



Medina Electric Cooperative (Medina EC)

COMMUNITY EMPOWERMENT PROGRAM

ABOUT THE PROGRAM

The Community Empowerment Program (CEP) provides grants for capital projects that support community and economic development and will be of significant benefit to Medina EC members and the communities within the 17 counties the co-op provides power.

Emphasis is placed on projects that align with our program goals to:

- 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.

MAXIMUM GRANT AMOUNTS AND PROGRAM GOALS

A maximum of \$10,000 will be awarded in 2019.

- \$5,000 is available for one application.
- The remaining \$5,000 will be awarded to remaining applications that meet minimum requirements listed below, as determined by the CEP committee.
- Note, it is possible that applications that meet the minimum requirements list below will not be awarded CEP monies.

ELIGIBLE ORGANIZATIONS AND REQUIREMENTS

Organizations that are eligible for consideration include:

- Local governments
- Non-profits, such as:
 - Civic Organizations
 - Volunteer Fire Departments
 - Emergency Medical Services
 - Schools
 - Libraries
 - Museums/Historical Associations

Projects must meet the following criteria to be eligible for a CEP grant:

- Organization must operate within and the project the grant monies will be used for must be within one or more of the 17 counties served by Medina EC (MedinaEC.org/Service-Area).
- Projects must be for capital improvements (for this grant, capital improvements include vehicles).
- Organization must be the property owner where the project is located.
- Grants requesting \$2,500 or more require a minimum 50 percent match of the total project cost; Matching funds must be documented in the application.
- The project must be maintained for the public purpose for which the grant was awarded.
- The 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.

Organizations that are awarded CEP grant monies must adhere to the following:

- The project must be completed within 12 months of the date the grant is awarded.
- For grants above \$2,000, the grant recipient must post signage that clearly, permanently and publicly acknowledges the sponsorship of Medina EC at the site of the project.
- Grant recipients must allow Medina EC to take and publicly post pictures of the grant being 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 Medina EC requiring the recipient to return the grant.

INELIGIBLE ORGANIZATIONS AND PROJECTS

Organizations that are ineligible for CEP grants include:

- for-profit entities
- non-profit organizations limited to group membership
- individual, professional associations

Types of projects that are not eligible include:

- completed projects (*on or before July 1, 2019*)
- facilities that can only be used by members
- program operating costs
- land acquisition projects
- seminars and conference fees
- debt-reduction campaigns
- appliances
- computer equipment or software
- office equipment
- most functions carried out by a taxing entity

APPLICATION DEADLINE AND INSTRUCTIONS

Complete CEP applications must be submitted online 5 pm on Monday, April 1, 2019. Applications that are incomplete, mailed or hand delivered to any Medina EC office will not be considered.

The CEP applications requires information regarding the organization requesting the grant and the project the organization is requesting a CEP grant for. Below is a breakout of some of the different pieces of information requested on the application:

A. Organization Description

Provide a description of the purpose of the organization and its impact on the community/communities it serves. Be sure and include:

- The year the organization was founded.
- The goal/purpose of the organization in the lives of those it serves.
- Copy of organization's State of Texas or IRS determination letter, if applicable.
- If the organization is a 501(c) and if so, which type (i.e., 501(c)3).
- If the organization is required to submit a IRS Form 990 and, if required, include a copy of the most recent submitted form.
- List of elected body or board of directors for the requesting organization.

B. Project Narrative

Provide an overview of the project, including:

- Include the project timeline and the anticipated completion date.
- How the Medina EC CEP 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.
- Whether or not the requested funds will enable completion of the overall project or whether additional funding is needed.
- Pictures of the project, if applicable.

C. Budget Summary

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

- Breakdown of project costs (include vendor quotes or estimates).
- Financial Statement (a copy of balance sheet or current bank statement).
- * 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.



**COMMUNITY
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2019 Sample Budget Summary

Budget Summary must be broken out in the format below.

Medina EC Funds column = amount you are requesting that the CEP Grant funds will cover.

Organization Name column = amount your organization will contribute. *(This includes in-kind contributions. Documentation must be provided).*

Budget Summary of Project Costs

**Organization Name
Project Title**

Expenses	CEP Funds	Organization Funds	Total
A/C unit	\$800.00	\$1,700.00	\$2,500.00
Electric Wiring	\$200.00	\$2,500.00	\$2,700.00
Steel for slab	\$1,000.00		\$1,000.00
Metal Building		\$9,000.00	\$9,000.00
In-Kind Contributions			
Brush Country Concrete		\$4,000.00	\$4,000.00

CEP Grant	\$2,000.00		
Matching/In-Kind Share		\$17,200.00	
Total Project Cost			\$19,200.00

ADDITIONAL INFORMATION AND QUESTIONS

Staff can review draft applications and provide feedback if submitted at least three weeks before the deadline.

Applications that meet the minimum requirements are reviewed by the CEP committee. The committee determines which applications are awarded monies and how much the grant will be for. Grants awarded may be lower than the amount requested, depending on the number and types of projects being funded. Grant decisions will be announced in June.

Decisions regarding grants are within the sole discretion of the CEP committee and may not be appealed. Communicating with members of the CEP committee about a pending grant application is not allowed.

An entity receiving a grant must wait 24 months following the official close out of the previous grant before it is eligible to submit for another project.

If you have any questions please send an email to MyCoop@MedinaEC.org or call 1-866-MEC-ELEC (632-3532), ext. 1051.