

# **CARROLL WHITE REMC COMMUNITY TRUST, INC.**

## **APPLICATION GUIDELINES**

### **INDIVIDUAL AND/OR FAMILY**

The role of the Trustees of the Carroll White REMC Community Trust, Inc. is to make the best use of the funds entrusted to us to support activities and needs within the Carroll White REMC service territory and to be sure that whatever gifts we make are handled wisely.

Because we want to be helpful to as many organizations and individuals as possible, we encourage you to seek funding from more than just Carroll White REMC Community Trust, Inc. We will not penalize you for doing that.

Once the request is received, that request will go to the Trust Board. The Board is free to support, question, or deny any request. Once the board has approved a request, a check will be written to you.

The Carroll White REMC Community Trust, Inc. granting periods are as follows:

#### **First Quarter**

Last business day in Dec/close of business	Deadline for Applications
2 <sup>nd</sup> Thursday in January	Board Action on Grant Request

#### **Second Quarter**

Last business day in March/close of business	Deadline for Applications
2 <sup>nd</sup> Thursday in April	Board Action on Grant Request

#### **Third Quarter**

Last business day in June/close of business	Deadline for Applications
2 <sup>nd</sup> Thursday in July	Board Action on Grant Proposal

#### **Fourth Quarter**

Last business day in Sept/close of business	Deadline for Applications
2 <sup>nd</sup> Thursday in October	Board Action on Grant Proposal

In submitting application for consideration of funds, the following procedure **MUST** be followed:

1. Application must be received in the Carroll White REMC offices by 4:30 p.m. on the date of the 'Deadline for Applications' found on Page 1.
2. Application must be submitted to the Carroll White REMC Office in a sealed envelope marked "Confidential – Carroll White REMC Community Trust, Inc."

If mailed, send to:           Carroll White REMC Community Trust, Inc.  
  P.O. Box 599  
  Monticello, IN 47960-0599

**DO *NOT* PLACE THE APPLICATION PACKET IN THE CARROLL WHITE REMC NIGHT DEPOSITORY. OUR DEPOSITORY IS DESIGNED FOR BILL PAYMENTS ONLY.**

3. **The original copy and 9 copies of the application must be submitted.**
4. A contact person must be indicated should there be questions regarding the request for funds.
5. Have you attached the financials as requested in the application? If grant request is for a child or student, the family financials **must** be submitted.
6. Questions regarding the application or process can be directed to Peg Minnicus at the Carroll White REMC Office between 7:30 a.m. and 4:30 p.m. Monday – Friday. Phone number is: 574/583-0281 or 800/844-7161