

# Operation Round Up Guidelines

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## About Operation Round Up

The MiEnergy Cooperative Trust is funded by voluntary Operation Round Up contributions from members of MiEnergy Cooperative. The small change from rounding up electric bills is pooled together for contributions to charitable and educational purposes primarily within the cooperative's service territory.

The Trust Board reviews applications twice a year: March and September. Application deadlines are February 15 and August 15. Applications must be postmarked by these dates, or turned in to MiEnergy Cooperative, 24049 Highway 9, PO Box 90, Cresco, IA 52136 by the close of business (4 p.m.) on the deadline date to be eligible for consideration. Emergency submissions will only be considered at the discretion of the board.

## Funding

In general, the board will consider making donations to:

- Programs, projects and equipment which are important components of a community's overall quality of life in our local area.
- Community-based environmental education programs and projects.
- Programs and projects that enhance the cultural environment of communities in our local area.
- Hardship relief (food shelves, crisis centers, emergency assistance, energy assistance, disaster assistance, etc.)
- Youth programs designed to combat critical social problems affecting children and youth
- Organizations with programs to assist disadvantaged children and youth.

## Limitations

Contributions will generally **not** be made for:

- Lobbying or political organizations.
- Fraternal and labor organizations.
- Fund-raising dinners, raffles and other similar events.
- Capital fund campaigns.
- Advertising or marketing campaigns.
- On-going operational expenses.
- Uniforms.
- Athletic equipment.
- Transportation.
- Projects substantially completed by the time the application is made.

## All application decisions:

- Are based on need.
- Give priority to cooperative members.
- Are based on the availability of funds.

## Evaluation factors

The following factors will be considered in the evaluation of all funding requests:

- Potential to benefit area residents and entire community or local area.
- Level of local support for the program or project.
- Results that are predictable and that can be evaluated.
- Administrative capability of the organization to deliver quality service or program.
- Lower priority given to applicants that have the power to levy.

## Requirements

- Complete application form.
- Provide detailed budget demonstrating how the grant funds will be spent and sources and/or uses of existing project/program funds.
- Submit a copy of the IRS tax-exempt letter, if appropriate.

# Operation Round Up Grant Application

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## PROFILE INFORMATION

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

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

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

Phone Number(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

Tax Status (check one):     Non-Profit         Governmental         Other: \_\_\_\_\_

## PROJECT DESCRIPTION

Project Title: \_\_\_\_\_

Statement of Project or Program Purpose/Objective:

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If additional space is needed to indicate objective please attached additional page.

Geographical Area to be Served by Project or Program:

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Project/Program Start Date: \_\_\_\_\_ Project/Program End Date: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Other Revenue Resources:

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**CONTACTS**

Please provide two contacts familiar with this application who could be contacted for additional information if necessary.

Contact 1: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

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

Contact 2: \_\_\_\_\_ Phone Number(s): \_\_\_\_\_

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

**ATTACHMENTS**

Please attach the following to this application:

1. Detailed budget showing how requested funding would be spent.
2. Copy of IRS tax-exempt letter, if appropriate.

**CERTIFICATION:**

The information contained in this statement is for the purpose of obtaining funding from MiEnergy Cooperative Trust on behalf of the undersigned. Each undersigned understands that the information provided herein is used in deciding to grant funding and each undersigned represents and warrants that the information provided is true and complete and that the Trust Board may consider this statement as continuing to be true and correct until written notice of a change is provided. The Trust Board is authorized to make all inquiries they deem necessary to verify the accuracy of the statements made herein. In submitting this application the undersigned agrees that it will use funds solely for the purposes as stated by the Trust Board and will refund any unused portion of such funds.

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**RETURN COMPLETED APPLICATION AND ATTACHMENTS**

**TO:**

Brenda Tesch  
MiEnergy Cooperative  
31110 Cooperative Way  
PO Box 626  
Rushford, MN 55971