



Lake Country Power Community Trust
Operation Round Up®
26039 Bear Ridge Drive
Cohasset, MN 55721

OPERATION ROUND UP® GRANT GUIDELINES

PURPOSE:

The Lake Country Power Community 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 primarily in the local area served by the Cooperative for charitable and educational purposes.

Quarterly application deadlines are February 15, May 15, August 15 and November 15. Quarterly applications must be postmarked on or before these dates, or turned in to Lake Country Power's headquarters at 26039 Bear Ridge Drive in Cohasset by the close of business (4:30 p.m.) on the date of each quarterly deadline, to be eligible for consideration in conjunction with the quarterly schedule listed above.

The Trust Board will review grant applications and distribute funds quarterly – generally each March, June, September and December.

ELIGIBILITY:

1. Grants 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. Grants will be distributed **primarily** in the local area served by the cooperative (see Lake Country Power geographic service territory map, back page).
3. Project/purpose/objectives should fit in one or more of these categories: Community Service, Education and Youth, Community Economic Assistance, Environment, Emergency Energy Assistance and Disaster Relief.
4. Applications must be submitted on Official Operation Round Up® application form.

LIMITATIONS:

Grants 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 (building or improvements to property).
- f. National fund drives.
- g. Advertising.
- h. On-going operational expenses.
- i. Grants will not normally exceed \$10,000 annually for any one group, organization or charity.



Lake Country Power Community Trust Operation Round Up®

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.
 - e. Other sources of funding/fundraising is strongly encouraged.
2. It shall be the responsibility of all Trust directors to evaluate grant applications and to allocate grants that are likely to accomplish the purposes and intent of these guidelines.

REQUIREMENTS:

1. Complete, provide all information in its entirety, and submit application by deadline. Applications received after the deadline will be returned to the applicant.
2. Provide the Tax I.D. information requested on page 3 of the application.
3. Provide a detailed budget demonstrating:
 - a. How grant funds will be spent on this project or program.
 - b. Sources and uses of existing program funds.
4. Attach your organization's most current financial statement. If a financial statement is not available, attach a statement detailing revenue, source of revenue, program expenditures, administrative expenses and cash/assets on hand.
5. Be specific on the application as to your project. The grant application form and most/all attachments will be submitted to the Trust Board for review.

IMPORTANT NOTE: Applications **NOT** containing the required documentation **MAY** be denied consideration for funding.

Lake Country Power will notify applicants of grant approval status as soon as possible following each quarterly Trust Board meeting. Inquiries may be made by calling 800-421-9959 or by e-mailing gschulzetenberg@lcp.coop.

(PLEASE DO NOT STAPLE)



**Lake Country Power Community Trust
Operation Round Up®**

Operation Round Up® Grant Application

Name of Organization/Charity: _____

Mailing Address: _____
Street and/or Post Office Box

City/State/Zip Code: _____

Contact Person: _____ Title: _____

Telephone: _____ Email: _____

Has this Organization/Charity applied for a grant previously? If so, provide the date(s): _____

Is your organization exempt from payment of income tax? Yes _____ No _____

If yes, attach a copy of Form 501(c)3 from the Internal Revenue Service

Tax Status: Please check only one Non-profit
 Governmental Organization Tax I.D. No. _____

PROJECT DESCRIPTION:

Please check the appropriate category(ies):

- Community Service Education and Youth Environment
 Community Economic Assistance Emergency Energy Assistance and Disaster Relief

Title of project/purpose/objective: _____

Specific description of project/purpose/objectives (explain how the dollars will be spent – attach additional page if necessary):

Approximate project start date: _____ Approximate project end date: _____

Total amount of project: _____ Amount requested: _____



Grant Application - continued

Geographic area to be served by Project (county, township, etc): _____

Approximate number of people in LCP's service area who will benefit from this project: _____

What other sources of funds do you have for this project/purpose/objective? _____

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.

IMPORTANT: Application Checklist

Please be sure to include the following information with your submitted application, even if you have applied in the past. Applications NOT containing the required documentation MAY be denied consideration for funding.

- Sufficient detail of the project
- Nonprofit status: Include copy of 501(c)3, or proof of status, or Federal Tax I.D.#
- Provide a detailed budget and description of how the funds will be used. Also note sources and uses of existing program funds
- Current financial statement: Can be unofficial, but must detail revenue, source of revenue, program expenditures, administrative expenses and cash/assets on hand
- Application must be signed and dated

Authorized Signature

Title

Date

Return completed form and attachments to:
Sandy Crowe
Lake Country Power
26039 Bear Ridge Drive
Cohasset, MN 55721
Email: scrowe@lcp.coop



Lake Country Power Community Trust Operation Round Up®

Lake Country Power Service Area Map

