



Victoria Electric Cooperative, Inc. Community Development Program

Grant Application Instructions and Form

ABOUT THE PROGRAM

Texas legislation was passed allowing electric cooperatives to use escheated funds for rural scholarships, economic development and energy efficiency. Therefore, Victoria Electric Cooperative, Inc. (VEC) has created an economic development fund. Our mission is to stimulate growth in the communities we serve, through a mutual excitement and understanding of the cooperative spirit, empowering organizations to work together to make a difference for generations to come.

The Community Development Program provides grants from this economic development fund for capital projects that support community and economic development and will be of significant benefit to VEC members and the public. VEC awards the grants to local governments and non-profit groups such as civic organizations, schools, volunteer fire departments, libraries, emergency medical services, museums and historical associations within the counties served by VEC.

Eligibility Requirements

Most local governments and non-profit organizations in the counties served by VEC are eligible to apply for a VEC Community Development grant.

Projects must meet the following criteria to be eligible for a Community Development Grant:

- Projects must be for capital improvements.
- Grant applicant must be the property owner where the project is located.
- Projects must be within the counties served by VEC (see list of eligible counties).
- Projects must be of significant benefit to VEC members.
- Grants of \$2,500 or more require a minimum 50 percent match of the total project cost; matching funds must be documented in the application.
- For grants above \$2,000, the grant recipient must post signage that clearly, permanently and publicly acknowledges the sponsorship of VEC at the site of the project.
- The project must be maintained for the public purpose for which the grant was awarded.
- Grant applications must be signed by the chief executive officer of the organization requesting the grant.
- Grant recipients must allow VEC to take and publicly post pictures of the grant being awarded.
- The project must be completed within 12 months of the date the grant is awarded.
- Upon completion of the project, the grant recipient must submit a final report with a photograph of the completed project.
- Failure to complete the project on schedule or abide by the terms of the agreement may result in VEC requiring the recipient to return the grant.

The types of projects that are **not** eligible include: completed projects; religious or church-sponsored facilities that can only be used by church members; social service projects; land acquisition projects; program operating costs; debt-reduction campaigns; seminars and conference fees; computer equipment or software; most functions carried out by a taxing entity; appliances; office equipment; and batteries for equipment.

Those ineligible to receive grants include: for-profit entities, individuals, professional associations and non-profit organizations limited to group membership.

COUNTIES IN WHICH VEC COMMUNITY DEVELOPMENT GRANTS MAY BE AWARDED

Calhoun	Dewitt	Goliad
Jackson	Refugio	Victoria

MAXIMUM GRANT AMOUNTS AND PROGRAM GOALS

Two-thirds of the grant money is available for grants of \$2,000 or less, while one-third of the grant money is available for grants up to \$5,000. Emphasis is placed on projects that align with our program goals:

- Encourage economic diversity;
- Contribute to the health and development of a community to improve the attractiveness of the community to public and private enterprises; or
- Improve the quality and/or quantity of services essential for the development of viable communities and economic growth, including services related to education, community planning, recreation, health care, public safety, employment, training or transportation.

APPLICATION INSTRUCTIONS

The following documents are required for a complete application. Please do not send information that was not requested and do not send binders. Submit three packets of paperwork (one original and two copies). Please clip each packet of requested information together. Do not staple.

- Copy of organization's State of Texas or IRS determination letter, if applicable
- Application form (attach additional pages if necessary)
- Most recent IRS Form 990, if applicable
- Financial statement
- Program narrative
- Budget summary (include vendor quotes or estimates and a copy of balance sheet or current bank statement)
- Project timeline, including the estimated completion date of all phases of the project
- Pictures of the project, if applicable
- List of elected body or board of directors for the requesting organization, including names, current email addresses and phone numbers (please notify us if there are changes on your board after you submit your application)

NOTE: All potential applicants are encouraged to contact us for more information regarding eligibility requirements before submitting an application as some of the requirements may have changed.

GRANT APPLICATION PROCESS

VEC determines annually if funding is available for Community Development grants. In years which funds are available, grants will be awarded once a year.

Applications received by the deadline are reviewed by VEC staff. Grants are awarded by an Awards Committee comprised of ten (10) members, one from each of the cooperative's districts who are selected by the board of directors. All decisions made by the committee are final and cannot be appealed. Grants awarded may be lower than the amount requested, depending on the number and types of projects being funded.

Grant recipients are notified by VEC staff. A grant check will be distributed following the execution of a letter of agreement with the recipient. The number of grant applications received will likely exceed available funding. Eligible applicants who do not receive a grant due to funding limits may reapply during future grant cycles. Decisions regarding awarded grants are within the sole discretion of the Community Development Review Committee and may not be appealed. Communicating with members of the Community Development Review Committee about a pending grant application is not allowed. An entity receiving a grant must wait a full 24 months following the official close out of the previous grant before it is eligible to submit for another project.

Where to submit applications and questions

Submit completed applications in person or by mail to:

Victoria Electric Cooperative, Inc.

Attn:

P.O. Box 2178

Victoria, Texas 77902

Phone: 361-573-2428

Email:

DO NOT FAX OR EMAIL APPLICATIONS

When to submit applications: April 1

Applications must be received – not postmarked – by 5 p.m. on the day of the deadline. If the deadline falls on a weekend or holiday, it will be extended to the next regular business day. Application reviews take approximately 10 weeks to complete from the deadline until funding. Be sure to take this into account when planning your project. Late applications, incomplete applications or improperly completed applications will be ruled ineligible. Staff can review draft applications and provide feedback if submitted at least three weeks in advance of the deadline. Grant decisions will be announced in June.

SECTION TWO

The project narrative is an important section of the application. Each section must be clear and concise.

- Answer all section in the order listed.
- Number all pages of the project narrative.

A. The project narrative must include the following:

- An overview of the project.
- How the VEC Community Development grant will be used.
- How the project will positively impact or benefit the region, county or community.
- The project's economic impact, such as increased tourism, or permanent jobs created or retained.
- Who will maintain the overall project, both during and after completion.
- Documentation of approved funding from other sources.
- Whether or not the requested funds will enable the completion of the overall project or whether additional funding is needed.
- In-kind contributions to the project and dollar value (contributions of \$1,000 or more require documentation).

B. Provide a detailed budget summary with itemized costs and funding sources (see example), including:

- Breakdown of project costs (include vendor quotes or estimates).
- Amount of VEC Community Development grant requested.
- Applicant's contribution or matching funds.*
- Federal, state or municipal funding.*
- Local funding.*
- In-kind contributions.*
- Other funding.*

*Indicate whether funds are projected, requested, already committed or raised. Include documentation.

Attach Sections One and Two with other requested documentation. Do not send information that was not requested and do not use binders. Submit three packets or paperwork (one original and two copies). Please clip each packet of requested documentation together. Do not staple.

SAMPLE BUDGET SUMMARY

Budget Summary of Project Costs

Organization Name

Project Title

Expenses	VEC Funds	Organization Name	Total
A/C unit	\$800	\$1,700	\$2,500
Electric Wiring	\$200	\$2,500	\$2,700
Steel for slab	\$1,000		\$1,000
Metal building		\$9,000	\$9,000
In-Kind Contributions			
Alamo Concrete		\$4,000	\$4,000
VEC Grant	\$2,000		
Matching/In-Kind Share		\$17,200	
Total Project Cost			\$19,200

Budget Summary must be broken out in the above format.

VEC Funds Column equals the amount you are requesting that the VEC grant funds will cover.

Organization Name column equals the amount your company will contribute. (This includes in-kind contributions. Documentation must be provided).



AMOUNT REQUESTED	TOTAL PROJECT COST
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APPLICANT INFORMATION

Legal Name of Organization: _____
 Doing Business As (if applicable): _____
 Physical Address: _____
 Mailing Address: _____
 City: _____ Zip: _____ County: _____
 Phone: _____ Tax ID Number: _____
 Web Address: _____

Primary Contact Name Mr. Ms. Mrs. _____
 Mailing Address: _____
 City: _____
 Phone: _____ Email: _____

Secondary Contact Name Mr. Ms. Mrs. _____
 Mailing Address: _____
 City: _____
 Phone: _____ Email: _____

Mail should be sent to: Organization Address Primary Contact Address

ORGANIZATION INFORMATION

Year Founded: _____
 Mission Statement: _____

Geographic Area Served (Specific to this proposal): _____

TAX EXEMPT STATUS

501(c) () Are you required to file a Form 990? Yes (provide) No
 Using a fiscal agent sponsor
 Name of fiscal agent sponsor: _____
 Tax ID of fiscal agent sponsor: _____

This application must be signed by the chief executive officer or administrator of the organization requesting the grant, such as a city manager, executive director, general manager, board president or school superintendent.

To the best of my knowledge and belief, all documentation in this application is true and correct.

Name of person authorizing the application (typed or print):
 Mr. Ms. Mrs. _____
 Title: _____ Phone: _____
 _____ Date: _____
 Signature of person authorizing the application

NOTE: Grants of \$2,500 or more require a minimum 50 percent match of the total project cost.

Will the requested grant funds enable the completion of the overall project?
 Yes No

Are any in-kind services being offered through another VEC department for this project?
 Yes No

If yes, please provide a contact name, describe the service, and state the dollar value of this service: _____

Does the requesting organization have a reserve/operating fund?
 Yes No

How much money is the fund?

If the fund is not being used, please explain why: _____

Project title: _____

Physical address of project: _____

Name of property owner: _____

Population of the community where project is located: _____

