

Arrowhead Electric Cooperative Community Trust  
Operation Round Up  
PO Box 39  
Lutsen, MN 55612  
218 663-7239 or 800 864-3744

## **OPERATION ROUND UP GRANT GUIDELINES**

### **PURPOSE:**

The Arrowhead Electric Cooperative Community Trust will be funded by Operation Round Up voluntary 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.

### **ELIGIBILITY:**

1. Preference will be given to non-profit groups and organizations that serve communities located within the Arrowhead service area.
2. Projects should fit in one or more of these categories:  
Community Service  
Economic Development  
Education and Youth  
Environment  
Disaster Relief
3. A grantee is allowed only one award per every 2 award cycles (effectively every 24 consecutive months). However, a fiscal agent may submit multiple applications per award cycle and is exempt from the 24 month limitation.

### **RESTRICTIONS:**

1. Contributions will generally be made only to non-profit organizations that have been granted tax-exempt status under IRS Code Section 501(c)(3).
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 (except school scholarships and disaster relief);
  - e. Capital fund campaigns;
  - f. National fund drives;
  - g. Advertising; and
  - h. On-going operational expenses i.e. maintenance, repairs, supplies.

3. Contributions will not exceed \$1,000 for an individual or \$5,000 to a group or organization.
4. Previous awardees shall complete a final report prior to requesting another grant. If a final report is not filed within 90 days of grant period, Operation Round Up will not accept a new grant application. Late or missing final reports will cause an additional twelve month delay in accepting new grant applications.
5. Funds not used for intended purposes as described in grant request and not returned is an indication of poor fiduciary responsibility.

#### **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. Photos and diagrams of specific requests;
  - f. If funds were received before were they used as requested
  - g. Operation Round Up will only consider individual applications for personal disasters.
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. **Detailed budget showing how requested funds will be spent.**
3. **Copy of the IRS tax-exempt letter if appropriate.**

**The application will not be considered unless all three of the requirements are included.**