



*Southern
Pine
Electric
Trust*

**OPERATION
ROUND UP**

**2134 South Blvd.
P.O. Box 528
Brewton, AL 36427**

**251-867-5415 TEL
251-867-5219 FAX**

Dear Organizational Applicant:

The mission of the Southern Pine Electric Trust is the accumulation and disbursement of funds for charitable purposes to organizations and individuals located within Southern Pine Electric's service territory. Such disbursements of funds shall be for needs related to food, shelter, clothing, health and education. This endeavor will reflect Southern Pine's goal of being a member-focused, efficient and community-involved cooperative.

Attached you will find an application for the Southern Pine Electric Trust grant program. Please be certain that you fill the application out in its entirety and attach all documents that are requested. Those documents should include:

1. Copies of documents supporting your request. **DO NOT** send any documents/bills, letters, etc. that you want returned. **We will NOT return any documents.** Include copies of the most current, up-to-date bills and documents that you have.
2. Letters of recommendation for three companies or individuals familiar with your group.
3. Please include a personal letter explaining the circumstances surrounding your organization's current situation and request.
4. The most recent financial documentation of your organization, mission statement, board of directors, etc.
5. Attached to the back of the application is a Release of Liability and Hold Harmless Agreement. **SIGNATURE BY THE PERSON COMPLETING THE APPLICATION ON BEHALF OF THE ORGANIZATION AND NOTARIZATION BY A NOTARY PUBLIC IS REQUIRED FOR THE APPLICATION TO BE CONSIDERED.** Please have your signature notarized on this document and return it with our application. Notaries are available in all four of our offices free of charge.
6. Include signed quotes on letterhead of estimates of any projects, additions, etc., for which you are requesting funding/grants. This information is **REQUIRED.**
7. Documentation of funding already secured for the project from other grants or organizations must also be included.

All applications will be reviewed and processed as soon as possible. **The Trust Board meets on the second Thursday of every other month (January, March, May, July, September, November). Complete applications must be received by the last business day of the month prior to the meeting or they will not be presented to the Trust Board until the next meeting.**

If for any reason the application is not filled out in its entirety, the application will be returned to the applicant to be completed. It is the applicant's responsibility to insure all applications are complete. Please be aware that if an application is returned to the applicant it may delay the processing of the application.

Should you have any questions, please feel free to contact us at your convenience.

Vince Johnson, President/CEO
Southern Pine Electric Cooperative

The information in this statement is for the purpose of obtaining funding from the Southern Pine Electric Trust, on behalf of the undersigned. Each undersigned understands that the information herein is used to consider the request for funding, and each undersigned represents and warrants that the information provided is true and complete and that the Southern Pine Electric Trust may consider this statement as continuing to be true and correct until a written notice of a change is provided. The Southern Pine Electric Trust is authorized to make all inquiries they deem necessary to verify the accuracy of the statements made herein.



Application for Organization/Agency
Incomplete applications will automatically be denied assistance.

Organization Information

- **Legal Name of Organization** _____
- **Mailing Address:** _____
- **911 Address:** _____
- **Telephone:** _____
- **Name/Title/Address of Person submitting application:** _____

- **Direct Phone #** _____ **Date of application** _____
- **Is your organization an IRS 501(c) not-for-profit?** Yes _____ No _____

If yes, a copy of letter (Form 501[c]3) from Internal Revenue Service must be attached

- **List number and classification of those served in the following counties during the previous fiscal year:**

<u>County</u>	<u>#Served</u>	<u>Classification (individual/family/group)</u>
Escambia	_____	_____
Baldwin	_____	_____
Conecuh	_____	_____
Monroe	_____	_____

Does agency serve outside the counties listed above? Yes _____ No _____

If yes, please provide the following:

<u>County</u>	<u>#Served</u>	<u>Classification (individual/family/group)</u>
_____	_____	_____
_____	_____	_____

- **Approximately how many clients did you provide services to in 2011?** _____
- **Have you ever received a grant from Southern Pine Electric Trust?**
Yes _____ No _____ **If yes, date of grant:** _____

(Attach copy of grantee report previously submitted)

Request

- Amount of Request: _____
- Project Name: _____
- State purpose of Organization/Agency's Request: (How funds will be used) _____

- List individually other funding sources for this request. Include amounts and whether received, committed, or projected/pending:
Source #1 _____ Amount _____ Status _____
Source #2 _____ Amount _____ Status _____
Source #3 _____ Amount _____ Status _____
- The following **MUST** accompany this application:
 - Organization's Mission Statement or Statement of Purpose
 - Project Description (Specific – 1 page maximum)
 - Project Goals and Objectives (Specific – 1 page maximum)
 - Explanation of how the funds will be used (include cost estimates for contract work or equipment)
 - IRS 501(c) documentation – if applicable
 - List of Board of Directors (include addresses & phone numbers)
 - Latest Annual Report if available
 - Audited financial statements (last 2)
 - Budget & cash flow statements for the current year
 - List of current funding sources
 - Three letters of recommendation from Business Associates (must be familiar with but not affiliated with the organization). These letters must be typed and signed – 1 page maximum.

The information contained in this statement is for the purpose of obtaining funding from the Southern Pine Electric Trust, on behalf of the undersigned. Each undersigned understands that the information provided herein is used to consider the request for funding, and each undersigned represents and warrants that the information provided is true and complete and that the Southern Pine Electric Trust, may this statement as continuing to be true and correct until a written notice of a change is provided. The Southern Pine Electric Trust, is authorized to make all inquiries they deem necessary to verify the accuracy of the statements made herein.

Name of Organization

Representative Signature

Mail completed application & related
Documents to:

Board Officer Signature

Southern Pine Electric Trust
P O Box 528
Brewton AL 36427

Date

Incomplete applications will automatically be denied assistance.

STATE OF ALABAMA

**RELEASE OF LIABILITY AND HOLD
HARMLESS AGREEMENT**

COUNTY OF ESCAMBIA

For and in consideration of the transfer of a thing of value to the undersigned, whether in the form of money, service or personal property conferred by Southern Pine Electric Cooperative Inc or the Southern Pine Electric Trust, the undersigned corporation/partnership, does hereby unconditionally **RELEASE** and forever **DISCHARGE** Southern Pine Electric Cooperative and Southern Pine Electric Trust, and each of their agents, servants, employees, successors and assigns, from and against any and all claims, demands, damages, actions, causes of action or suits of any kind or nature whatsoever, including all injuries, known and unknown, anticipated and unanticipated, both to person and property, which may result from such transfer. The undersigned further agrees to indemnify and hold harmless Southern Pine Electric Cooperative and the Trust, together with their respective agents, servants, employees, successors and assigns, from and against any such claims or liabilities as may be incurred by the undersigned and arising from any such transfer made by either entity.

The undersigned further warrants and acknowledges that no promise or inducement has been offered or made as a condition hereof and that this release and hold harmless agreement is executed without reliance upon any statement or representation made by Southern Pine Electric Cooperative or the Trust or any of their respective agents, servants or employees.

IN WITNESS WHEREOF, the undersigned has hereunto caused this instrument to be executed by its duly authorized representative on this the _____ day of _____, 2012.

A corporation / partnership

Signature: _____

By: _____

Its: _____

STATE OF ALABAMA

COUNTY OF _____

I, _____, a Notary Public, in and for said

County in said State, hereby certify that _____,

Whose name as _____ of _____, a corporation / partnership, is signed to the foregoing instrument and who is known to me, acknowledged before me on this day that, being informed of the contents of the instruments, he/she, as such officer and with full authority, executed the same voluntarily for and as the act of said corporation/partnership.

Given under my hand and seal this _____ day of _____, 2012

Notary Public, _____ County, Alabama

My Commission Expires: _____

**You may have this notarized in any Southern Pine Electric Cooperative Office
Atmore, Brewton, Evergreen and Frisco City**

Organization/Agency Application Checklist

_____ **Completed entire application**

***911 address and P.O.**

Telephone Number

_____ **Attached collateral documents**

***IRS 501[c]3 documentation (if applicable)**

***Copy of previous grantee report (if applicable)**

***Audited financial Statement (last 2)**

***Latest annual report (if available)**

***Budget & Cash flow statements for the current year**

***Copy of Federal Form 990 N for the current year if applicable**

_____ **Project description (Specific – 1 page maximum)**

_____ **Organization’s Mission Statement/Statement of Purpose**

_____ **Project Goal and Objectives (Specific – 1 page maximum)**

_____ **Explanation of use of funds (include cost estimates for contract work or equipment)**

_____ **List of board of Directors (include address/phone number)**

_____ **List of current funding sources**

_____ **Three letters of recommendations**

_____ **Amount requested – Not to exceed limit**

_____ **Signed and dated**

_____ **Signed and Notarized Release of Liability and Hold Harmless Agreement**