



East Central Energy Trust  
**Operation Round Up**<sup>®</sup>  
P.O. Box 39  
Braham, MN 55006  
Phone: 1-800-254-7944

## **OPERATION ROUND UP<sup>®</sup> GRANT GUIDELINES**

### **PURPOSE**

Funds for Operation Round Up are voluntarily donated by East Central Energy members. Operation Round Up contributions will be used primarily in the local area served by the cooperative for charitable and educational purposes.

### **ELIGIBILITY**

1. Contributions will generally be made to non-profit, civic or community-based organizations that demonstrate a commitment to enhance the quality of life in the region.
2. Projects should fit in one or more of these categories: Community Service, Economic Development, Education and/or Youth, Energy Assistance, Environment, Disaster Relief.
3. Applications must be submitted on Official Operation Round Up Application forms.

### **RESTRICTIONS**

1. Contributions will generally be made only to non-profit organizations that have been granted tax-exempt status under IRS Code Section 501(c) ( ).
2. Contributions will generally not be made for:
  - a. Lobbying, political and religious organizations or highly sensitive/controversial events.
  - b. Veteran, fraternal and labor organizations.
  - c. Fundraising dinners, raffles and other events.
  - d. Individuals.
  - e. Capital fund campaigns.
  - f. National fund drives.
  - g. Advertising.
  - h. On-going operational expenses.
  - i. Grants will not normally exceed \$10,000 for any one group, organization or charity.

### **EVALUATION FACTORS**

1. The following factors will be considered in the evaluation of all funding requests:
  - a. Potential benefit to area residents and the entire community.
  - b. Level of community support for the program or project.
  - c. Administrative capability of the organization to deliver quality service or program.
  - d. Results that are predictable and can be evaluated.

### **REQUIREMENTS / CHECKLIST**

- Completed application form.
- Completed budget form showing how requested funds will be spent.
- Copy of 501(c) ( ) or non-profit status letter.
- Copy of IRS 990 for the previous year must be provided.

**Applications not meeting all of these requirements will not be considered.**

**Questions:** Call Julie Johnson, at 763-689-8046, or 1-800-254-7944, or e-mail [julie.johnson@ecemn.com](mailto:julie.johnson@ecemn.com).

**East Central Energy Trust  
Operation Round Up® Application Form**



**Application deadline is 4 p.m. March 27, 2012.**

**This form must be used in submitting your application. Do not alter the form in any way.**

**An incomplete application will not be considered.**

**Questions:** Call Julie Johnson at 1-800-254-7944, ext. 8046.

**PROFILE INFORMATION**

Applicant Organization: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ County \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Has organization ever applied for or received an Operation Round Up grant?  Yes  No

**If yes, include most recent date grant was received and what project was funded.**

\_\_\_\_\_

Are you a qualified tax-exempt organization?  Yes  No

**If yes, select tax-exempt status:**  501(c) ( ) ◀(insert no.)  4947(a)(1) or  527

**Grant amount requested from ECE Operation Round Up:** \_\_\_\_\_

What would this funding pay for?

\_\_\_\_\_  
\_\_\_\_\_

If Operation Round Up were only able to fund a portion of the amount requested, would the project be able to proceed?  Yes  No

**PROJECT DESCRIPTION**

Project title: \_\_\_\_\_

Geographic area to be served by project:

\_\_\_\_\_  
\_\_\_\_\_

Is area served by a utility other than East Central Energy?  Yes  No

Statement of project purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What are the benefits to the community or area?

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Number of people in the community who will benefit from this project: \_\_\_\_\_

Project start date: \_\_\_\_\_ Project end date: \_\_\_\_\_

Other revenue sources and/or demonstrated community support for the project:

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What are your measurements of success for this project?

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Number of people in organization that are currently enrolled in Operation Round Up program. \_\_\_\_\_ *(list names and addresses on separate sheet of paper)*

**Grants will be awarded only one time per year for any organization.**

Include a copy of Affirmative Action Certification for organizations with 40 or more employees.

**FINAL REPORT**

*If this application is approved for funding it is agreed and understood that the Operation Round Up final report form is completed and returned to the Trust Board along with a statement including actual income and expenses for the project, no later than 60 days after project completion. Organizations will not be eligible for future grants if the final report is not turned in.*

The information contained in this statement is for the purpose of obtaining funding from the East Central Energy Trust on behalf of the undersigned. Each undersigned understands that the information provided herein is used to decide grant funding and represents and warrants that the information provided is true and complete and that the East Central Energy Trust may consider this statement as continuing to be true and complete until a written notice of a change is provided. The East Central Energy Trust is authorized to make all inquiries it deems necessary to verify the accuracy of the statements made herein.

NAME OF ORGANIZATION \_\_\_\_\_

ORGANIZATION OFFICIAL \_\_\_\_\_

DATE \_\_\_\_\_

## PROPOSED BUDGET

**Project expenses** (round all figures to the nearest whole dollar)  
List any expenses applicable to your grant request.

1. Salaries and wages (employees and volunteers of the applicant): Title or type of employee	Time devoted to project (hours)	Amount
<b>Total Salaries</b>		<b>\$</b>

2. Items to be purchased:	Amount
<b>Total Supplies</b>	<b>\$</b>

3. Travel, transportation and subsistence:	Amount
<b>Total Travel</b>	<b>\$</b>

4. Other (rental of space or equipment, printing)	Amount
<b>Total Other</b>	<b>\$</b>

<b>A. Total project expense (1+2+3+4)</b>	<b>\$</b>
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**Project revenue** (Report all sources and dollar amounts for this project only.)

Grants are looked upon more favorably if other sources have been solicited. This enables the board to determine the legitimacy of the project/event. Letters of recommendation and support from community leaders are strongly encouraged.

1. Cash sources (cash on hand budgeted for this project):	Amount
<b>Total Cash</b>	<b>\$</b>

2. Other grant sources (do not include this Operation Round Up request)	Funds received? Yes or No	Amount
<b>Total grants</b>		<b>\$</b>

3. Earned income as it relates to your event or project (memberships, fees, ticket sales, etc.)	Amount	
<b>Total income</b>		<b>\$</b>

4. In-kind contributions (note: an organization cannot make an in-kind donation to itself)	Amount	
<b>Total in-kind</b>		<b>\$</b>

<b>B. Total project revenue (1+2+3+4)</b>	<b>\$</b>
<b>C. Amount requested from ECE Operation Round Up</b>	<b>\$</b>
<b>D. Total support for the project (B+C)</b>	<b>\$</b>

**Total project expenses (A) must be equal to total support for the project (D).**

**Return completed forms along with letters of recommendation/support and other required documentation to:**

Julie Johnson  
 East Central Energy  
 P.O. Box 39  
 Braham, MN 55006