



Runestone Electric Association Community Trust  
**Operation Round Up**<sup>®</sup>  
P.O. Box 9  
Alexandria, MN 56308  
1-800-473-1722  
762-1121

## **OPERATION ROUND UP GRANT GUIDELINES**

### **PURPOSE**

The Runestone Electric Association 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.

Grant availability will be promoted through direct mail to the area communities and press releases. The Trust will review and distribute funds quarterly. Grants will be awarded only one time per year for any organization.

### **ELIGIBILITY:**

1. Non-profit groups and organizations that serve communities located within the Runestone Electric Association service area.
2. Projects should fit in one or more of these categories: Community Service, Economic Development, Education and Youth, Environment, Disaster Relief.

### **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.
  - e. Capital fund campaigns.
  - f. National fund drives.
  - g. Advertising.
  - h. On-going operational expenses.

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### **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.
  
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.

### **RETURN TO / NOTIFICATION:**

Submit completed application form, budget and IRS tax-exempt letter, if appropriate, to:  
Jim Hultman, Staff Assistant  
Runestone Electric Association  
PO Box 9  
Alexandria, MN 56308

Jim Hultman will notify applicants of grant approval status as soon as possible. Inquiries may be made by calling 320 762-1121 or 800 473-1722 or by emailing to:  
hultman@rea-alp.com

## 2012 Operation Round Up® Application Deadlines:

- February 10
- May 12
- August 11
- November 18

**RUNESTONE ELECTRIC ASSOCIATION COMMUNITY TRUST  
OPERATION ROUND UP APPLICATION FORM**

**PROFILE INFORMATION:**

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

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

\_\_\_\_\_ County \_\_\_\_\_

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

Email Address: \_\_\_\_\_ Website: \_\_\_\_\_

Tax Status: Check one \_\_\_\_\_ For Profit \_\_\_\_\_ Non-profit If Non-Profit, is it 501-C3 \_\_\_\_\_

Type of request: \_\_\_\_\_ Personal \_\_\_\_\_ Group \_\_\_\_\_ Community

**PROJECT DESCRIPTION:**

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

Statement of Project Purpose: \_\_\_\_\_

\_\_\_\_\_

What are the benefits the community or area?: \_\_\_\_\_

\_\_\_\_\_

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

Amount needed for project \_\_\_\_\_ Amount Requested: \_\_\_\_\_

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

Do you receive any State or County Funding? \_\_\_\_\_

If the required funds are not raised by the project end date will the project be abandoned or continue until funds are met? \_\_\_\_\_

What other information would you like to share? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Grants will be awarded only one time per year for any organization**

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

Return completed form to:  
Jim Hultman  
Runestone Electric Association  
PO Box 9  
Alexandria, MN 56308