

# MOUNTAIN VIEW ROUND UP FUND, INC.

11140 E WOODMEN RD  
FALCON, CO 80831

## ROUND UP FUND ORGANIZATION APPLICATION INSTRUCTIONS

**Only original printed applications can be accepted!**  
**Please do not submit electronically!**

### What is the Round Up Fund?

Round Up is a non-profit fund, generated by and benefiting members 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. The Round Up Fund Board meets to review applications in January, March, May, July, September and November of each year.

---

### Who is Eligible to Request Assistance?

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.

---

### Please note:

**Round Up is limited to granting for educational and charitable purposes.**  
**Round Up is prohibited from making grants for religious or political purposes.**  
**Round Up MUST have an original signature on the application form. Faxed applications or copies will be returned to the applicant.**  
**Applications from schools must be signed by the Principal of that school.**

---

### How do I Apply For Assistance?

Any eligible organization can apply for a grant. If a grant is received, the organization is not eligible to apply for another grant within the next 12 months. If denied, the organization may reapply for the next Meeting. Application forms are available on the MVEA website: [www.mvea.coop](http://www.mvea.coop), and at either MVEA business office.

---

### What other information MUST be included with my application?

**Use black ink, and be legible. Unreadable applications will be returned.**

- **Include a cover letter.** Any information you can supply in the form of a letter is extremely helpful to the board in making decisions regarding these requests.
- A copy of your 501(c)3 letter. A sales tax exemption certificate is **NOT** a 501(c)3 letter. Check with your accountant if in doubt.
- A copy of your most current financial report or budget.
- If the funds are requested to purchase a new item or for a repair, please include **three separate bids** for each 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. A "want list" is not acceptable.
- 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.
- Please make sure **to sign and date** the application **and write legibly in black ink.**

## MOUNTAIN VIEW ROUND UP FUND, INC.

11140 E WOODMEN RD  
FALCON, CO 80831

**If any of the required information is not complete, your application will be returned to the applicant for completion.**

### **When is the deadline for application submission?**

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

---

### **Is there a limit to the amount I can request?**

Yes, there is a \$5,000 limit to the amount of money that will be awarded to any organization in a twelve-month period. Limits are set by the board and may change.

---

### **Where should completed Forms be sent?**

The completed PRINTED forms should be sent to:  
Mountain View Round Up Fund, Inc.  
11140 E. Woodman Road  
Falcon, Colorado 80831

Please send early so as not to miss the deadline for the next meeting. **Do not electronically submit or fax. These forms cannot be accepted!**

---

### **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 inquiries 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

**MOUNTAIN VIEW ROUND UP FUND, INC.**  
11140 E WOODMEN RD  
FALCON, CO 80831

**GRANT APPLICATION  
ORGANIZATION OR CHARITY**

Name of Organization \_\_\_\_\_

Name of Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

1. Is this organization requesting funding a 501(c)3 organization?  Yes  No  
Is a copy of your Form 501(c)3 letter from the Internal Revenue Service attached?
2. Please attach a copy of current 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.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MOUNTAIN VIEW ROUND UP FUND, INC.**

**11140 E WOODMEN RD**

**FALCON, CO 80831**

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.

---

---

---

---

---

---

---

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. 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 inquires 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.