

Please review our Charitable Giving Guidelines at [BanderaElectric.com/Giving](http://BanderaElectric.com/Giving) before continuing.

Submit this application before the 15th of the month and at least two months in advance of funds needed. For sponsorships, gift baskets, and/or promotional advertising requests (i.e. yearbook ads or other items), please visit [BanderaElectric.com/Donations](http://BanderaElectric.com/Donations) for our Donation & Sponsorship Request form.

A. Organization/Contact Information (All fields are required)		
Organization Name	Website	
Organization Mailing Address		
Organization Physical Address		
IRS Recognized Nonprofit? <input type="checkbox"/> Yes <input type="checkbox"/> No (If No, please review our guidelines.)	EIN/Tax ID #	
Counties & Cities served by Organization*		
Requesting <input type="checkbox"/> Donation <input type="checkbox"/> Sponsorship <input type="checkbox"/> Gift Basket	Date Needed By	
Project/Fund/Event Name	Event Date (if applicable)	
Amount Requested	Grant request funds must be used for a project-specific purpose, not capital funding or operational costs. Request must be for more than \$2,500.	
Make Checks Payable To		
Has your organization received a donation from BEC in the past? (This will NOT disqualify you) <input type="checkbox"/> Yes <input type="checkbox"/> No		
Contact Person	Phone	Email
B. BRIEFLY DESCRIBE Project/Fund/Event		
1. Project/Fund/Event:		
2. Project/Fund/Event Goals and Objectives:		
3. How the funds will be used:		
For questions, please contact us using one of the methods listed in the footer of this application.		
Please note that for any organization, agency or group receiving funding:		
1. BEC may publish the name, amount and purpose of the funds granted. BEC requests the organization publicize funds received through its available communication channels (i.e. social media, newsletters, press releases, etc.).		
2. You may be asked for a photograph for public relations purposes.		
3. Grantees agree to provide detailed information (photographs, paid invoices, and/or a typed narrative) demonstrating the actual use and application of funds as requested in this application within 12 months of receiving funds.		

\_\_\_\_\_  
President/Chairperson's Name

\_\_\_\_\_  
President/Chairperson's Signature

\_\_\_\_\_  
Date

## BEC Foundation Grant Application Checklist

Please review eligibility requirements listed at [BanderaElectric.com/Giving](http://BanderaElectric.com/Giving) and the checklist and additional required documents below for your project-specific grant request. An incomplete application will be returned to you for correction and resubmission. **Applications that are received after the 15<sup>th</sup> of the month will be reviewed the following month by the Foundation board.**

### Completed on the application:

- Organization's physical and mailing address
- Contact person email and phone number
- Tax ID Number
- Is area served inside the Bandera Electric Cooperative service territory
- Counties and cities served
- Amount of request
- Project/program name
- Brief description of the project
- Brief description of the project's goals and objectives
- Brief description of how the requested funds will be spent
- Project's overall total budget dollar amount
- Application is signed and dated by organization's President/Chairperson

### Documents to include with your application:

- Detailed Project/Program Descriptive Narrative that includes:
  - a. A detailed budget for the project
  - b. Exactly how the funds will be spent
  - c. The criteria used to evaluate the achievement of the project's goals and objectives
  - d. List of other funding sources and the uses of any existing project funding
  - e. Current project status
- Organization's Statement of Purpose
- Copy of your IRS Tax exemption documentation
- Current year's budget/cash flow statements
- List of board of directors and their addresses
- Most recent IRS Form 990 submission
- Last annual report and audit reports
- Proof of matching funds for 20% of your project budget

**Due to file size and security restrictions, the documents listed on this page must be submitted by mail, in-person, or by using a DropBox link via email.** Mail your completed application and required documents to the address below, or drop them off at a BEC office in a manila envelope with "Attn: BEC Foundation".

Bandera Electric Cooperative  
Attn: BEC Foundation Grant Committee  
P.O. Box 667  
Bandera, TX 78003

**For questions about completing the application:**  
Contact Public Relations  
Toll Free: 866.226.3372  
[PublicRelations@BanderaElectric.com](mailto:PublicRelations@BanderaElectric.com)