



North Itasca Electric Community Trust  
**Operation Round Up®**  
301 Main Ave, PO Box 227  
Bigfork, MN, 56628

**OPERATION ROUND UP®**  
**GRANT GUIDELINES**  
2017

**PURPOSE**

The North Itasca Electric 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.

The Trust Board will review and distribute funds bi-yearly – in April and in October.

Bi-yearly application deadlines are the last Friday of March and September. Bi-yearly applications must be postmarked by these dates, or turned in to North Itasca Electric's headquarters at 301 Main Ave. in Bigfork by the close of business (4:30 p.m.) on the date of each bi-yearly deadline, to be eligible for consideration in conjunction with the bi-yearly schedule listed above.

**ELIGIBILITY:**

1. Contributions 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. Contributions will be distributed primarily in the local area served by the cooperative (see North Itasca Electric geographic service territory map, back page).
3. Projects 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 Operations Round-Up® Application forms.

**LIMITATIONS:**

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 school scholarships, emergency assistance and disaster relief).
- e. Capital fund campaigns.
- f. National fund drives.
- g. Advertising.
- h. On-going operational expenses.

**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.
  
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. Complete application form.
2. Provide detailed budget demonstrating:
  - a. How grant funds will be spent on this project or program
  - b. Sources and uses of existing program funds
3. Submit copy of the IRS tax-exempt letter, if appropriate.
4. Only the grants application form without attachments will be submitted to the Trust Board for review, so be specific on application as to your project.

**RETURN TO / NOTIFICATION:**

Submit completed application form and IRS tax-exempt letter, if appropriate, to:  
Jerry Loney, North Itasca Electric Co-op., Inc., PO Box 227, Bigfork, MN 56628-0227

North Itasca Electric will notify applicants of grant approval status as soon as possible following each bi-yearly Trust Board meeting. Inquiries may be made by calling 800-762-4048 or by e-mailing [support@nieci.com](mailto:support@nieci.com).



## North Itasca Electric Community Trust Grant Application Form

### PROFILE INFORMATION:

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

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

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

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

Tax Status: Check one \_\_\_ Non-profit \_\_\_ Governmental Organization

If your organization is not a registered non-profit or government agency, you may wish to have a non-profit or government agency apply for your organization on your behalf.

### PROJECT DESCRIPTION:

Please check the appropriate category:

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

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

Statement of Project Purpose/Objectives:

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

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

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

\_\_\_\_\_

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

Total Amount of project: \_\_\_\_\_ Amount Requested: \_\_\_\_\_

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

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

\_\_\_\_\_

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**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.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

Return completed form and attachments to:  
Jerry Loney  
North Itasca Electric  
301 Main Ave. P.O. Box 227  
Bigfork, MN 56628

# North Itasca Electric Service Area Map

Insert service map

