

MOUNTAIN VIEW ROUND-UP FUND, INC.

11140 E WOODMEN RD

FALCON, CO 80831

ROUND-UP FUND ORGANIZATION APPLICATION INSTRUCTIONS

Please read completely!

What is the Round-Up Fund?

Round-Up is a non-profit fund, generated by and benefiting customers of Mountain View Electric Association (MVEA). The funds are administered and distributed according to the direction of a volunteer board made up of MVEA members throughout our service territory.

Who is Eligible To Request Assistance?

Individual applicants must be current MVEA members, living within MVEA's service territory, or within other locales where MVEA is authorized to provide utility service.

Organizations or charities providing services that are beneficial to the public interest, within MVEA's service territory, or within such other locales where MVEA is authorized to provide utility service. **Round-Up is prohibited from making grants for religious or political purposes. Applications from schools must be signed by the Principal of that school.**

How do I Apply For Assistance?

Anyone with a specific need for funds can make application to the Round-Up Fund Board. There are two different applications - one for families or individuals, a second for organizations. For additional forms call the Round-Up Coordinator at 719-775-2861 or 719-494-2622 or 1-800-388-9881. Application forms are also available on the MVEA website: www.mvea.coop.

What other information should I include with my form?

Some guidelines to consider when completing the form are:

- **Include a cover letter. Use black ink, and be legible. Unreadable applications will be returned.**
- You need to write in all areas of the application, do not leave anything unanswered. If not applicable please write N/A.
- If the funds are requested to purchase a new item or for a repair, please include three bids for the item or work. We request that at least one bid be from a vendor or supplier in the MVEA service territory if at all possible.
- If you are requesting funds to pay a particular bill/s, **include copies** of all the bills for which you are requesting assistance, and/or any other correspondence regarding your account.
- 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.
- Please make sure **to sign and date** the application **and write legibly in black ink.**

If any of the information required is not complete, your application will not be considered.

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When is the deadline for application submission?

The Round-Up Fund Board meets in January, March, May, July, September and November. Applications received **before the 25th day of December, February, April, June, August, and October** will be considered at the following regularly scheduled meeting. Emergency submissions will only be considered at the discretion of the board.

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:

\$2,000 Annually for an Individual

\$5,000 Annually for an Organization or Charity

Where should completed Forms be sent?

The completed forms should be returned to:

Mountain View Round-Up Fund, Inc.

11140 E. Woodman Road

Falcon, Colorado 80831

OR: Fax to: (719) 494-2694

OR: E-mail to: memberservices@mvea.org

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. We ask that any inquires about your request be sent in writing. Due to the volunteer nature of our board we are unable to handle inquiries about application status via telephone or in person. However, if you need assistance completing the application, or have any other questions about the application process, please call one of Mountain View Electric Association's offices at 719-775-2861, 719-494-2622 or 1-800-388-9881 and ask for the Round-Up Coordinator.

If my request is considered by the Board, and denied, how can I appeal?

Any further appeals and comments must be made to the Board in writing. Due to the volunteer nature of our board, we are unable to handle inquiries or comments via telephone or in person. If you wish to contact the board regarding their decision, please send your letter to the Round-Up Coordinator at the following address:

Mountain View Round-Up Fund, Inc.

11140 E. Woodman Road

Falcon, CO 80831

OR: Fax to: (719) 494-2694

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**GRANT APPLICATION
ORGANIZATION OR CHARITY**

Please complete all information. Incomplete applications will not be considered.

Name of Organization _____ TIN # _____

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. How many individuals, families or groups were served by your agency last year? _____
4. What area does your agency serve? _____

5. Please state the purpose of your organization/agency request. Include the total amount requested, specify how the funds will be used and include proposed plans and estimates. _____

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6. 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.

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

The information contained in this statement is for the purpose of obtaining funding from Mountain View Round-Up Fund, Inc. on behalf of the undersigned and will be kept confidential. The undersigned understands that the information provided herein is used to determine grant funding. And the undersigned represents and warrants that the information provided is true and complete and that Mountain View Round-Up Fund, Inc. may consider this statement as continuing to be true and correct until a written notice of a change is provided. Mountain View Round-Up Fund, Inc. is authorized to make all inquiries they deem necessary to verify the accuracy of the statements made herein.

Name of Organization _____ Date: _____

Signature of Representative _____ Date: _____

(If a school, MUST be signed by the Principal of the school)

The following information is voluntary. It will not affect any decisions regarding this application.
I [] will, [] will not allow my/ my organization's photo or name to appear in Mountain View Electric Association publications to promote the Round-Up Fund.