



## Operation Round Up Application Guidelines



The goal of the Operation Round Up program is to help with as many charitable groups/ organizations as possible. To this end, a committee has been established to thoroughly review each application and determine if the proposal meets the program's primary objective: community betterment.

Grants are available to any group or organization recognized as exempt under Section 501(c)(3), 501(c), and 509(a)(1) of the IRS Code. A copy of the grantee organization's exempt IRS Determination Letter is required as an attachment to the grant application and kept on file.

If an organization submitting a grant request for a charitable purpose is not an exempt approved IRS entity as stated above, the organization must submit the grant request under an umbrella of a 501(c)(3), 501(c), or 509(a)(1) organization which has agreed to be a fiscal sponsor for a non-501(c)(3), 501(c), or 509(a)(1) organization on a grant request and must comply with the following list of responsibilities:

1. Be the applicant of record and sign the application form.
2. Enter into a letter of agreement with the sponsored organization outlining and stipulating the terms of the relationship between fiscal sponsor and the sponsored organization.
3. Complete all required forms and enter into a contractual agreement with M.J.M. Electric Cooperative for the receipt of the grant funds, including a copy of the letter of agreement entered into with the sponsored organization.
4. Receive the funds from M.J.M. Electric Cooperative.
5. Maintain accurate and up-to-date records of the receipt of the funds to the stipulations of the grant agreement.
6. Disburse the funds to the sponsored entity as warranted and agreed to by the terms of the letter of agreement that exists between the fiscal sponsor and the sponsored organization.
7. Maintain an accurate and up-to-date accounting of expenditures and income for the project.
8. Submit a final grant report of overall expenses and income for the project (all sources) to M.J.M. Electric Cooperative within the time period stipulated in the grant agreement.
9. Reimburse M.J.M. Electric Cooperative for any grant funds disbursed which are not spent according to the stipulations of the grant contract.
10. Undergo a fiscal review of financial records pertaining to the grant by M.J.M. Electric Cooperative if such review is deemed appropriate.
11. List all fees charged by the fiscal sponsor to the grant seeker.

## APPLICATION EVALUATION FACTORS:

- Is there an established need for the program/project for which the grant is requested?
- Potential benefit to area residents and the entire community and/or surrounding area.
- Is it appropriate for the committee to make a grant for the requested purpose, or are there more compatible sources of potential funding?
- Are adequate resources available to effectively respond to this need? Level of community support for the program or project.
- Is the application complete and are all supporting details & documents provided?

## GRANT ELIGIBILITY:

- Use of funds will be limited to projects/programs of non-profit groups and organizations that serve communities within M.J.M. Electric Cooperative service territory.
- Grant funds are commonly used for, but not limited to: community service projects, food banks, health and rescue organizations, educational projects, youth programs and special projects of non-profit organizations. Other projects may be considered.
- Funds for a reimbursement of prior purchases are subject to denial determined by the Board of Trustees.

## RESTRICTIONS:

Grant funds will *generally not* be approved for:

- Lobbying or political organizations
- Fraternal or labor organizations
- Fund-raising dinners, raffles, or other social events
- Individuals
- Building construction or materials
- Capital fund campaigns
- National fund drives
- Advertising
- On-going operational expenses
- Payment for any group or individual's utility bill(s)
- Grants will not exceed \$5,000 for any one organization within a 12-month period.

The Grant Review Committee is to make the best use of the funds entrusted to it to support activities in or near M.J.M. Electric's service territory and to be sure that the grants are handled wisely. Applicants are encouraged to seek funding from as many organizations as possible. An organization demonstrating resourcefulness by attracting multiple funding sources for a specific project/program (including self-funding) will have its proposal strengthened through these efforts.

Once the Grant Review Committee receives an application, it is free to support, question, or deny any request. Organizations whose requests are approved are notified in writing and issued a check. M.J.M Electric Cooperative's Operation Round Up program granting cycles are as follows:

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| Cycle 1. | 1 <sup>st</sup> Monday in January—Deadline for applications |
| Cycle 2. | 1 <sup>st</sup> Monday in April—Deadline for applications   |
| Cycle 3. | 1 <sup>st</sup> Monday in July—Deadline for applications    |
| Cycle 4. | 1 <sup>st</sup> Monday in October—Deadline for applications |

The Grant Review Committee meetings are scheduled approximately two weeks after the deadlines for applications. Applicants are notified by mail with the committee's decision to grant, table, or deny the application. These notifications are sent within one week of the grant review committee meeting.

## **REQUIREMENTS / CHECKLIST**

- Completed application form.
  - Project budget showing how requested funds will be spent (include bids, quotes, pricing, etc.).
  - Copy of 501(c) ( ) or non-profit status letter (letter of determination from the IRS).
  - Project receipts have been submitted for any past grants an organization may have received.
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- **Applications will not be considered until receipts are received for past grants.**
  - **Applications not meeting all of these requirements will not be considered.**

**Questions:** Call 217-707-6156 or email [info@mjmec.coop](mailto:info@mjmec.coop)