

## **Albemarle Community Trust Grant Application Guidelines**

These guidelines are intended to help provide information necessary to apply for or approve a grant application. These guidelines are to help both applicants in applying and Albemarle Community Trust board members in making their decision. The Board may request additional information of an applicant. The Board has the right to deny a request. All Board decisions are final.

The Albemarle Community Trust Board meets on the second Tuesday of every other month beginning in February. All applications are to be submitted by the 15<sup>th</sup> of the previous month or the business day before the 15<sup>th</sup>.

All information on or included with an application will be considered confidential.

**Albemarle Community Trust funds are to be used for purposes that are community oriented, educational, charitable or promote the safety, health and/or the environment of the community.**

Funds shall be allocated first to those projects that serve a broad range of individuals and enhance the communities served by Albemarle EMC. Individuals, local charities, and service organizations that reside, operate, and provide benefits and services within the Albemarle Electric Membership Corporation's service area will be given preference.

- **Payment of electric bills for either organizations or individuals will not be considered.**
- Grants to specific projects or needs that will have an *immediate* impact on our community are preferred. Details on how and when a project will be completed should be included.
- Generally, grants to third party organizations or individuals will not be approved. Examples would include a community organization requesting funds to donate to second community organization to run a project. It is preferred that the second community organization submit the grant request directly.

### **ORGANIZATIONS**

- Grants to an organization may not exceed \$5,000 in any 12 consecutive months.
- Organizations making follow up or additional applications may be asked to provide documentation of the use of the previously granted funds.
- A copy of the organizations 501(c)(3) letter must be included with **every** application
- Grants to organizations will generally be made only to non-profits that have been granted tax exempt status under Internal Revenue Service code section 501(c)(3) or to organizations that may otherwise be considered tax exempt i.e. schools, churches.
- A copy of the most recent financial information must be provided with every application. A copy of the most recent balance sheet is suitable.
- Generally, grants to organizations will not be approved for:
  - Lobbying, Political organizations or campaigns
  - Veteran, Fraternal or Labor organizations
  - National fund drives
  - Tax Base supported organizations except for specific projects deemed to promote the safety, health and/or the environment of the community.
  - Advertising
  - Capital funds or capital improvements

- General operating expenses
- Fund raising dinners, raffles, or other such events

### INDIVIDUALS

- Grants to an individual may not exceed \$1,500 in any 12 consecutive months.
- Individuals making follow up or additional applications may be asked to provide documentation of the use of the previously granted funds.
- The financial portion of the application must be completed as fully as possible.
- Individuals must show a need for the funds as well as a plan for personal improvement (How do you plan to not have this situation occur again?)
- Payments of grant funds will only be made to organizations or persons to whom the individual owes money. The individual making the grant request will not receive the funds directly.
- Copies of bills and/or quotes to be paid must be provided with the grant application. These will need to include labor or an indication of how the project will be completed.
- If an individual is working with a third party, a church group or etc., then contact information for the third party must be included.
- Some account information may be necessary to make payment against different accounts. Any account information will be held in confidence.
- Emergency applications may be considered however all the above guidelines still apply and the applicant must show why this is an emergency situation.

Examples of information to include in an application include:

- A recent financial balance sheet or a completed financial information form from Albemarle Community Trust, your last bank statement.
- Good contact information to answer questions about the grant application Contact information of the person or group doing the installation
- Copies of any estimates, copies of unpaid bills
- Account information for a mortgage payment or contact information for your landlord A copy of your 501(c)(3) letter from the IRS
- Links to the web page of an item being purchased
- A breakout of items needed to complete a project. If it is not possible to fund the full amount requested, then the grant amount will be tailored to meet those items. This allows for all funds to be used.

Any questions should be directed to the Albemarle Community Trust (ACT) liaison at Albemarle EMC, (252) 426-5735 or [ACTcontact@aemc.coop](mailto:ACTcontact@aemc.coop). When sending an email, please make sure you indicate that this is in reference to an **ACT Application**.