



COTTON ELECTRIC

CHARITABLE FOUNDATION

226 North Broadway • Walters, OK 73572 • (580) 875-3351

Application Instructions

1. Please complete all sections of the application. If an item is not applicable to your organization, please make note in the space provided.
2. If you are exempt from income tax, please attach verification such as a copy of letter 501(c)3 from the Internal Revenue Service or an explanation of why your organization is considered to be exempt.
3. Please include a recent financial statement. If your organization completes an annual audit, please attach a copy with your application.

If your organization does not complete an annual audit, please attach a copy of your treasurer's report and bank statements to verify your source of funding, funds available, etc.

4. Please be specific when describing how the funds will be used if approved and attach price estimates if available.

Grant Application Guidelines

Geographic Focus

The Cotton Electric Charitable Foundation (the "Foundation") provides funds for Charitable purposes within the service area of Cotton Electric Cooperative, Inc. (CEC)

Grant Cycles

Grant applications are reviewed quarterly. Applications are to be received in the CEC offices by the close of business 14 days before the quarterly meeting of the Foundation board of directors.

Grant Amounts

Grants to any group, organization, charity or similar organization will not exceed \$10,000 and grants to individuals will not exceed \$2,500.

SCHOOL REQUIREMENT

All applications for grants benefitting schools require the signature of the school superintendent. This includes applications submitted by booster clubs, parent-teacher organizations and other school-related groups, teachers and principals. This requirement was established to ensure coordinated communication on projects that fit a school district's priorities.

Categories of Assistance

1. Communities

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

2. Education and Youth

- Programs and projects designed to combat critical social problems affecting youth, particularly children and teens at risk.
- Programs and projects that promote youth wellness.
- Programs and projects that work to provide supplemental materials and equipment for schools.
- Programs and projects to enhance school facilities.

3. Seniors

- Programs and projects to support organizations and the facilities serving senior citizens.

4. Volunteer Fire Departments

- Programs and projects to enhance volunteer fire department facilities and vehicles.
- Equipment and gear purchases and upgrades.

5. Individuals

- An individual or family in need of assistance may request a grant. Examples of need conditions may include the consequences of a disaster, catastrophic illness, or permanent disability.
- Individual applications must include a letter of referral from a sponsoring group such as a church, civic organization or other group wanting to raise funds for the individual.

The Foundation will not consider requests for general operating funds, capital campaigns or support for salaries. The Foundation prefers requests for program needs.

The Foundation will not consider requests for the benefit of an individual or family unit unless the application includes a letter from a sponsoring group. Grants will be issued to the sponsoring group.

Applicant Eligibility

1. Contributions will generally be made only to not-for-profit organizations that have been granted tax-exempt status by the Internal Revenue Service; and to civic-based entities.
2. The organization must contribute to the community's health and/or welfare.
3. The organization's services must be non-discriminatory in nature.
4. Activities affiliated with a religious organization with a secular community designation are eligible for the Foundation's consideration of support. *A secular designation is defined as an organization separate from the church or religious organization that provides services to people regardless of their religious beliefs and does not propagate a belief in a specific faith. (Example: A food bank that is a separate 501(c)(3) organization from a church and provides food and meals to anyone who qualifies for services, regardless of religious belief.)*

Evaluation Factors

1. The following factors will be considered in the evaluation of all funding requests:
 - Potential benefit to residents of the CEC service area and the entire community.
 - Prior contribution level of Foundation or community support for the program or project or the organization requesting the funds.
 - Fiscal and administrative capability of the organization to deliver a quality service or program.
 - Results that are predictable and can be evaluated.
2. The Foundation's Board of Directors shall evaluate all funding requests and determine whether to issue a grant for all or a portion of the funds requested.

Project Timing

Request for funding should state whether the funds are intended for ongoing operations or for a specific project that will terminate at some point in the future. Whenever possible, requests for funding should be for projects that will be completed within 12 months following the Foundation's approval of the grant application.

Contingent Grants

In the case of a grant application's being a part of a large fundraising effort, the Foundation may choose to make a grant contingent upon the requesting organization raising the remaining funds. Grant recipient will be required to submit documentation showing the additional funds are in place before the Foundation releases the funds earmarked for the project. The Foundation will hold the funds for no more than one year.

Public Relations

Basic information about grants issued by the Foundation to an organization will be publicized. Information will include the name of the grant recipient, a description of how the funds will be used and the amount of the grant.

Occasionally, an organization and grant project will be highlighted more in-depth in publicity and public relations efforts by Cotton Electric Cooperative. Selection of organizations and projects to be featured is at the sole discretion of CEC.



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1. Name of Organization: _____

2. Address: _____
Street or Post Office Box

City

State

Zip

3. Phone No. _____
Daytime Number Alternate Number

4. Contact Person: _____
Name Title

Email Address

5. Is organization requesting funding exempt from payment of income tax:
Yes ___ No ___ If yes, please attach a copy of letter (Form 501(c) 3) from the
Internal Revenue Service.

6. A copy of your W-9 form from the Internal Revenue Service should be provided.

a. W-9 attached: _____

7. A copy of financial statement(s) for most previous year should be provided.

a. Statement(s) attached: _____

8. Number of individuals, families or groups served in Caddo, Carter, Comanche,
Cotton, Grady, Jefferson, Stephens and Tillman counties last year: _____

9. Does agency service outside Caddo, Carter, Comanche, Cotton, Grady, Jefferson, Stephens and Tillman counties? If yes, where?

10. State purpose of organization's/agency's request. Include amount requested and specifics of how funds will be used. Attach supporting documents such as estimates and invoices showing costs.

11. List other sources of funding for use of request as described in the above:

12. How are the organization's/agency's programs measured for effectiveness?

13. Please list three references (May not be a director or employee of Cotton Electric Cooperative or the Cotton Electric Charitable Foundation).

Name	Phone	
Email	City	State
Name	Phone	
Email	City	State
Name	Phone	
Email	City	State

The information contained in this statement is for the purpose of obtaining funding from the Cotton Electric Charitable Foundation, on behalf of the undersigned. Each undersigned understands that the information provided herein is used in deciding grant funding, and each undersigned represents and warrants that the information provided is true and complete and that the Cotton Electric Charitable Foundation may consider this statement as continuing to be true and correct until a written notice of a change is provided. The Cotton Electric Charitable Foundation is authorized to make all inquiries they deem necessary to verify the accuracy of the statements made herein by the applicant or those making referral.

Signature of Representative **Date**

All application for grants benefitting schools require a signed letter of support from the superintendent on school letterhead. This includes applications submitted by booster clubs, parent-teacher organizations and other school-related groups, teachers and principals. The requirement was established to ensure coordinated communication on projects that fit a school district's priorities.

Is this application for a school?

Yes___No___ If yes, please attach a signed letter of support from superintendent on school letterhead.

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <hr/> <p>2 Business name/disregarded entity name, if different from above</p> <hr/> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p> <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate </p> <p> <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. </p> <p> <input type="checkbox"/> Other (see instructions) ▶ _____ </p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <hr/> <p>6 City, state, and ZIP code</p> <hr/> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p> <hr/>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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