

# CARROLL WHITE REMC COMMUNITY TRUST, INC.

## APPLICATION GUIDELINES

### ORGANIZATION / AGENCY

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 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 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; in fact, when we see that you have been resourceful – that is, your organization is willing to put some of its own money into a project, and has gotten or is working on getting support from other organizations as well – that lends strength to your proposal. Applications should be submitted before projects are begun.

If your organization has funds to complete this project without our assistance, we assume you will fund it yourselves. Because it helps us to understand the priorities and financial health of an organization, we ask you to provide the requested financial information.

Once we have received a request, 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 the organization.

Grant proposals will be reviewed using the following criteria: a) Is there an established need for the program/project for which the grant is requested; b) Is it appropriate for the Carroll White REMC Community Trust to make a grant for the requested purpose, or are there more compatible sources of potential funding; c) Does the trust have adequate resources to effectively respond to this need; and d) Is it good for the surrounding counties.

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 at one of 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 a copy of the Form 501[c]3 if the organization is exempt from payment of income tax? If you are part of a school corporation project or committee, this form **MUST** be attached ~ contact the school's Administration Office.
6. Have you attached the financials as requested in the application. School corporation projects and committees **MUST** submit the program's financials.
7. Questions regarding the application or process can be directed to Casey Crabb at Carroll White REMC between 7:30 a.m. and 4:30 p.m. Monday – Friday. Phone number is: (574) 583-0224 or (800) 844-7161