

United Power Round-Up Foundation Group Application Instructions

Please read completely!

What Is the Round-Up Foundation?

Round-Up is a non-profit fund, generated by and benefiting customers of United Power. The funds are administered and distributed according to the directions of a volunteer board made up of United Power customers throughout our service territory.

Who Is Eligible To Request Assistance?

Groups applying for grants must:

- Be a 501(c)3 non-profit.
- Operate under written Articles of Incorporation, by-laws or other written documents or statutes that define the applicant's purpose, membership, management and operation.
- Operate in a non-discriminatory basis in employment, recruitment of volunteers, and delivery of services.
- Demonstrate effective program performance and financial responsibility and accountability.
- The services provided by the organization must serve United Power members in full or part. Applying organizations should be sure to include detailed information about their clientele.

How Do I Apply For Assistance?

Application forms are available at any United Power office or on our website at www.unitedpower.com. You can also request to have a form mailed to you by calling our Member Services department at 303-637-1300. Applications for assistance must be received by the end of the month prior to the month of any meeting. Current meeting dates can be found on our website at www.unitedpower.com. If your application supports a specific event, please submit the request for funding prior to the event so the organization can take advantage of promotional opportunities. We do not consider funding an event that has already occurred.

What Other Information Should I Include with My Form?

Some guidelines to consider when completing the form are:

- Make a specific request, telling the board exactly how much money you are requesting, and carefully explain how you intend to use the funds.
- If the funds are being requested to purchase a new item or for a repair, please include two or three bids for the item or work. We require that at least one bid be from a vendor or supplier in the United Power service territory if at all possible.
- List other sources of funding or assistance that are available to you, including grants, fundraising events, donor drives, etc.
Outline which sources you are pursuing, the amounts requested, and state any amounts already awarded.
- Any additional information you can supply in the form of a letter is extremely helpful to the board in making decisions regarding these requests.

Are there guidelines for the receipt of funds?

Grants are to be used solely for the requested purpose, unless otherwise authorized by the Foundation Board. Grant recipients shall submit a project performance report and financial statement to the Foundation indicating the actual use of the grant within 60 days of receiving the grant money, and no later than one year after receiving grant funds. Grant funds not used shall be returned.

Where Should Completed Forms Be Sent?



United Power Round-Up Foundation Trust
500 Cooperative Way
Brighton, Colorado 80603



Donation Application for Organization or Charity

United Power Round-Up Foundation
500 Cooperative Way ■ Brighton, Colorado 80603
(303) 659-0551

Incomplete applications will not be considered.

Name of Organization: _____

Name/Title of Contact Person: _____

Organization's Address: _____

Work Phone: _____ Secondary Phone: _____

- 1. **Total amount of funds requested** _____
- 2. Is this organization requesting funding exempt from payment of income tax? yes no
If yes, please attach a copy of your Form 501(c)3 letter from the Internal Revenue Service.
- 3. Please attach a copy of financial statement(s) for the agency for the previous year.

When answering the questions below, do not write See Attached

4. How many individuals, families or groups were served by your agency last year? _____

5. What geographic area does your agency serve? Please explain in what geographic areas you serve United Power members.

9. Please list three references

Name _____

Address: _____

Name _____

Address: _____

Name _____

Address: _____

The information contained in this statement is for the purpose of obtaining funding from the United Power charitable trust 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 the information provided is true and complete and that the United Power Charitable Trust may consider this statement as continuing to be true and correct until a written notice of change is provided. The United Power Charitable Trust 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 _____