

Boone Electric Community Trust Application Guidelines

It is extremely important that you fill out each page of this grant application completely. It is the sole responsibility of the applicant to meet the requirements listed below. Neither the Boone Electric Community Trust nor Boone Electric Cooperative is responsible for notifying an applicant if requirements are not met or if an application is incomplete. Incomplete applications will automatically be denied assistance.

Application Deadlines and Trust Meeting Dates:

The application deadlines are the first day of February, April, June, August, October and December at 5 p.m. The Boone Electric Community Trust board reviews applications the second Wednesday in January, March, May, July, September and November. Applicants are notified in writing once a decision is reached.

Applications should be mailed or delivered to: Boone Electric Community Trust
1413 Rangeline Rd., P.O. Box 797, Columbia, MO 65205. *Applications are not accepted electronically.*

Please note that applicants may only apply for funding once each calendar year, whether or not funding was granted.

What to submit to be considered for funding:

- A signed and dated copy of the completed Application for Organization/Agency.
- A copy of your organization's (Form 501(c)3) letter from the Internal Revenue Service.
- A completed copy of the Boone Electric Community Trust Financial Statement.
- Appropriate bids/estimates/bills directly relating to the request. (Two bids required)
- No more than six additional single-sided pages of supporting information such as brochures or letters. Additional material should be included as an appendix or attachment following application and not intermingled within the application.
- Application must be submitted single-sided on 8 ½ x 11 white paper.
- Please no staples, sticky notes, highlight marks or color-coded graphs.
- Number all pages of the grant application.

General Information:

- The Boone Electric Community Trust does not fund day-to-day operating expenses, including salaries.
- The Boone Electric Community Trust reserves the right to request a revised application or gather more information from the applicant before considering the grant application.
- Applications may also be tabled and reviewed again at a future meeting in order to gather more information from the applicant.
- Teachers, students or volunteers requesting funding for a school-related project or activity must have their grant application reviewed, approved and signed by the principal.

Final Grant Report:

As of November 12, 2014, updated Boone Electric Community Trust policy requires organizations to submit a final grant report *within six months* of receiving funding. Organizations must provide a statement of expenses for the completed project, including receipts and invoices paid. The final grant report is provided upon receipt of funding and also available on our website.