

Boone Electric Community Trust

“Founded in 1997 to benefit People and Communities
in the Boone Electric Cooperative Service Area”

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Attention: Jessica Spencer, Communications Specialist

Application for Organization/Agency Guidelines

It is extremely important that you fill out each page of this 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.

The application deadlines are the first day of February, April, June, August, October and December. 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.

Applicants may only apply for funding once each calendar year, whether or not funding was granted. The Boone Electric Community Trust board 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. *Please note that the Boone Electric Community Trust does not fund capital projects or day-to-day operating expenses.*

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.

Applications must be submitted single-sided on 8 ½ x 11 white paper, without staples, sticky notes, highlight marks or color-coded graphs. All submittals are to be unbound. Please number all pages of the grant application.

The following items must be submitted 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. (2 bids needed)
- 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 application.

It is imperative that all parts of the application form are accurately completed and all requested information provided. If not, the request will be sent back and the review will be delayed.