



# OPERATION ROUND UP® OPERATING GUIDELINES

## MISSION STATEMENT

*To serve as responsible stewards of the generosity of Stearns Electric Association member-consumers and distribute grant funds in a manner that enhances the overall quality of life in our local community.*

### GOALS:

1. Support non-profit organizations, programs, events and causes that serve as important assets to the communities where our member-consumers live, work and play.
2. Provide contributions to a range of causes including, but not limited to, environmental, education, youth, veteran and health-based programs.
3. Support non-profit organizations, programs, events and causes designed to combat critical social problems in Central Minnesota.
4. Support non-profit organizations, programs, events and causes that enhance the cultural environment throughout our service territory.
5. Provide contributions to non-profit organizations offering hardship relief, such as food shelves, emergency assistance programs, and disaster relief programs, among others.

### TRUST BOARD OPERATING GUIDELINES:

#### GENERAL FUNDING GUIDELINES

- Funding requests will be considered based on need, priority to the Stearns Electric service territory and availability of funds.
- Contributions to each grantee shall be limited to once per calendar year.
- Up to \$1,000 upon satisfactory request for area first responders.
- Up to \$1,000 per community per year for the purchase of an Automated External Defibrillator (AED).
- Up to \$2,000 upon satisfactory request for short-term refuge programs including area women's shelters, youth and/or veteran's shelters and hospice programs.
- Up to \$500 upon satisfactory request for an individual's personal medical or personal disaster request if the funding benefits a member of Stearns Electric.
  - A member is defined as someone who receives electricity from Stearns Electric Association in their primary residence. This is a one-time distribution that can be awarded to individuals once in 10 years. Non-members of Stearns Electric will not receive funds.

- Up to \$500 upon satisfactory request for park and recreation, area lake associations and cemeteries. Up to \$500 can be awarded for capital projects (i.e. playground equipment, benches, etc); up to \$250 can be awarded for non-capital projects (i.e. clean up).
- Up to \$500 upon satisfactory request for education foundations, directly funding classroom grants.
- Up to \$500 upon satisfactory request for club teams and extracurricular activities.
- All other satisfactory requests will be awarded funding based on the Stearns Electric Association Trust Board Funding Rubric.

### **ANNUAL PROGRAM GIVING**

On an annual basis, the Trust Board awards grants to the following organizations or causes within our service territory based on fund availability. After the first time an organization receives funding, these organizations need not fill out an application.

- Up to \$3,000 each to area food shelves.
- Up to \$1,000 each to holiday gift-giving organizations.
- Up to \$1,000 each to five technical colleges to be given to a student(s) who is enrolled in a line worker or electrician training program. Preference will be given to student who is from Stearns Electric's service territory.
- Up to \$1,000 each to four area high schools to be given to a graduating senior as a higher education scholarship. High schools will be selected on a rotating basis. During the last year of the rotation, five high schools will be awarded a scholarship. Preference will be given to student whose parents are Stearns Electric members. Minimum of 25 students in the graduating class required.
- Up to \$250 each to area high schools to be used for their post-prom or post-graduation events (chemical free lock ins.) Minimum of 25 students in the graduating class required.

### **GRANTS WILL NOT BE AWARDED FOR THE FOLLOWING PURPOSES**

- Religious Organizations for Religious Purposes (*please see Faith-Based Organization Policy*)
- Endowments
- Feasibility Studies
- Political Organizations/Political Campaigns
- Fraternal/Labor Organizations
- Stipends for Volunteers
- Conferences, Symposiums or Workshops
- Mileage/Transportation expenses (including mileage reimbursement, field trips, etc.)
- National Fund Drives
- Already Completed Projects

### **ADDITIONAL REQUIREMENTS**

- Checks must be made payable to an established organization and cannot be made payable to a specific individual.
- In the case that an event or organization has not set up a banking/checking account, checks can be made payable to an individual, but that individual needs to complete the Stearns Electric Association Trust Final Report and submit copies of all receipts.
- Additional information may be requested from grantees.

### **APPLICATION PROCESS**

- Operation Round Up applications must be completed in full by the deadline, as listed on the Cooperative's website.
- Applicants might be contacted by a representative(s) of the Trust Board prior to the grant distribution meetings to collect additional information.
- Checks are made payable to and mailed to the organization or individual listed on the Operation Round Up® Funding Application. If a check is made payable to an individual, additional paperwork is required.