



South Central Electric Association Trust  
**Operation Round Up®**  
P.O. Box 150  
71176 Tiell Dr.  
St. James, MN 56081  
(507) 375-3164

## **OPERATION ROUND UP® GRANT GUIDELINES**

### **PURPOSE**

The South Central Electric 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. Grant availability will be promoted to area communities and organizations. Contributions will be distributed in the local area served by the Cooperative for charitable and educational purposes.

The Trust Board will review and distribute funds each November and April.

Application deadline is October 31, 2018. Applications must be postmarked by these dates and mailed to South Central Electric Association, P.O. Box 150, St. James, MN 56081, or turned in to South Central Electric's headquarters at 71176 Tiell Dr. in St. James by the close of business (4:30 p.m.) on the date of each deadline, to be eligible for consideration in conjunction with the schedule listed above.

### **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 in the local area served by the cooperative.
3. Projects should fit in one or more of these categories: Community Service, Education and Youth, Community Economic Assistance, Environment, Emergency Energy Assistance and Disaster Relief.

### **LIMITATIONS:**

1. Contributions will not be made for lobbying or political organizations.
2. Contributions will generally not be made for:
  - a. Veteran, fraternal, religious and labor organizations.
  - b. Fund-raising dinners, raffles and other events.
  - c. Individuals (except school scholarships, emergency assistance and disaster relief).
  - d. Capital fund campaigns.
  - e. National fund drives.
  - f. Advertising.
  - g. 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 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.

**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.

South Central Electric will notify applicants of grant approval status as soon as possible following each Trust Board meeting. Inquiries may be made by calling 507-375-3164 or by e-mailing [jhaler@southcentralelectric.com](mailto:jhaler@southcentralelectric.com).

**South Central Electric Association Trust  
Grant Application Form**

**PROFILE INFORMATION:**

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

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

\_\_\_\_\_

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

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

Tax Status: Check one \_\_\_\_ Non-profit \_\_\_\_ Governmental Organization

**PROJECT DESCRIPTION:**

Please check the appropriate category:

Community Service                       Education and Youth                       Environment

Community Economic Assistance                       Emergency Energy Assistance and Disaster Relief

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

Statement of Project Purpose/Objectives:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Geographic Area to be served by Project: \_\_\_\_\_

\_\_\_\_\_

Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

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

\_\_\_\_\_

**South Central Electric Association Trust**  
**Operation Round Up® Application Form**  
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Please provide two reference:

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<b>Name</b>	<b>Phone</b>	<b>Town</b>
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<b>Name</b>	<b>Phone</b>	<b>Town</b>
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**ATTACHMENTS:**

Please attach the following to this application:

1. Detailed budget showing how requested funds would be spent.
2. Copy of IRS tax-exempt letter if appropriate.

**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.

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Authorized Signature

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Date

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Title

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Return completed form and attachments to:  
South Central Electric Association  
Attn: Jim Haler  
P.O. Box 150  
71176 Tiell Dr.  
St. James, MN 56081