

Application for Organization or Agency



Dear Applicant,

The mission of the Baldwin County Electric Membership Charitable Foundation is the accumulation and disbursement of funds for charitable purposes to organizations and individuals located within Baldwin and southern Monroe County. Such disbursements of funds shall be for needs related to food, shelter, clothing, health, education and environment. This endeavor will reflect Baldwin EMC's goal of being a member focused, efficient and community involved cooperative.

Please be sure that you fill out the application in its entirety and that you attach any documents that are requested. Incomplete applications will not be considered. Those documents include:

1. Copies of supporting documents for your request. Do not send any documents/bills, letters, etc. that you want returned (copies only, please). When grants are given, the most current information will be required.
2. A copy of your most recent financial statements including your budget and tax return (including all schedules) is required. Do not send your original (copies only, please).
3. A listing of other agencies contacted for financial assistance, or donation, and a listing of current contributors and the amounts contributed.
4. Please submit a letter explaining your request.
5. A Release of Liability and Hold Harmless Agreement is required on this document. Please have your signature notarized on this document and return with your application.

All completed applications will be reviewed and processed as soon as possible. Under normal circumstances, this process should be complete in about 90 days.

It is the applicant's responsibility to ensure all applications are complete. If for any reason the application is not filled out in its entirety, the application will be returned to the applicant to be completed. A checklist with mailing instructions is provided on page 6. If an application is returned to the applicant, it may delay the processing. The Foundation is only allowed to grant up to \$20,000 per a 12-month period to any organization.

Should you have any questions, please call (251) 989-0155.

For the Board,

A handwritten signature in black ink, appearing to read "Scott Moeller".

Scott Moeller
Chairman
Baldwin County Electric Membership Charitable Foundation

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

Application for Organization or Agency

Incomplete applications will automatically be denied assistance.

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) 3 not-for-profit? Yes _____ No _____

If yes, a copy of the 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>Number 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 the past twelve (12) months? _____

Have you ever received a grant from Baldwin County Electric Membership Charitable Foundation?

Yes _____ No _____ If yes, date of grant: _____

(Attach itemized report of how funds were used.)

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 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 – one page maximum)
- Project Goals and Objectives (specific – one page maximum)
- Explanation of How the Funds Will Be Used (include cost estimates for contract work or equipment)
- IRS 501(c) 3 Documentation – if applicable
- List of Board of Directors (include addresses & phone numbers)
- Latest Annual Report if Available
- Audited Financial Statements (last two)
- 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 – one page maximum.

The information contained in this statement is for the purpose of obtaining funding from the Baldwin County Electric Membership Charitable Foundation, Inc. on behalf of the undersigned. Each undersigned understands that the information provided herein is used to consider the request for funding. Each undersigned represents and warrants that the information provided is true and complete and that the Baldwin County Electric Membership Charitable Foundation, Inc. may consider this statement as continuing to be true and correct until a written notice of a change is provided. The Baldwin County Electric Membership Charitable 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:

Baldwin EMC Charitable Foundation, Inc.
P. O. Box 220
Summerdale, AL 36580

Date

Incomplete applications will automatically be denied assistance.

RELEASE OF LIABILITY AND HOLD
HARMLESS AGREEMENT
(Corporate Form)

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__.

Organization / Agency

Signature: _____

Printed Name: _____

Title: _____

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 the _____ day of _____, 20_____.

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

Organization/Agency Application Checklist

_____ Completed entire application

- Physical Address and P.O. (if applicable)
- Telephone Number
- Required Signatures and Date

_____ Attached collateral documents

- IRS 501(c)3 Documentation (if applicable)
- Fiscal Year – (starting date & ending date)
- Audited Financial Statement (last two)
- 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 – one page maximum)

_____ Organization’s Mission Statement/Statement of Purpose

_____ Project Goal and Objectives (specific – one 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 and Amounts Received

_____ Three Letters of Recommendation

_____ Amount Requested – Not to Exceed Limit

_____ Signed and Notarized Release of Liability and Hold Harmless Agreement

**Mail completed application and related documents to:
Baldwin County Electric Membership Charitable Foundation, Inc.
P.O. Box 220
Summerdale, AL 36580**