



OPERATION ROUNDUP

LYON-LINCOLN ELECTRIC TRUST

205 W HIGHWAY 14 | PO BOX 639 | TYLER, MN 56178

507-247-5505 | 800-927-6276 | WWW.LLEC.COOP

GUIDELINES

ABOUT OPERATION ROUNDUP

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.
- -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.
- Programs and projects designed to promote greater economic stability in our local area.
- Community-based environmental educational programs and projects.
- Hardship relief (food shelves, crisis centers, emergency assistance, energy assistance, disaster assistance, etc.)

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

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.

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.
- 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.



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GRANT APPLICATION

PROFILE INFORMATION:

Applicant Organization: _____

Address: _____

Contact Person: Title: _____

Phone(s): E-mail: _____

Tax Status: (Check One) ☐ 501C3 ☐ 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: _____



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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 inquiries 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:

Lyon-Lincoln Electric Cooperative
PO Box 639
Tyler, MN 56178
Attn: Jessica Gums
Email: jgums@llec.coop