



Beltrami Electric Cooperative Trust  
**Operation Round Up®**  
 P.O. Box 488  
 Bemidji, MN 56619-0488  
 218-444-2540

## OPERATION ROUND UP® 2018 GRANT GUIDELINES

### PURPOSE

Operation Round Up is a grant program made possible by the generosity of the members of Beltrami Electric Cooperative. Participating members voluntarily contribute to Operation Round Up by allowing their monthly electric bills to be rounded up so that their change can help make a big impact through the efforts of local groups and organizations, working to make our community a better place to live and work.

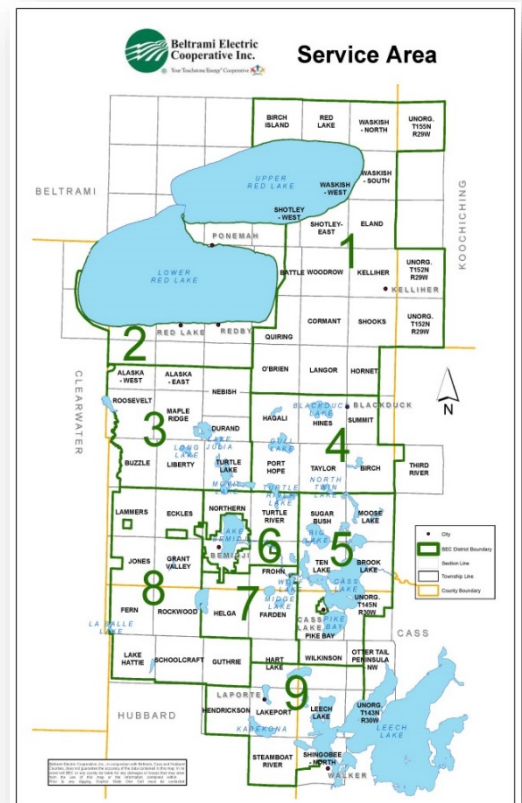
The availability of funds is promoted locally through news releases, the cooperative’s newsletter and its website. The Beltrami Electric Trust Board reviews applications and distributes funds four times per year. Application deadlines are March 31, June 30, September 30 and December 31. Applications must be received by 4:30 p.m. on the due date, or in the case of a holiday or weekend, the next business day.

### ELIGIBILITY

1. Non-profit groups and organizations that serve communities located within the Beltrami Electric Service Area.
2. Projects should fit into one or more of these categories: Community Service, Economic Development, Education and Youth and Environment.

### RESTRICTIONS

1. Contributions will generally be made only to non-profit organizations which have been granted tax-exempt status under Internal Revenue 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 (except through organizations)
  - e. On-going operational expenses.
  - f. National fund drives
  - g. Advertising



## 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. Budget showing how requested funds will be spent.
3. Copy of IRS tax-exempt letter.

## RETURN TO:

Submit completed application form, budget and IRS tax-exempt letter, if appropriate, to:  
Beltrami Electric Cooperative, Attn: Angela Lyseng, P.O. Box 488, Bemidji, MN 56619-0488, or fax to 218-444-3676, or email [alyseng@beltramielectric.com](mailto:alyseng@beltramielectric.com)

## NOTIFICATION:

**The Beltrami Electric Cooperative Trust Board meets about two weeks after each application deadline to select the grant recipients.** Applicants will be notified of approval status via email as soon as practical following each quarterly Trust Board Meeting. Funds will be distributed the week following the Trust Board Meeting. For additional information, call 218-444-2540 or 800-955-6083 or email [alyseng@beltramielectric.com](mailto:alyseng@beltramielectric.com).



2018 GRANT APPLICATION FORM

PROFILE INFORMATION:

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

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

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

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

E-mail: \_\_\_\_\_

Tax Status: (Check one)

\_\_\_\_ Non-Profit \_\_\_\_ Government Organization \_\_\_\_ School Fed Tax ID#: \_\_\_\_\_

PROJECT DESCRIPTION:

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Geographic Area to be served by Project: \_\_\_\_\_

\_\_\_\_\_

How many people/individuals will benefit by Project: \_\_\_\_\_ (required)

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

Total Amount of Project: \_\_\_\_\_ Amount Requested: \_\_\_\_\_ (required)

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

\_\_\_\_\_

Specific Objectives: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*(If additional space is needed to indicate objective, please attach additional page to application.)*

**PLEASE ATTACH AND RETURN THE FOLLOWING WITH THIS APPLICATION:**

- 1. Detailed budget showing how requested funds would be spent.**
- 2. Copy of IRS tax-exempt letter if applicable.**
- 3. Other supporting documents for Project.**

*In submitting this application, the applicant agrees that it will spend funds solely for the purpose stated in the application and will refund the unexpended portion of such funds, if any. For projects receiving funds of \$500 or more, a final summary of completed project will be required to be submitted, in writing to the Trust Board. The applicant will not discriminate as to race, age, religion, sex or national origin.*

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**Authorized Signature**

**Title**

**Date**

Return completed form and any attachments to: Angela Lyseng, Beltrami Electric Cooperative, P.O. Box 488, Bemidji, MN 56619-0488 or fax to 218-444-3676 or email [alyseng@beltramielectric.com](mailto:alyseng@beltramielectric.com).