



FORM 118A

TODD-WADENA ELECTRIC COOPERATIVE COMMUNITY TRUST OPERATION ROUND UP®

P.O. Box 431
Wadena, MN 56482
1-800-321-8932



OPERATION ROUND UP GRANT GUIDELINES & APPLICATION

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 to the nearest dollar. This allows members to 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.

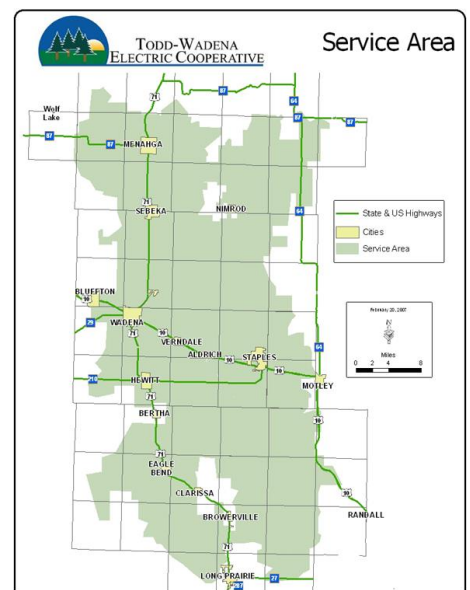
The availability of funds is promoted locally through news releases, the Cooperative's newsletter and its website. The Community Trust Board reviews applications and distributes funds three times per year. Application deadlines are January 15, May 15 and September 15.

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, and/or 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 24 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 (pages 3-5), budget and IRS tax-exempt letter, if appropriate, to: Todd-Wadena Electric Cooperative, Attn: Kallie Van De Venter, P.O. Box 431, Wadena, MN 56482, or fax to 218-631-4188, or email kvandeventer@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. Applicants are notified of the results within about one week. For additional information, call 218-631-3120 or 800-321-8932 or email: kvandeventer@toddwadena.coop.



APPLICATION



PROFILE INFORMATION:

Applicant Organization: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____

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

Email: _____

Has your organization ever received an Operation Round Up grant? If yes, when, and what was your project _____

Tax Status: Check one Non-profit Government Organization School

PROJECT DESCRIPTION

Project Title: _____

Project Start Date: _____ Project End Date: _____ Amount Requested: \$ _____

Statement of Project Purpose: *(If additional space is needed to indicate objective please attach additional page.)*

Geographic Area and specific population to be served by Project:

Approximate number of individuals, families, or groups served by your organization that are within the Todd-Wadena Electric Cooperative service area:



How many people/individuals will benefit from this project?

Other Revenue Sources:

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

What criteria does your organization use to measure its programs effectiveness?

Please included any additional information that you wish to share: (optional)

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