

### Application Information:

Legal Name of Organization: \_\_\_\_\_ Date of Application: \_\_\_\_\_

Title of Project: \_\_\_\_\_ Year Founded: \_\_\_\_\_

Current Annual Operating Budget: \$ \_\_\_\_\_

If your organization is a previous recipient of a grant from REC, what year did that occur? \_\_\_\_\_

Are you currently receiving program funding from another source (i.e. United Way Program Funding)?

\_\_\_\_\_

If yes, identify one or two primary funding sources and the amount you received:

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Organization Type:** (Please choose one that best describes your organization)

- Education:** individual or groups of teachers, from grades K-12 who demonstrate creative teaching methods to students of REC members.
- Emergency Service:** emergency units served by REC or who provide services directly to REC members.
- Community:** non-profit organizations served by REC or whose services directly benefit REC members.

### Project Information:

School Principal or Executive Director: \_\_\_\_\_

School Name (if applicable): \_\_\_\_\_

Project Contact Person & Title: \_\_\_\_\_

Contact's Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Purposes of Grant (one sentence): \_\_\_\_\_

\_\_\_\_\_

### Project Details:

Beginning Date of Project: \_\_\_\_\_ Ending Date of Project: \_\_\_\_\_

Amount Requested: \$ \_\_\_\_\_ Total Project Cost: \$ \_\_\_\_\_

County/Town Project Served: \_\_\_\_\_

Locality Served (e.g. Clarke County) \_\_\_\_\_

Number of students/members the project will benefit (please check one):

- 1-24     25-49     50-99     100-299     300+

## Project Descriptions:

**Instructions:** Please structure your proposal to provide the following information in the order indicated. Use the headings and subheadings provided. Include a complete description of the project for which funding is requested. Do not exceed three typed, double-spaced pages for the narrative. Type should be no smaller than 12 points. The description should include:

### A. Narrative

#### 1. Organization Information

- Summarize your organization's history
- State your mission and goals, future challenges, and long-range plans
- Discuss current programs and activities
- Highlight accomplishments

#### 2. Purpose of Grant

- Describe the proposed program or project
- Identify the needs/problems to be addressed and the target population
- Define the project as a new or continuing program
- Identify other organizations, partners, or funders participating in the project and their roles
- Discuss your timetable for implementation and long-term funding resources

#### 3. Evaluation

- Describe your plan to document progress and results

### B. Attachments

#### 1. Budget

- Provide a one-page typed budget for the project
- Specify the budget period (i.e. January 1, 2018 to December 31, 2018)
- Include an analysis of the projects total cost and the amount requested for the grant
- Provide specific information regarding other funding sources to support the project including in-kind services

#### 2. Letter of Reference

- Provide two typed letters of reference from recipients of your services, or another community partner of your choice

## Deadline:

Applications can be **postmarked, e-mailed** or **hand delivered** to any REC office by **October 15, 2019**. **Please do not staple any part of the application.** All correspondence should be sent to the attention of:

Lindsey Edwards, Public Relations Specialist

Rappahannock Electric Cooperative

P.O. Box 7388, Fredericksburg, VA 22404

Phone: 540-891-5899; E-mail: [communitygrant@myrec.coop](mailto:communitygrant@myrec.coop)

I have reviewed this proposal and found it to be in keeping with the school's or organization's overall objectives.

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Applicant's Signature

Print Name

Date

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Principal/Board Chair/Exec Director Signature

Print Name

Date