



East Central Energy Trust  
**Operation Round Up®**  
P.O. Box 39  
Braham, MN 55006  
Phone: 1-800-254-7944

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

### **PURPOSE**

Funds for Operation Round Up are voluntarily donated by East Central Energy members. Operation Round Up contributions will be used primarily in the local area served by the cooperative for charitable and educational purposes.

### **ELIGIBILITY**

1. Contributions will generally be made to non-profit, civic or community-based organizations that demonstrate a commitment to enhance the quality of life in the region.
2. Projects should fit in one or more of these categories: Community Service, Economic Development, Education and/or Youth, Energy Assistance, Environment, Disaster Relief.
3. Applications must be submitted on Official Operation Round Up Application forms.

### **RESTRICTIONS**

1. Contributions will generally be made to non-profit organizations that have been granted tax-exempt status under IRS Code Section 501(c) ( ).
2. Contributions will generally not be made for:
  - a. Lobbying, political and religious organizations or highly sensitive/controversial events.
  - b. Fraternal and labor organizations.
  - c. Fundraising dinners, raffles and other events.
  - d. Individuals.
  - e. Capital fund campaigns.
  - f. National fund drives.
  - g. Advertising.
  - h. Ongoing operational expenses.
  - i. Grants will not normally exceed \$10,000 for any one group, organization or charity.

### **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.

### **REQUIREMENTS / CHECKLIST**

- Completed application form.
- Completed budget form showing how requested funds will be spent (include bids, quotes, pricing, etc.).
- Copy of 501(c) ( ) or non-profit status letter (letter of determination from the IRS).
- Copy of IRS 990 (pages 1 and 2 only) for the previous year must be provided.
- A final report has been submitted for any past grants an organization may have received. Applications will not be considered until a final report is received for past grants.

**Applications not meeting all of these requirements will not be considered.**

**Application deadline is March 18, 2019 before 4 p.m. Applications will be reviewed by the ECE Operation Round Up Trust Board on April 22, 2019.**

**Questions:** Call Desiree Cuda, 763-689-8031, or 1-800-254-7944, ext. 8031, or email [desiree.cuda@ecemn.com](mailto:desiree.cuda@ecemn.com).

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

Employer Identification Number:

XX-XXXXXXX

DLN:

PLEASE ATTACH

YOUR ORGANIZATION NAME  
ADDRESS  
CITY, STATE, ZIP

Contact Person:

NAME I LASTNAME

ID# XXXXX

Contact Telephone Number:

(XXX) XXX-XXXX

Our Letter Dated:

MONTH YEAR

Addendum Applies:

No

LETTER OF DETERMINATION

Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(c)(3) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a)(1) of the Code because you are an organization of the type described in section 509(a)(1) and 509(b)(1)(A)(i).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

YOUR ORGANIZATION NAME

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are show above.

Sincerely yours,

Name I. LastName

Director, Exempt Organizations

# East Central Energy Trust Operation Round Up® Application Form



Application deadline is 4 p.m. March 18, 2019.

Applications will be reviewed by the ECE Operation Round Up Trust Board on April 22, 2019.

**This form must be used in submitting your application. Do not alter the form in any way.  
An incomplete application will not be considered.**

**Questions:** Call Desiree Cuda at 1-800-254-7944 ext. 8031 or email [desiree.cuda@ecemn.com](mailto:desiree.cuda@ecemn.com).

## PROFILE INFORMATION

Applicant Organization \_\_\_\_\_ Date \_\_\_\_\_

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

Address \_\_\_\_\_ Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_ County \_\_\_\_\_

Email \_\_\_\_\_ Website \_\_\_\_\_

Has your organization applied for grants with other utility providers in your area? Yes No

Has organization ever applied for or received an Operation Round Up grant?  Yes  No

*If yes, include most recent date grant was received and what project was funded.*

Are you a qualified tax-exempt organization?  Yes  No

**If yes, select tax-exempt status:**  501(c) ( ) ◀(insert no.)  4947(a)(1)  527

*If no, are you applying with support of a qualified, tax-exempt organization?*  Yes  No

*Umbrella organization:* \_\_\_\_\_ (Attach letter of support)

## PROJECT DESCRIPTION

Project title:	
Project start date:	Project end date:
<b>Grant amount requested from ECE Operation Round Up:</b>	
What would this funding pay for?	
Statement of project purpose:	
Number of people in the community who will benefit from this project:	
Geographic area to be served by project:	
Is area served by a utility other than East Central Energy? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure	

Is your organization located in ECE service area? Yes No

How will the project benefit the community or area?

Other revenue sources and/or demonstrated community support for the project:

If Operation Round Up were only able to fund a portion of the amount requested, would the project be able to proceed?     Yes     No

What are your measurements of success for this project?

**Number of people in organization that are currently enrolled in Operation Round Up program.** \_\_\_\_\_  
*(list names and addresses on separate sheet of paper)*

- Grants will be awarded only one time per year for any organization.
- Contributions will not be granted to an organization for a project or application that has received funding more than twice consecutively (two years in a row) for the same project/activity.
- Include a copy of Affirmative Action Certification for organizations with 40 or more employees.

**FINAL REPORT**

*If this application is approved for funding it is agreed and understood that the Operation Round Up final report form is completed and returned to the Trust Board along with a statement including actual income and expenses for the project, no later than 60 days after project completion. Organizations will not be eligible for future grants if the final report is not turned in.*

The information contained in this statement is for the purpose of obtaining funding from the East Central Energy Trust on behalf of the undersigned. Each undersigned understands that the information provided herein is used to decide grant funding and represents and warrants that the information provided is true and complete and that the East Central Energy Trust may consider this statement as continuing to be true and complete until a written notice of a change is provided. The East Central Energy Trust is authorized to make all inquiries it deems necessary to verify the accuracy of the statements made herein.

NAME OF ORGANIZATION \_\_\_\_\_

ORGANIZATION OFFICIAL SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

## PROPOSED BUDGET

**Project expenses** (round all figures to the nearest whole dollar)

List any expenses applicable to your grant request.

<b>1. Salaries and wages (employees and volunteers of the applicant):</b> Title or type of employee	<b>Time devoted to project (hours)</b>	<b>Amount</b>
<b>Total Salaries</b>		<b>\$</b>

<b>2. Items to be purchased:</b> Please provide copies of documentation where possible (i.e. bids, quotes, pricing, etc.)	<b>Amount</b>	
<b>Total Supplies</b>		<b>\$</b>

<b>3. Travel, transportation and subsistence:</b>	<b>Amount</b>	
<b>Total Travel</b>		<b>\$</b>

<b>4. Other (rental of space or equipment, printing)</b>	<b>Amount</b>	
<b>Total Other</b>		<b>\$</b>

<b>A. Total project expense (1+2+3+4)</b>	<b>\$</b>
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**Project revenue** (Report all sources and dollar amounts for this project only.)

Grants are looked upon more favorably if other sources have been solicited. This enables the board to determine the legitimacy of the project/event. Letters of recommendation and support from community leaders are strongly encouraged.

<b>1. Cash sources (cash on hand budgeted for this project):</b>	<b>Amount</b>
<b>Total Cash</b>	<b>\$</b>

<b>2. Other grant sources (do not include this Operation Round Up request)</b>	<b>Funds received? Yes or No</b>	<b>Amount</b>
<b>Total grants</b>		<b>\$</b>

<b>3. Earned income as it relates to your event or project (memberships, fees, ticket sales, etc.)</b>	<b>Amount</b>
<b>Total income</b>	<b>\$</b>

<b>4. In-kind contributions (note: an organization cannot make an in-kind donation to itself)</b>	<b>Amount</b>
<b>Total in-kind</b>	<b>\$</b>

<b>B. Total project revenue (1+2+3+4)</b>	<b>\$</b>
<b>C. Amount requested from ECE Operation Round Up</b>	<b>\$</b>
<b>D. Total support for the project (B+C)</b>	<b>\$</b>

Total project expenses (A) must be equal to total support for the project (D).

Return completed forms along with letters of recommendation/support and other required documentation to:

Mail to:  
 Operation Round Up  
 East Central Energy  
 P.O. Box 39  
 Braham, MN 55006

or email: [desiree.cuda@ecemn.com](mailto:desiree.cuda@ecemn.com)