

## Application Procedures for Operation RoundUp Grant Funding

The Wake Electric Foundation administers Operation RoundUp through Wake Electric Membership Corporation. Non-profit agencies in Durham, Franklin, Granville, Johnston, Nash, Wake and Vance counties may apply for up to \$5,000 annually to implement programs or purchase needed equipment to facilitate a program which will help in our local communities. No more than one grant per 12-month period of \$5,000 may be given to any group, organization, or charity. Refer to Wake Electric's website at [www.wemc.com](http://www.wemc.com) for more details on eligibility. Funding goes particularly to areas that Wake Electric serves.

RoundUp grants are awarded by the WEF Board of Directors quarterly each calendar year – in January, April, July, and October. Organizations applying for grants will be notified whether or not they have received a grant by no later than the third week of the month after their grant deadline.

The grant application should include a proposal letter along with the grant application and requested attachments. The proposal letter should be brief and concise, not to exceed two pages, single spaced, and should be signed by a designated representative.

### The letter should include:

- ✓ an introductory description of the program and its impact on the community – BE SURE TO DETAIL AS MUCH AS POSSIBLE THE SPECIFIC REGION (the counties and the areas/towns within the counties) and THE NUMBER OF PEOPLE that your project will impact or affect
- ✓ the amount of funding requested and the amount of the program budget
- ✓ the need and specific population (including age, gender, and cultural background) which the program addresses
- ✓ specific objectives of the program and how accomplishment will be measured
- ✓ relationship of program to other services in the community which may be designed to meet the same or similar needs
- ✓ other sources of funding being approached (and when that funding would be received) and amounts already committed
- ✓ If this is a new program, indicate how continued funding for the future will be secured.

Questions? Contact Wake Electric at [communications@wemc.com](mailto:communications@wemc.com), 919.863.6440 or toll free 1.800.474.6300.

228 Park Avenue  
Youngsville, North Carolina 27596  
Phone: 919.863.6440 or 1.800.474.6300  
Email: [communications@wemc.com](mailto:communications@wemc.com)

## Organization Application for Operation RoundUp Grant Funding

**Grant applications for 4<sup>th</sup> quarter 2024 selection are due on Friday, September 13<sup>th</sup>, @ 5 p.m. Applicants will be notified if they have or have not received a grant no later than the third week of October 2024.**

Name of organization: \_\_\_\_\_

Street address: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Official website address: \_\_\_\_\_

Please list any social media addresses/handle (Twitter account, Facebook, etc.):

\_\_\_\_\_

Phone & Fax: \_\_\_\_\_

Contact person for information pertaining to this application: \_\_\_\_\_

Contact person telephone/cell number AND email address: \_\_\_\_\_

Summary description of project (not to exceed space provided): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Annual cost of program: \$ \_\_\_\_\_

Amount of grant funding requested: \$ \_\_\_\_\_

**Other funding sources for this project (you may use additional sheets if necessary):**

Funding Source	Amount Requested	Amount Committed

**Legal and tax-exempt status of your non-profit (choose one):**

- Tax-exempt charitable organization (501 (c) (3)) - Federal ID Number \_\_\_\_\_
- Affiliated with tax-exempt organization - government unit \_\_\_\_\_
- Other - Please give specific explanation:  
\_\_\_\_\_  
\_\_\_\_\_

**Financial information:**

Dates that fiscal year runs: \_\_\_\_\_

Organization's total operating budget for most recent year: \$ \_\_\_\_\_

Does the organization have annual outside audits?  Yes  No

*If No, Please Explain:*

\_\_\_\_\_  
\_\_\_\_\_

Is a copy available upon request?  Yes  No

*If No, Please Explain:*

\_\_\_\_\_  
\_\_\_\_\_



# BUDGETARY ITEMS FORM

## (Must be filled out)

Please list the items in detail to equal the amount requested	Cost of Item
<b>Total to equal amount of grant funding requested on 1<sup>st</sup> page</b> <b>**Make sure this total DOES NOT exceed \$5,000**</b>	

Read all directions especially those highlighted and make sure ALL documents on the checklist are sent in along with the application.

*Signature of chief staff person and officer of the board indicates board approval of request and certifies that this organization does not discriminate on the basis of race, age, color, religion, sex or national origin. This signature also certifies the organization's commitment to file appropriate reports detailing the grant's use as indicated in this application, and its understanding that this is a one-time grant, with no commitment by WE Care for more than one year.*

**CEO, Director, or Chief of Staff**

**Board Officer**

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**Applications should be submitted to:**

Operation RoundUp Grant  
 228 Park Avenue  
 Youngsville, North Carolina 27596  
 Phone: 919.863.6440 or 1.800.474.6300 Email: [communications@wemc.com](mailto:communications@wemc.com)

## CHECKLIST:

- ✓ Please be sure your letter contains all the information outlined in the basic instructions and appropriate signatures.
- ✓ Attach copy of IRS letter indicating tax-exempt status and/or Federal ID Number.
- ✓ Attach copy of organization's mission statement.
- ✓ Attach list of current board of directors.
- ✓ Attach copy of most recent operational budget/financial statement (to include expenditures and income) and any publications that describe your organization. For example – brochures, pamphlets, organizational charts, etc.
- ✓ An organization must be established for one full year before applying.

