

**TODD-WADENA ELECTRIC COOPERATIVE COMMUNITY TRUST**  
**OPERATION ROUND UP®**



**OPERATION ROUND UP 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 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.

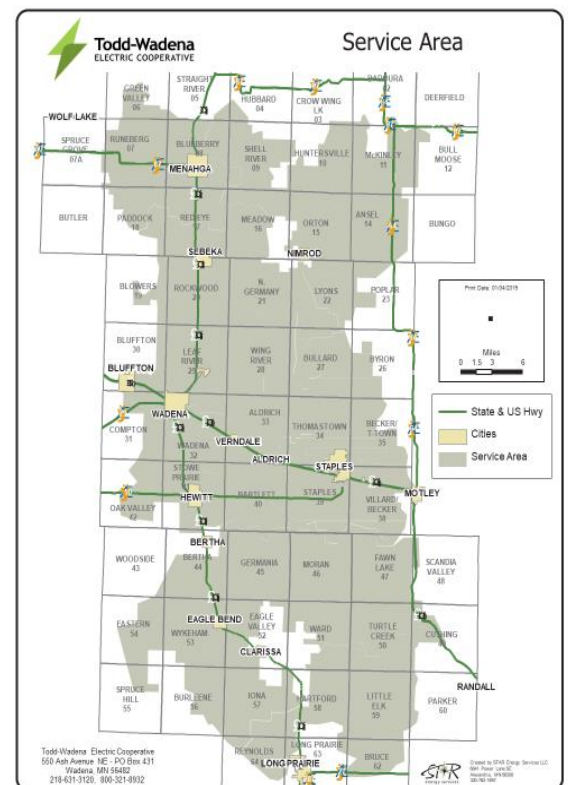
The availability of funds is promoted locally through news releases, the Cooperative’s newsletter and its website. The Community Trust Board reviews applications and distributes funds three times per year. Application deadlines are January 15, May 15 and September 15.

**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 and political organizations
  - b. Churches and religious organizations (except for church-affiliated programs when there is a direct community impact involved)
  - c. Veteran, fraternal and labor organizations
  - d. Fund-raising
  - e. Individuals
  - f. Large-scale capital fund campaigns
  - g. National fund drives
  - h. Advertising
  - i. On-going operational expenses
  - j. Mileage and transportation fees or reimbursements
  - k. Already completed projects
  - l. Postage
  - m. Wages/stipends for employees and/or volunteers



## 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

### Application Checklist:

- \_\_\_\_\_ Completed application form.
- \_\_\_\_\_ Detailed budget showing how requested funds would be spent.
- \_\_\_\_\_ Copy of IRS tax-exempt letter (if applicable).
- \_\_\_\_\_ Any additional information pertaining to your project to include in the application review.

**Please note:** *In submitting an 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 must provide a final summary, in writing, within one year of receiving the funds, including a brief report, copy of receipts, and any other information to the Todd-Wadena Electric Cooperative Community Trust Board. If for some reason your project is abandoned, your organization is required to return this grant in full to the Todd-Wadena Community Trust. If your project costs less than the amount awarded, you are required to return the balance*

## RETURN TO

Submit completed application, project budget and IRS tax-exempt letter, if appropriate, to:  
Todd-Wadena Electric Cooperative, Attn: Operation Round Up®, P.O. Box 431, Wadena, MN 56482, 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.