



## OPERATION ROUND-UP

Spoon River Electric Foundation  
930 S. 5<sup>th</sup> Avenue, PO Box 340  
Canton, IL 61520  
(309) 647-2700

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Dear Operation Round-Up Application:

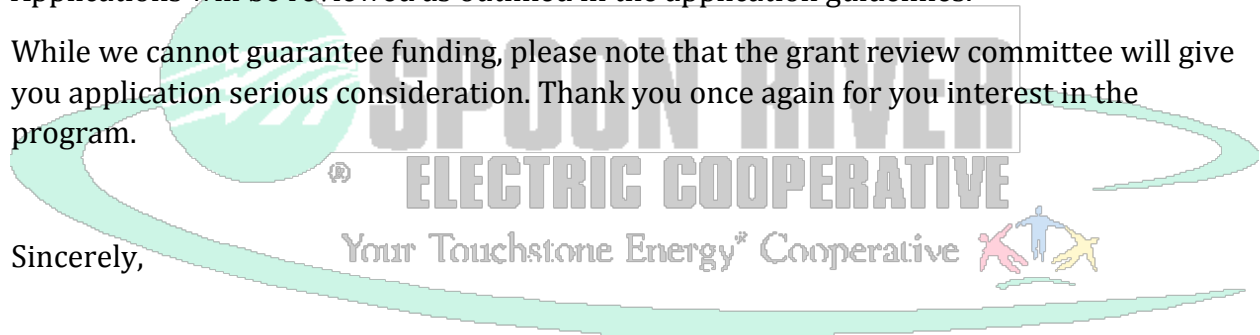
Thank you for your interest in Spoon River Electric Cooperative's Operation Round-Up program. Due to the generosity of our membership, Operation Round-Up grants are assisting local groups and organization with some very worthwhile community betterment projects.

This packet contains the information you will need to complete a grant application. As you read through these materials, please feel free to call me with any questions or concerns. Applications will be reviewed as outlined in the application guidelines.

While we cannot guarantee funding, please note that the grant review committee will give you application serious consideration. Thank you once again for you interest in the program.

Sincerely,

Taryn Mellert  
HR Director/Executive Assist.





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### Application Guidelines

The goal of the Operation Round-Up program is to provide assistance for 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) and Section 170 of the IRS Code. A copy of the grantee organization's 501(c)(3) IRS Determination Letter is required as an attachment to the grant application and kept on file. Among the exceptions to the 501(c)(3) designation are public educational institutions which are defined by the IRS in Section 170 or municipalities.

If an organization submitting a grant request for a charitable purpose is not a 501(c)(3) entity, the organization must submit the grant request under umbrella of a 501(c)(3) organization which has agreed to be a fiscal sponsor for a non-501(c)(3) 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 Spoon River 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 the Spoon River Electric Foundation.
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 Spoon River Electric Cooperative within the time period stipulated in the grant agreement.
9. Reimburse Spoon River 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 Spoon River Electric Cooperative if such review is deemed appropriate.
11. List all fees charged by the fiscal sponsor to the grant applicant.

Applications are reviewed based on the following criteria:

- Is there an established need for the program/project for which the grant is requested?
- 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?
- Is it good for the surrounding area?

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### Grant Eligibility:

- Use of funds will be limited to projects/programs of non-profit groups and organizations that serve communities near Spoon River Electric Cooperative service territory.
- Funds are commonly used for, but no limited to; community service projects, food banks, health and rescue organizations, education projects, youth programs and special projects of non-profit organizations. Other projects may be considered.

### Restrictions:

Grant fund will **generally not** be approved for:

- Lobbying or political organizations
- Fraternal or labor organizations
- Fund-raising dinners, raffles, or other social events
- National fund drives
- Advertising
- On-going operational expenses
- Payment for any group or individual's utility bill(s)

The Spoon River Foundation Review Committee is to make the best use of the funds entrusted to it to support activities in or near Spoon River 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 Spoon River Foundation 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. Spoon River Electric Cooperative's Operation Round Up program granting cycles are as follows:

- 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 Spoon River Foundation 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.



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## ORGANIZATION/GROUP APPLICATION

Complete the information below. Then, using a separate sheet(s) of paper, answer the questions that follow. It is very important that you complete the entire application. Incomplete applications will not be accepted or considered for funding.

### Organization Information

Name of Organization: \_\_\_\_\_

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

\_\_\_\_\_

Contact Phone Number(s): \_\_\_\_\_

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

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

Is the organization requesting funding tax exempt under IRS section 501(c)(3):  Yes  No

*\*A United States Treasury Department tax exemption letter stating the above named organization is tax exempt under section 501(c)(3) and 170 of the Internal Revenue Code must be attached to be eligible for a grant.*

### Request:

Amount of Request: \$ \_\_\_\_\_

Total Amount needed for project: \$ \_\_\_\_\_

*Please answer the following questions concerning the nature of the request and contributions using a separate sheet(s) of paper:*

### Nature of Request:

1. Describe the project in detail and explain exactly how the funds will be used.
2. Explain the circumstances that have prompted this request.
3. How does this project meet the Operation Round-Up program's primary objective of community betterment?
4. List any other sources of funding for this request.

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## Spoon River Electric Foundation

5. Please provide that name, address and phone number of three business references familiar with your organization. References may not be employees or members of the organization requesting funding.

### **Contributions:**

Is your organization contributing to the project in terms of cash and/or in-kind/non-cash? If so, please provide the details of the contribution. **Please attach an appropriate bids/estimate/bills directly relating to your request.**

The Operation Round-Up Trustees may, from time to time need to table an application until the next scheduled meeting because of time constraints of insufficient information on an application.

Can your application be tabled?                      Yes    No

Will you accept partial funding?                      Yes    No

Comments: \_\_\_\_\_

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



The information contained in this statement is for the purpose of obtaining funding from the Spoon River Electric Cooperative Foundation for the Operation Round-Up Program on behalf of the undersigned. The undersigned understands that the information provided herein is used in deciding to grant funding, and the undersigned represents and warrants that the information provided is true and complete and that the Operation Round-Up Committee Members may consider this statement as continuing to be true and correct until a written notice of a changes is provided. The Operation Round-Up Committee Members are authorized to make all inquiries they deem necessary to verify the accuracy of the statements made herein.

Please mail your completed application and supporting documents to:

**Spoon River Electric Cooperative**  
**Attn: Taryn Mellert**  
**P.O. Box 340**  
**Canton, IL 61520**

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Signature of Representative

\_\_\_\_\_  
Date