

Albemarle Community Trust Grant Application Guidelines

These guidelines are intended to help provide information necessary to apply for or approve a grant application. These guidelines are to help both applicants in applying and Albemarle Community Trust board members in making their decision. The Board may request additional information of an applicant. The Board has the right to deny a request. All Board decisions are final.

The Albemarle Community Trust Board meets on the second Tuesday of every other month beginning in February. All applications are to be submitted by the 15th of the previous month or the business day before the 15th.

All information on or included with an application will be considered confidential; provided, however, information regarding a successful applicant's name, the purpose of the award, and the award amount will be considered public information.

Albemarle Community Trust funds are to be used for purposes that are community oriented, educational, charitable or promote the safety, health and/or the environment of the community.

Funds shall be allocated first to those projects that serve a broad range of individuals and enhance the communities served by Albemarle EMC. Local charities and service organizations that are located, operate, and provide benefits and services within the Albemarle Electric Membership Corporation's service area will be given preference.

- (a) ***Payment of electric bills will not be considered.***
- (b) Grants for specific projects that will have an *immediate* impact on the target community are preferred. Details on how and when a project will be completed should be included.
- (c) Generally, grants to third party organizations will not be approved. Examples would include a community organization requesting funds to donate to second community organization to run a project. It is preferred that the second community organization submit the grant request directly.

GENERAL GUIDELINES

- (d) Grants to an organization may not exceed \$5,000 in any 12 consecutive months.
- (e) Organizations submitting applications to supplement prior grants should provide documentation relating to the use of the previously granted funds.
- (f) A copy of the organizations 501(c)(3) letter must be included with **every** application
- (g) Grants to organizations will generally be made only to non-profits that have been granted tax exempt status under Internal Revenue Service code section 501(c)(3) or to organizations that may otherwise be considered tax exempt, e.g. public schools.
- (h) A copy of the most recent financial information must be provided with every application. A copy of the most recent balance sheet is suitable.
- (i) Generally, grants to organizations will not be approved for:
 - (i) Lobbying or political organizations;
 - (ii) Veteran, fraternal, or labor organizations;
 - (iii) National fund drives;
 - (iv) Tax Base supported organizations except for specific projects deemed to promote the

- safety, health, or the environment of the community;
- (v) Advertising;
 - (vi) Capital funds or capital improvements;
 - (vii) General operating expenses; and
 - (viii) Fund raising dinners, raffles, or other such events.

APPLICATION TIPS

Examples of information to include in an application include:

- a) A recent financial balance sheet or a completed financial information form from Albemarle Community Trust, your last bank statement;
- b) Good contact information to answer questions about the grant application Contact information of the person or group doing the installation;
- c) Copies of any estimates or copies of unpaid bills;
- d) A copy of the organization's 501(c)(3) letter from the IRS;
- e) Links to the web page of an item being purchased; and
- f) A breakout of items needed to complete a project. If it is not possible to fund the full amount requested, then the grant amount will be tailored to meet those items. This allows for all funds to be used.

Any questions should be directed to the Albemarle Community Trust (ACT) liaison at Albemarle EMC, (252) 426-5735 or ACTcontact@aemc.coop. When sending an email, please make sure you indicate that this is in reference to an **ACT Application**.