

Lyon-Lincoln Electric Trust  
205 W Highway 14 | PO Box 639 | Tyler, MN 56178  
507-247-5505 | 800-927-6276 | www.llec.coop

## OPERATION ROUND UP GUIDELINES AND APPLICATION

### About Operation Round Up

The Lyon-Lincoln Electric Trust is funded by voluntary Operation Round Up contributions from members of Lyon-Lincoln Electric Cooperative. The small change from rounding up electric bills is pooled together for contributions to charitable and educational purposes primarily within the cooperative's service territory.

The Trust Board reviews applications four times a year: March, June, September and December. Applications should be submitted to Lyon-Lincoln Electric Cooperative, PO Box 639, Tyler, MN 56178 by the 23rd of the month prior to the meetings. Emergency submissions will only be considered at the discretion of the board.

### Funding

In general, the board will consider making donations to:

- Programs, projects and equipment which are important components of a community's overall quality of life in our local area.
- Programs and projects that enhance the cultural environment of communities in our local area.
- Programs and projects designed to promote greater economic stability in our local area.
- - Youth programs designed to combat critical social problems affecting children and youth.
- - Youth programs that promote wellness and encourage youth participation in athletics and physical fitness.
- - Educational scholarships and other programs and projects with an emphasis on math and science education.
- Community-based environmental education programs and projects.

### Limitations

Contributions will generally **not** be made for:

- Lobbying, political or religious organizations.
- Veteran, fraternal and labor organizations.
- Fund-raising dinners, raffles and other similar events.
- Capital fund campaigns.
- Advertising or marketing campaigns.
- On-going operational expenses.
- Hardship relief (food shelves, crisis centers, emergency assistance, energy assistance, disaster assistance, etc.)
- Individuals - Except for education scholarships, emergency energy assistance and disaster relief
- Projects substantially completed by the time the application is made.

### All application decisions:

- Are based on need.
- Give priority to cooperative members.
- Are based on the availability of funds.

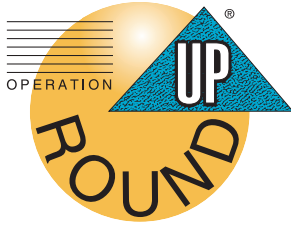
### Evaluation factors

The following factors will be considered in the evaluation of all funding requests:

- Potential to benefit area residents and entire community or local area.
- Level of local support for the program or project.
- Results that are predictable and that can be evaluated.
- Administrative capability of the organization to deliver quality service or program.
- Lower priority given to applicants that have the power to levy.

### Requirements

- Complete application form.
- Provide detailed information demonstrating how the grant funds will be spent and sources and/or uses of existing project/program funds.
- Submit a copy of the IRS tax-exempt letter, if appropriate.
- Complete and submit a Final Report Form for grants \$500 or more



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## GRANT APPLICATION

### PROFILE INFORMATION:

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

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

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

Phone(s): \_\_\_\_\_ E-mail: \_\_\_\_\_

Tax Status (Check one):  501c(3)  Non-Profit  Governmental organization  Other: \_\_\_\_\_

### PROJECT DESCRIPTION:

Project title: \_\_\_\_\_

Statement of Project or Program Purpose/Objective : (If additional space is needed to indicate objective, please attach additional page.)

Geographical Area to be Served by Project or Program: \_\_\_\_\_

Project/Program Start Date: \_\_\_\_\_ Project/Program End Date: \_\_\_\_\_

Amount Requested: \_\_\_\_\_ Total Project Amount: \_\_\_\_\_

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

\_\_\_\_\_

**CONTACTS:**

Please provide two contacts familiar with this application and project/program who could be contacted for additional information if necessary.

Name: \_\_\_\_\_ Phone(s): \_\_\_\_\_

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

Name: \_\_\_\_\_ Phone(s): \_\_\_\_\_

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

**ATTACHMENTS:**

Please attach the following to this application:  
1. Copy of IRS tax-exempt letter if appropriate.

**CERTIFICATION:**

The information contained in this statement is for the purpose of obtaining funding from Lyon-Lincoln Electric Trust on behalf of the undersigned. Each undersigned understands that the information provided herein is used in deciding to grant funding and each undersigned represents and warrants that the information provided is true and complete and that the Trust Board may consider this statement as continuing to be true and correct until written notice of a change is provided. The Trust Board is authorized to make all inquires they deem necessary to verify the accuracy of the statements made herein. In submitting this application the undersigned agrees that it will use funds solely for the purposes as stated by the Trust Board and will refund any unused portion of such funds.

\_\_\_\_\_  
Authorized signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**RETURN COMPLETED APPLICATION AND ATTACHMENTS TO:**

Jessica Gums  
Lyon-Lincoln Electric Cooperative  
205 W Highway 14  
PO Box 639  
Tyler, MN 56178