA Round Up Foundation is authorized to make all inquiries they deem necessary to verify the accuracy of the statements made herein.

Name of Organization:

Signature of Representative:

Date:

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