**Clay Electric Foundation Guidelines**

*DRAFT 4-11-16*

**SUBJECT:** Guidelines for disbursement of funds through the Operation Round Up program.

# Purpose

To develop a grant selection and disbursement process for charitable purposes. All monies received through Operation Round Up will be allocated through the Clay Electric Foundation, Inc.

# Goal

The goal of Operation Round Up is to address the charitable needs and provide financial assistance to improve the quality of life in the fourteen (14) counties Clay Electric Cooperative serves.

# Guidelines

**Application Process:**

The FOUNDATION Board will determine a meeting schedule and decide how to distribute grants in accordance with the bylaws and guidelines.

* 1. Applying organizations must service counties served by Clay Electric Cooperative: Alachua, Baker, Bradford, Clay, Columbia, Flagler, Gilchrist, Lake, Levy, Marion, Putnam, Suwannee, Union and Volusia.
	2. Applications must include specific dollar amounts and state or indicate specific needs.
	3. All qualified requests must be made using the FOUNDATION’S application form. Incomplete applications will automatically be denied.
	4. Qualified applications will be presented to the FOUNDATION Board for consideration. Some applicants may be asked to make a formal presentation to the Board.
	5. Applicants will receive written notification from the FOUNDATION of action taken within 60 days of the meeting at which the application was reviewed.
	6. When grants are made to charitable organizations, the organizations’ publicity must indicate that they received funds from the Clay Electric Foundation.

*G.* Applicants who gain approval for a grant shall be eligible to apply for another grant 12 months after the date that all grant funds have been disbursed.

H. Approved applicants will be required to sign a commitment contract before funds are disbursed.

I. Previous grant recipients shall provide a detailed report of the funds used and impact on the community to improve quality of life.

#  Eligibility

* 1. The following may apply for grants:
		1. 501(c)( 3) designated organizations
		2. \*Educational institutions
		3. Civic Groups
		4. Community-based organizations
		5. Volunteer organizations
		6. Shelters for human need
	2. Key Focus Areas\*

The following Key Focus Areas should be considered for FOUNDATION grants if the applicant demonstrates their project will strengthen the quality of life in the communities served by Clay Electric Cooperative:

1. **Community Service**

Programs, projects and organizations which are important components of a community’s overall quality of life, with emphasis on public safety, health care, self-sufficiency, and basic human needs.

1. **Education & Youth**

School scholarship and other educational programs and projects outside the scope of traditional education and institution’s normal budget.

Programs that are designed to combat critical social problems affecting children and youth, with an emphasis on children and teens at risk.(i.e. Literacy, emotional development, counseling).

Programs and projects that improve leadership and problem solving skills for youth.

Programs and projects which promote wellness and encourage youth participation in athletics and physical fitness activities.

1. **Disaster Relief**

Programs and projects to provide disaster relief and food, clothing, shelter, medical care, clean-up, repairs and reconstruction in an emergency following an accident, a severe storm or other causes.

# \* These lists are not exhaustive, but are to be used as a guide.

1. **Exclusions**

Grants will not be made to:

* 1. Individuals.
	2. Organizations that discriminate based on race, color, religion, gender, disability or national origin.
	3. Churches and religious organizations; however, requests for church-affiliated programs will be considered when there is a direct community impact involved and one of the approved key focus areas is satisfied.
	4. \*To schools and preschools, except for programs that they may provide outside the scope of traditional education and the institution’s normal budget, which meet one of the approved key focus areas.
	5. To lobbying groups or political campaigns or causes.
	6. To for-profit organizations.

# Grant Range

* 1. Grants for groups, organizations or entities are generally limited to $15,000 in a 12-month period.
	2. For grants exceeding generally established limits, the FOUNDATION Board may, by a two-thirds (2/3) vote of the entire Board, make expenditures on behalf of those eligible in Section IV when the Board determines the grant is in keeping with the purpose and spirit of the FOUNDATION and this set of guidelines.

# Contributions Administration and Funding

* 1. The FOUNDATION shall operate in compliance with Section 501 (c)(3) of the Internal Revenue Code.
	2. Funding for the FOUNDATION may come from the following sources:

 1. Participating members of Clay Electric Cooperative Operation Round up®.

# Foundation Board Responsibility

The FOUNDATION Board shall:

* 1. Determine a meeting schedule for application review.
	2. Decide how grants will be distributed in accordance with the FOUNDATION bylaws and guidelines.
	3. Be responsible for interpreting these guidelines.
	4. Be thoughtful, diligent and expedient in review of applications, but not obligated to approve applications in any set time frame.