



OPERATION ROUND UP®

GRANT GUIDELINES

PURPOSE

The North Itasca Electric Cooperative Community Trust will be funded by voluntary Operation Round Up contributions from members of the Cooperative and from other sources of funds available to the Trust. Operation Round Up contributions will be used primarily in the local area served by the Cooperative for charitable and educational purposes.

Grant availability will be promoted to area communities and organizations. The Trust Board will review and distribute funds semi-annually.

ELIGIBILITY:

1. Contributions will generally be made to nonprofit, civic or community-based organizations that demonstrate a commitment to enhance the quality of life in the region.
2. Contributions will be distributed primarily in the local area served by the cooperative.
3. Projects should fit in one or more of these categories: Community Service, Education and/or Youth, Community Economic Assistance, Environment, Emergency Energy Assistance Organizations and Disaster Relief.
4. Applications must be submitted on Official Operation Round-Up® Application forms.

LIMITATIONS:

Contributions will generally not be made for:

- a. Lobbying, political and religious organizations.
- b. Veteran, fraternal and labor organizations.
- c. Fund-raising dinners, raffles and other events.
- d. National fund drives.
- e. Advertising.
- f. **On-going operational expenses, ie: wages, insurance, utility bills, etc.**

IF YOU HAVE ANY QUESTIONS ON HOW TO COMPLETE THIS FORM PLEASE CONTACT YOUR DISTRICT BOARD REPRESENTATIVE.



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 or the organization requesting the funds;
 - c. Administrative capability of the organization to deliver quality service or program;
 - d. Results that are predictable and can be evaluated.
2. It shall be the responsibility of all Trust directors to evaluate funding requests and allocate contributions to accomplish the purposes and intent of these guidelines.
3. You may contact a Trust Board Member for your area to explain your project in more detail if you desire.

REQUIREMENTS:

1. Complete application form.
2. Provide detailed budget demonstrating:
 - a. How grant funds will be spent on this project or program
 - b. Sources and uses of existing program funds
3. Submit copy of the IRS tax-exempt letter, if appropriate.
4. Only the grant application form without attachments will be submitted to the Trust Board for review, so be specific on application as to your project.

RETURN TO / NOTIFICATION:

Submit completed application form and IRS tax-exempt letter, if appropriate, to:
Kathe Johnson, North Itasca Electric Co-op., Inc., P0 Box 227, Bigfork, MN 56628-0227.

North Itasca Electric will notify applicants of grant approval status as soon as practical following each semi-annual Trust Board meeting. Inquiries may be made by calling 800-762-4048 or by e-mailing roundup@nieci.com



North Itasca Electric Cooperative Community Trust Grant Application Form

PROFILE INFORMATION:

Applicant Organization: _____

Address: _____

Contact Person: _____ Title: _____

Telephone: (____) _____ Fax: (____) _____

Email _____

Tax Status: Check one Non-profit Governmental Organization

*If your organization is not a registered non-profit or government agency, you may wish to have a non-profit or government agency apply for your organization on your behalf.

PROJECT DESCRIPTION:

Project Title: _____

Statement of Project Purpose: _____

Geographic Area to be served by Project: _____

Project Start Date: _____ Project End Date: _____

Total Amount of Project: *\$ _____ Amount Requested: *\$ _____

*These MUST be filled in

Other Revenue Sources applied for or received: _____

Specific Objectives: (How the dollars will be spent) _____



ADDITIONAL ITEMS:

Please attach copy of IRS tax-exempt letter to this application if appropriate.
You may contact your Trust Board Director for more information. See Attached Director List.

CERTIFICATION:

In submitting this application the applicant agrees that it will spend funds solely for the purposes stated in the application and will refund the unexpended portion of such funds, if any. The applicant will provide a final summary, in writing, at the end of the project to the Trust Board. In addition, the applicant will not discriminate as to race, age, religion, sex, or national origin.

Authorized Signature

Date

Title

Return completed form and attachments to:

Kathe Johnson
North Itasca Electric Co-op., Inc.
PO Box 227
Bigfork MN 56628-0227