




BALDWIN EMC

Your Touchstone Energy® Cooperative 

P.O. Box 220
Summerdale, AL
36580-0220
(251) 989-6247
www.baldwinemc.com



Dear Applicant,

You will find enclosed an application for the Baldwin Electric Membership Charitable Foundation grant program.

Please be sure that you fill the application out in its entirety and you attach any documents that are requested. Those documents would include:

1. Copies of supporting documents for your request. **Do NOT send any documents/bills, letters, etc. that you want returned. We will NOT return any documents.** When grants are given the most current bill will be asked for in letter-form.
2. A copy of your most recent tax return. **Do NOT send your only copy.**
3. A listing of other agencies contacted for financial assistance, or donation, and a listing of current contributors and the amounts contributed.
4. Also, please include a personal letter explaining the circumstances surrounding your current situation and your request.
5. Attached to the back of the application is a Release of Liability and Hold Harmless Agreement, signature of this document is **REQUIRED.** Please have your signature notarized on this document and return with your application.
6. If applicable, and if you are requesting consideration for repairs to your home, include estimates from three licensed contractors, along with copies of their business license, proof of liability insurance, and tax ID information. This information is **REQUIRED.** Grants cannot be considered for rental property.

All applications will be reviewed and processed as soon as possible. Under normal circumstances this process should be complete in about 120 days.

If for any reason the application is not filled out in its entirety, the application will be returned to the applicant to be completed. It is the applicant's responsibility to insure all applications are complete. Please be aware that if an application is returned to the applicant it may delay the processing of the application. **The Foundation is only allowed to grant up to \$5,000.00 annually to any individual, and up to \$20,000.00 annually to any organization.**

Should you have any questions, please feel free to let us know.

For the Board,

Margaret L. Cooper
Chairperson
Baldwin Electric Membership Charitable Foundation

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



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Application for Organization/Agency

Incomplete applications will automatically be denied assistance.

APPLICATION & SUPPORTING DOCUMENTS MUST BE TYPED

Organization Information

- Legal Name of Organization _____
- Mailing Address: _____
911 Address: _____
- Telephone: _____ Fax: _____
- Name/Title/Address of Person submitting application: _____

- Direct Phone # _____ Date of application _____
- Is your organization an IRS 501(c) not-for-profit? Yes _____ No _____

If yes, a copy of letter (Form 501[c]3) from Internal Revenue Service must be attached

- Fiscal Year – Starting Date _____ Ending Date _____

- List number and classification of those served in the following counties during the previous fiscal year:

| <u>County</u> | <u># Served</u> | <u>Classification (individual/family/group)</u> |
|---------------|-----------------|---|
|---------------|-----------------|---|

| | | |
|-----------------|-------|-------|
| Baldwin | _____ | _____ |
| Southern Monroe | _____ | _____ |

- Does agency serve outside the counties listed above? Yes _____ No _____

If yes, please provide the following:

| <u>County</u> | <u>Number served</u> | <u>Classification (individual/family/group)</u> |
|---------------|----------------------|---|
|---------------|----------------------|---|

| | | |
|-------|-------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

- Approximately how many clients did you provide services to in 2007-2008? _____
- Have you ever received a grant from Baldwin Electric Membership Foundation?
Yes _____ No _____ If yes, date of grant: _____

(Attach copy of grantee report previously submitted)

Request

- Amount of Request: _____
- Project Name: _____
- State purpose of Organization/Agency's Request: (How funds will be used) _____
- List individually other funding sources for this request/project. Include amounts and whether received, committed, or projected/pending:
 - Source #1 _____ Amount _____ Status _____
 - Source #2 _____ Amount _____ Status _____
 - Source #3 _____ Amount _____ Status _____
- List other agencies contacted for financial assistance or donation on a yearly basis, and list current contributors and amounts received: Please attach additional sheet if needed.
 - Source #1 _____ Amount _____ Status _____
 - Source #2 _____ Amount _____ Status _____
 - Source #3 _____ Amount _____ Status _____
- The following **MUST** accompany this application: *(All documentation must be typed)*
 - Organization's Mission Statement or Statement of Purpose
 - Project Description (Specific – 1 page maximum)
 - Project Goals and Objectives (Specific – 1 page maximum)
 - Explanation of how the funds will be used (include cost estimates for contract work or equipment)
 - IRS 501(c) documentation – if applicable
 - List of Board of Directors (include addresses & phone numbers)
 - Latest Annual Report if available
 - Audited financial statements (last 2)
 - Budget & cash flow statements for the current year
 - List of current funding sources
 - Three letters of recommendation from Business Associates (must be familiar with but not affiliated with the organization) *These letters must be typed and signed – 1 page maximum.*

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

Name of Organization

Representative Signature

Board Officer Signature

Mail completed application & related documents to:

Date

Baldwin Electric Membership Foundation, Inc.
PO Box 220
Summerdale AL 36580

Incomplete applications will automatically be denied assistance.

STATE OF ALABAMA

RELEASE OF LIABILITY AND HOLD
HARMLESS AGREEMENT
(Corporate Form)

COUNTY OF BALDWIN

For and in consideration of the transfer of a thing of value to the undersigned, whether in the form of money, service or personal property conferred by BALDWIN COUNTY ELECTRIC MEMBERSHIP CORPORATION ("Baldwin EMC") or the BALDWIN COUNTY ELECTRIC MEMBERSHIP CORPORATION CHARITABLE FOUNDATION ("the Foundation"), the undersigned corporation/partnership, does hereby unconditionally RELEASE and forever DISCHARGE Baldwin EMC and the Foundation, and each of their agents, servants, employees, successors and assigns, from and against any and all claims, demands, damages, actions, causes of action or suits of any kind or nature whatsoever, including all injuries, known and unknown, anticipated and unanticipated, both to person and property, which may result from such transfer. The undersigned further agrees to indemnify and hold harmless Baldwin EMC and the Foundation, together with their respective agents, servants, employees, successors and assigns, from and against any such claims or liabilities as may be incurred by the undersigned and arising from any such transfer made by either entity.

The undersigned further warrants and acknowledges that no promise or inducement has been offered or made as a condition hereof and that this release and hold harmless agreement is executed without reliance upon any statement or representation made by Baldwin EMC or the Foundation or any of their respective agents, servants or employees.

IN WITNESS WHEREOF, the undersigned has hereunto caused this instrument to be executed by its duly authorized representative on this the _____ day of _____, 20__.

a corporation / partnership

Signature: _____

By: _____

Its: _____

STATE OF ALABAMA

COUNTY OF BALDWIN

I, _____, a Notary Public, in and for said County in said State, hereby certify that _____, whose name as _____ of _____, a corporation / partnership, is signed to the foregoing instrument and who is known to me, acknowledged before me on this day that, being informed of the contents of the instrument, he/she, as such officer and with full authority, executed the same voluntarily for and as the act of said corporation/partnership.

Given under my hand and seal this _____ day of _____, 20__.

Notary Public, Baldwin County, Alabama
My Commission Expires: _____

Organization/Agency Application Checklist

_____ **Completed entire application**

***911 address AND P.O.
Telephone Number**

_____ **Attached collateral documents**

*** IRS 501[c]3 documentation (if applicable)
* Fiscal Year – Starting Date & Ending Date
* Copy of previous grantee report (if applicable)
* Audited financial Statement (last 2)
* Latest annual report (if available)
* Budget & Cash flow statements for the current year
* Copy of Federal Form 990 N for the current year if applicable
* Copy of Federal Form W-9 (Request for Taxpayers Identification Number and Certification)**

_____ **Project description (Specific – 1 page maximum)**

_____ **Organization’s Mission Statement/Statement of Purpose**

_____ **Project Goal and Objectives (Specific – 1 page maximum)**

_____ **Explanation of use of funds (include cost estimates for contract work or equipment)**

_____ **List of Board of Directors (include address/phone number)**

_____ **List of current funding sources & amounts received**

_____ **Three letters of recommendations**

_____ **Amount requested – Not to exceed limit**

_____ **Signed and dated**

_____ **Signed and Notarized Release of Liability and Hold Harmless Agreement**