



1399 Business Park Dr. S. P.O. Box 190 • North Baltimore, OH 45872 • 800-445-4840 • CommunityTrustFund@hwe.coop • www.hwe.coop

ORGANIZATION GRANT APPLICATION (page one of two)

Have you read the “Introduction Letter and Instructions”? Yes No

Is your request in need of immediate/emergency attention? Yes No

Date of Application: _____

Legal Name of Organization: _____

Employer Identification Number: _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Website: _____

Contact person: _____

Phone at Work: _____ **Cell:** _____ **Fax:** _____

Email address: _____

How many individuals have you served in the following counties within the last year?

Allen.....No. served: _____	Henry.....No. served: _____	Wood.....No. served: _____
Erie.....No. served: _____	Putnam.....No. served: _____	Wyandot..No. served: _____
Hancock.....No. served: _____	Sandusky...No. served: _____	
Hardin.....No. served: _____	Seneca.....No. served: _____	

Project Name: _____ **Amount Requested:** _____

Start date of program/project: _____ **End date:** _____

Will the program/project still occur if you do not receive funding? Yes No

Will the program/project still occur if you receive partial funding? Yes No

If yes, where will the difference be found? _____

Will these funds be used to support any political purpose? Yes No

A one-page maximum narrative on each of the following must be included with this application:

- Description and purpose of the organization(s)
- Description of the project (what, when, where and how)
- Project goals and plans for measuring success
- Estimate of total project cost, the amount requested and an indicator of financial need (if applicable, identify and list the status of other funding sources for this project)



ORGANIZATION GRANT APPLICATION (page two of two)

Is the following required documentation included with your application?

- | | | | |
|--|------------|-----------|------------|
| An IRS Tax exemption letter or tax exemption certificate for the organization | Yes | No | N/A |
| One written estimate for requests under \$1,000 | Yes | No | N/A |
| Two written estimates for requests \$1,000 or more | Yes | No | N/A |
| Three letters of recommendation from supporters <u>outside of the organization</u> (including their name, association to the organization, phone number and email address) | Yes | No | N/A |
| For requests more than \$3,000, a current income statement or balance sheet | Yes | No | N/A |

I represent that I am authorized by the named organization to make this application on its behalf and to make the assertions in this certification and to bind the organization accordingly.

The information contained in this statement is for the purpose of obtaining funding from the HWE COMMUNITY TRUST FUND, INC. on behalf of the undersigned. Each undersigned understands that the information provided herein is used in deciding to grant funding, and each undersigned represents and warrants that the information provided is true and complete and that HWE COMMUNITY TRUST FUND, INC. may consider this statement as continuing to be true and correct until a written notice of a change is provided. HWE COMMUNITY TRUST FUND, INC. is authorized to make all inquiries they deem necessary to verify the accuracy of the statements made herein.

I understand that the HWE COMMUNITY TRUST FUND, INC has the right to fully audit the use of this donation at any time. I also understand that HWE COMMUNITY TRUST FUND, INC and HANCOCK-WOOD ELECTRIC COOPERATIVE may use this application, if approved, for publicity and promotional purposes.

Signature of applicant

Printed Name

Completed applications may be emailed to CommunityTrustFund@HWE.coop or mailed to:

HWE Community Trust Fund
 c/o Hancock-Wood Electric Cooperative
 1399 Business Park Dr. S.
 P.O. Box 190
 North Baltimore, Ohio 45872