

# **La Plata Electric Round-Up Foundation Application for Organizations or Charities Application Instructions**

**PLEASE TYPE - APPLICATIONS FILLED OUT IN PENCIL OR INK WILL BE RETURNED!**

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## **What Is the Round-Up Foundation?**

La Plata Electric Round-Up Foundation is a non-profit fund, generated by and benefiting customers of La Plata Electric Association. The funds are administered and distributed according to the directions of a volunteer board made up of La Plata customers throughout our service territory.

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## **Who is Eligible To Request Assistance?**

Applicants must be current La Plata Electric customers, living within the La Plata Electric service territory.

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## **How Do I Apply For Assistance?**

Any organization with a specific funding need, can make application to the La Plata Electric Round-Up Foundation Board. Additional forms are available by calling 970-382-3505 or requesting via email – [jbennett@lpea.com](mailto:jbennett@lpea.com).

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## **What Other Information Should I include With My Form?**

In addition to filling out the form COMPLETELY, here are guidelines to consider when completing the form:

- \* Make a specific request, telling the board exactly how much money you are requesting, and carefully explain 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. We require 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 state any amounts already awarded.
- \* Any additional information you can supply in the form of a letter is extremely helpful to the board in making decisions regarding these requests.

***Forms which are not filled out completely, written in ink or pencil, or missing required information will be returned to the applicant.***

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### **When Is The Deadline For Application Submissions?**

Applications received by the end of the first week each month, will be considered at the regularly scheduled meeting. Emergency submissions will only be considered at the discretion of the board.

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### **Is There A Limit To The Amount I Can Request?**

Yes, there is a limit to the amount of money that will be awarded to any family, individual or organization in a twelve-month period. Limits are set by the board and may change. If you have any questions about these limitations, contact Jeannie Bennett at La Plata Electric (970) 382-3505.

### **Where Should Completed Forms Be Sent?**

The completed forms should be returned to:

**La Plata Electric Round Up Foundation  
Attention: Jeannie Bennett  
P.O. Box 2750  
Durango, Colorado 81302**

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### **How Quickly Will The Board Respond To My Request?**

There is no way to estimate how long it will take to process your application, but we will contact you when any 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 call Jeannie Bennett at La Plata Electric (970) 382-3505.



DONATION APPLICATION  
ORGANIZATION OR CHARITY  
**La Plata Electric Round-Up Foundation**  
P.O. Drawer  
Durango, Colorado 81302  
(970) 247-5786

***Please complete all information. Applications must be typed. Incomplete applications, applications written in ink or pencil will not be considered.***

**Name of Organization:** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Work Phone:** \_\_\_\_\_ **Home Phone:** \_\_\_\_\_

1. Is this organization requesting funding exempt from payment of income tax?

Yes

No

If yes, please attach a copy of your Form 501(c)3 letter from the Internal Revenue Service.

2. Please attach a copy of financial statement(s) for the agency for the previous year.

3. Are you a United Way agency? \_\_\_\_\_

If so how many years have you been with United Way? \_\_\_\_\_

4. List any other grants that you have received during the last year.

\_\_\_\_\_

5. How many individual, families or groups were served by your agency last year?

\_\_\_\_\_

6. What area does your agency serve? \_\_\_\_\_

\_\_\_\_\_

7. What is the total amount of funding you are requesting? \_\_\_\_\_

8. Please state the purpose of your Organization/ Agency request. Specify how the funds will be used, and include proposed plans and estimates.

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\_\_\_\_\_

9. List other sources of funding for purpose of the request above:

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10. How are your agency's programs measured for effectiveness?

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11. Please list three references:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name: \_\_\_\_\_ 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. Each undersigned understands that the information provided herein is used in deciding to grant funding, and each undersigned represents and warrants the information provided is true and complete and that the La Plata Electric Round Up Foundation may consider this 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.**

**Name of Organization:** \_\_\_\_\_

**Signature of Representative:** \_\_\_\_\_

**Date:** \_\_\_\_\_

The following information is voluntary. It will not affect any decisions regarding this application.

(\*Please circle one - will or will not) I *will* or *will not* allow my organization's photo and/or name to appear in La Plata Electric's publications to promote the La Plata Round Up Foundation.

