

Todd-Wadena Electric Cooperative Community Trust  
**Operation Round Up**<sup>®</sup>  
P.O. Box 431  
Wadena, MN 56482  
1-800-321-8932

## **OPERATION ROUND UP** **2014 GRANT GUIDELINES**

### **PURPOSE**

Operation Round Up is a grant program made possible by the generosity of the members of Todd-Wadena Electric Cooperative. Participating members voluntarily contribute to Operation Round Up by allowing their monthly electric bills to be rounded up so that their change can help bring positive change through the efforts of local organizations, working to make the Todd and Wadena county area a better place to live and work.

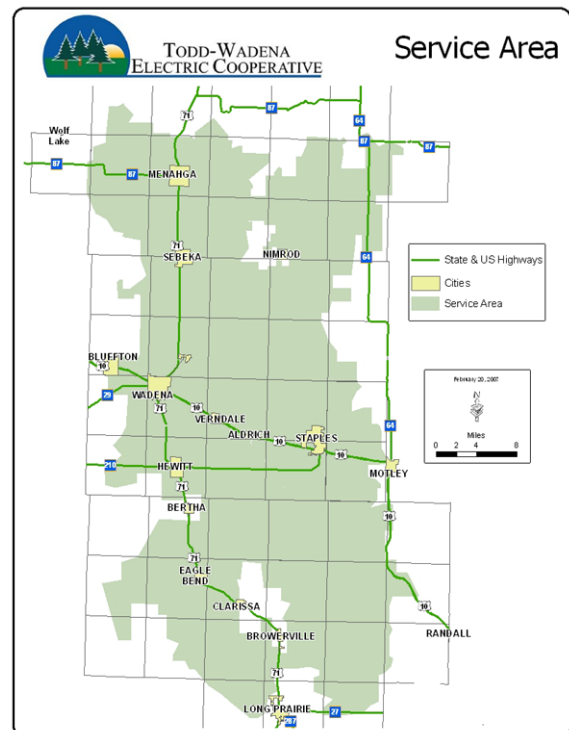
The availability of funds is promoted locally through news releases, the cooperative's newsletter and its website. The Community Trust Board reviews applications and distributes funds three times per year. Application deadlines are January 15, May 15 and September 15.

### **ELIGIBILITY:**

1. Non-profit groups and organizations that serve communities located within the Todd-Wadena service area.
2. Projects should fit in one or more of these categories: Community Service, Economic Development, Education and Youth, Environment, Disaster Relief.

### **RESTRICTIONS:**

1. Contributions will generally be made only to non-profit organizations.
2. 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. Individuals.
  - e. Large-scale capital fund campaigns.
  - f. National fund drives.
  - g. Advertising.
  - h. On-going operational expenses.



## **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.
  - e. Lower priority may be given to applications from organizations who have been awarded an Operation Round Up grant within the past 36 months.
  
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.

## **REQUIREMENTS:**

1. Completed application form.
2. Budget showing how requested funds will be spent.
3. Copy of the IRS tax-exempt letter if appropriate.

## **RETURN TO :**

Submit completed application form, budget and IRS tax-exempt letter, if appropriate, to:  
Patricia Johnson, Public Relations Manager, Todd-Wadena Electric Cooperative, P.O. Box 431,  
Wadena, MN 56482, or fax to 218-631-4188, or email to [pjohnson@toddwadena.coop](mailto:pjohnson@toddwadena.coop).

## **NOTIFICATION:**

In each grant round, copies of submitted applications are sent to the Community Trust board members for review. The board meets about two weeks after the application deadline to select the grant recipients, and results are sent to all applicants within about one week. For additional information, contact Pat Johnson at 218-631-3120 or 800-321-8932 or email [pjohnson@toddwadena.coop](mailto:pjohnson@toddwadena.coop).



TODD-WADENA  
ELECTRIC COOPERATIVE



**2014 GRANT APPLICATION FORM**

**PROFILE INFORMATION:**

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

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

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

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Tax Status: Check one  Non-profit  Government Organization  School

**PROJECT DESCRIPTION:**

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

Statement of Project Purpose: \_\_\_\_\_

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

Geographic Area and specific population to be served by Project: \_\_\_\_\_

\_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

Other Revenue Sources: \_\_\_\_\_

\_\_\_\_\_

Specific Objectives: \_\_\_\_\_

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

*(If additional space is needed to indicate objective please attach additional page.)*

**Please attach and return the following with this page:** 1. Detailed budget showing how requested funds would be spent. 2. Copy of IRS tax-exempt letter if applicable.

*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. The applicant will not discriminate as to race, age, religion, sex, or national origin.*

\_\_\_\_\_  
Authorized Signature Title Date

Return completed form and any attachments to: Patricia Johnson, Todd-Wadena Electric Cooperative, P.O. Box 431, Wadena, MN 56482 or fax 218-631-4188 or email [pjohnson@toddwadena.coop](mailto:pjohnson@toddwadena.coop).