

Application Procedures for Operation Round Up Grant Funding

NO HANDWRITTEN APPLICATIONS WILL BE ACCEPTED

South River Electric Membership Corporation administers Operation Round Up through the Community Assistance Corporation.

SPECIAL EVENT/FOUNDATION PROJECT

This application is **ONLY** for special community-based events (i.e. festivals, fundraisers, etc.) and non-profit foundation projects (i.e. hospital imaging equipment, facility upgrades, etc.) up to \$10,000. One **SPECIAL EVENT/FOUNDATION PROJECT** will be granted per quarter.

General Information:

- Organizations in Harnett, Cumberland, Sampson and Johnston may be funded once per 12-month period to support special community-based events or non-profit foundation special projects.
- Operation Round Up grants are awarded by the Community Assistance Corporation each calendar year in March, June, September and December.
- Notification of funding will be made by the last day of the funding month. For example, if you apply for the September distribution, your organization will be notified by the last day of September if it has or has not been awarded a grant.
- The appropriate application must be completed on the form provided. Packets submitted with re-created applications for “see attached” will be disqualified.
- Individual churches will not be considered for funding. Only religious-based programs that are collaborative community-based efforts among multiple churches or groups.
- Application must be the first sheet of the packet.

Proposal Letter

The grant application must include a proposal letter along with the grant application and requested attachments. The proposal letter should be brief and concise, not to exceed two pages, single spaced, and should be signed by a designated representative.

The letter should include:

- An introductory description of the program and its impact on the community- be sure to include as much detail as possible the specific reason for your request (counties and areas included) and the number of people your project will affect. ***Do not include these guidelines pages with packet.***
- The amount of funding requested and the amount of the program/project budget.
- The need and specific population (including age, gender, and cultural background) which the program addresses.
- Specific objectives of the program/project and how success will be measured.
- Relationship of program/project to other services in the community, which may be designed to meet the same or similar needs.
- Other sources of funding pending (and when the funding may be received) and amounts already committed.

CHECKLIST:

- ☐ Please be sure your proposal letter contains all the information outlined in the basic instructions and appropriate signatures (place behind application).
- ☐ Attach copy of IRS letter indicating tax-exempt status and/or Federal ID Number.
- ☐ Attach list of current board of directors.
- ☐ Attach copy of most recent and previous year's operational budget/ financial statement (to

Incomplete applications will automatically be denied.

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include expenditures and income – NOT tax forms)

- ☐ Attach a *detailed, itemized budget* to support your request.
- ☐ Attach appropriate bids, estimates, and bills directly relating to request.
- ☐ Include photos of event, equipment or building specs (for capital improvement projects)
- ☐ *Please send the complete application packet in a single combined PDF to sremc@sremc.com.*

For more information, contact the Vice President of Member Services and PR at sremc@sremc.com or 910.230.2982.



South River Electric Membership Corporation

A Touchstone Energy® Cooperative 



SPECIAL EVENT/FOUNDATION PROJECT

Date of Application

Web Address

Legal Name of Organization

Complete Mailing Address

Name/Title/Address of Project Contact

Contact phone #

E-mail

Amount of Request \$

Event/Project Name

County in which Project Services are provided

The information contained in this application is for the purpose of obtaining funding from the Community Assistance Corporation on behalf of the undersigned. Each undersigned represents and warrants that the information is true and complete and that the Community Assistance Corporation may consider this information is true and correct until a written notice of change is provided. The Community Assistance Corporation is authorized to make all inquires deemed necessary to verify the accuracy of the information.

Date

Authorized Signer's Electronic Signature

* Completion of complete name serves as an electronic signature.