

## **Frequently Asked Questions about a Choptank Electric Trust Grant**

### **What is the purpose of the Choptank Electric Trust?**

*The Choptank Electric Trust is a charitable program funded by Operation Round Up contributions from members of the cooperative. Grants are designed to provide financial assistance for community, educational and charitable purposes within the nine counties of the Eastern Shore of Maryland. Choptank Electric members participate by "rounding up" their monthly electric bills to the nearest dollar. The Trust board meets monthly to review applications and distribute funds for charitable needs.*

### **How do I obtain an application? Is there a fee? Do I have to be a member of Choptank Electric?**

*Applications for individual s and organizations are available at Choptank offices in Denton, Salisbury and Berlin or online at [www.choptankelectric.coop](http://www.choptankelectric.coop), click on Member Services, then scroll down to Operation Round Up. You may also call 877-892-0001 to request an application to be mailed. There is no fee and you do not have to be a Choptank Electric member to apply.*

### **What is the difference between an individual application and an application for an organization?**

*Individuals may apply for up to \$2,500 in a 12-month period. Organizations may apply for up to \$10,000 in a 12month period. In both cases, we ask any funds awarded be used within a 90-day period from the time the application is approved.*

### **What happens after I apply?**

*The Trust Board representative from your county receives a copy of the application, reviews the application and reports to the full board for discussion. The application will be returned to you if it is not complete when received.*

### **What is required to be eligible for a grant?**

*The application must be received at the Trust office at Choptank Electric in Denton no later than the last day of the month in order to be reviewed the following month. The application may be delivered in person, mailed, emailed or faxed. The application must be completely filled out and signed. No applications are accepted by phone. Two estimates are normally required with an application. If there is an extraordinary circumstance where only one estimate can be obtained, additional information explaining the situation will be required. The applicant must be a resident of one of the following Maryland counties: Caroline, Cecil, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico and Worcester.*

### **Are there specific items not eligible?**

*Trust policy is to not award grants for: A candidate for political office or for any political purpose; ongoing operating costs, including salaries; past due invoices; utility expenses, rent or mortgages.*

### **Do you reimburse for expenses I've already paid?**

*Operation Round Up does not reimburse expenses already paid. Whenever possible, any funds awarded are paid directly to the vendor who supplies the needed service and not to the applicant.*

### **What if there is an emergency situation that cannot wait until the next board meeting?**

*Contact the Trust office in Salisbury and speak with Laurie Bireley, board liaison, at 877-892-0001 ext. 7733. Explain the emergency and Mrs. Bireley will contact the Executive Committee of the board for further action.*

### **How do I learn of the board's decision on my application?**

*You will receive a letter as soon as possible following a board meeting informing you about the decision. Please do your part in the process by supplying the board with a completed application, two estimates/bids and any additional information that might help the board in making its final decision.*

### **What if I still have questions?**

*Laurie Bireley is the Trust liaison to the community. Contact her at 877-892-0001, ext. 7733 or [laurieb@choptankelectric.coop](mailto:laurieb@choptankelectric.coop).*