

Holy Cross Energy Round-Up Foundation

Application Instructions

Please read completely!

What is the Holy Cross Energy Round-Up Foundation?

The Holy Cross Energy Round-Up Foundation is a non-profit fund, primarily generated by and benefiting customers of Holy Cross Energy. The funds are administered and distributed according to the directions of a volunteer board made up, in part, of Holy Cross consumers.

Who is Eligible to Request Assistance?

Family or individual applicants must generally be residents of Eagle, Garfield or Pitkin counties, and must have lived in the area for at least 90 days. Organizations for which applications are submitted must generally operate within the same counties as identified above.

How Do I Apply for Assistance?

Anyone with a specific funding need can make application to the Holy Cross Energy Round-Up Foundation Board. There are two different applications – one for families or individuals, and a second for organizations. Forms are available online at www.holycross.com under “Member Services” or by calling Holy Cross Energy at (970) 945-5491 and asking for extension #5404 or #5413.

Guidelines for Applications:

In addition to filling out the form COMPLETELY, here are items to consider when completing the application.

- * Make a specific request, telling the board exactly how much money you are requesting, and carefully explain how you intend to use the funds. Any additional information you can supply in the form of a letter attached to the formal application is extremely helpful to the board in making decisions regarding these requests.
- * If the funds are being requested to purchase a new item or for a repair, please include two or three estimates for the item or work. We require that at least one estimate be from a vendor or supplier within Eagle, Garfield and Pitkin counties if at all possible.
- * List other sources of funding or assistance that are available to you; outline which sources you are pursuing, the amounts requested, and state any amounts already awarded.
- * Applicants may be asked to come before the Board in person prior to final approval of their request for funding.

The Board reviews each application and tries to fund applications that will produce the greatest impact for the largest number of people. Family or individual applications must demonstrate that the monies received will assist in meeting their current needs as specifically identified in the application. Grants are normally funded to a maximum of \$1,000. Accountability for approved funding may be required.

Restrictions:

- * No application will be considered for funding payments of utility bills (i.e. gas, water, phone, electric, sewer etc.)
- * No application will be considered for funding of organizational operational costs.
- * No application will be considered for funding of routine dental and medical costs, or other normal recurring expenses.
- * Approved funding will generally be expected to be spent in the fiscal year in which it is requested.

Where Do I Mail My Completed Application Packet?

Completed Applications should be returned to:

Holy Cross Energy Round-Up Foundation
3799 Highway 82
PO Box 2150
Glenwood Springs, CO 81602

How Quickly Will the Board Respond to My Request?

The Foundation Board will generally meet at least every other month to review pending applications. **Applications must be received prior to the 10th day of the month in which the Board meets in order to be included for consideration.** While there is no way to estimate how long it will take to process your application, we will contact you either in writing or by e-mail when any decision is made regarding the request. We ask that any inquiries about your request be sent in writing. Due to the volunteer nature of our Board, we are unable to handle inquiries about application status via telephone or in person. However, if you need assistance in completing the application, or have any other questions about the application process, please call Holy Cross Energy at (970) 945-5491 and ask for extension #5404 or #5413.

HOLY CROSS ENERGY ROUND-UP FOUNDATION

Please Specify Needs:

Special Project/Program

Start up Funding

Other _____

**APPLICATION FOR DONATION
FOR ORGANIZATION**

Please complete all information. Incomplete applications will not be considered.

Organization Information

Name of Organization: _____

Mailing Address: _____

Street or PO Box

City

State

Zip Code

Phone Number: _____ E-mail Address: _____

Contact Person: _____ Title: _____

Briefly describe your organization: _____

Donation Request

Any additional information you can supply in the form of a letter attached to this formal application is helpful to the Board in making decisions regarding funding requests

Amount Requested: \$ _____ (If your organization is requesting funding exempt from payment of income tax, a copy of letter (Form 501(c)(3) from Internal Revenue Service must be attached.)

Describe how the requested money would be used: _____

Total cost of project? _____

Other funding sources? _____

Has your organization received money from the Holy Cross Energy Round-Up Foundation before? Yes No

If Yes, how much and when? _____

Community Benefit

Approximate number of individuals, families, groups served in Garfield, Pitkin and Eagle Counties last year: _____

Does organization service outside of Holy Cross Energy’s service territory? (HCE’s service territory includes Garfield, Pitkin and Eagle Counties, as well as extreme north end of Gunnison and east end of Mesa Counties) [] Yes [] No

If yes, please provide information about the number served and location: _____

Does your organization report to another organization or governmental agency: [] Yes [] No

How are agency programs measured for effectiveness? _____

Financial Information

Organization Budget: \$ _____ Fiscal Year: _____

Program Budget: \$ _____ Fiscal Year: _____

Amount of Request: \$ _____ Fiscal Year: _____

Can you accept partial funding and still go ahead with this project? [] Yes [] No

If so, minimum amount to complete project: \$ _____

If not. Why is the full amount necessary? _____

The information contained in this Application is for the purpose of obtaining funding from the Holy Cross Energy Round-Up Foundation 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 the Holy Cross Energy Round-Up Foundation may consider this statement as continuing to be true and correct until a written notice of a change is provided. The Holy Cross Energy Round-Up Foundation is authorized to make all inquiries they deem necessary to verify the accuracy of the statements made herein.

Name of Organization

Signature of Representative

Date