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### Operation Round-Up Application Guidelines

The Egyptian Electric Cooperative Association (EECA) Operation Round-Up program is a charitable program designed to provide financial assistance to charitable groups and/or organizations that contribute to the betterment of our communities within our service footprint. Operation Round-Up is an at-will and voluntary, or opt-in, program offered to our membership and employees. Once authorization is given to EECA, the program is designed to capture and collect the rounded-up funds, difference to the next whole dollar, and shown on the monthly electric statement. Each monthly EECA statement will show the Operation Round Up charge amount as a line item, as well as the accumulated year-to-date amount that is tax deductible. When choosing the traditional round-up enrollment option, the average contribution each month is 50-cents (or \$6.00 per year), never to exceed \$11.88 per year. Many participants choose to instead add a flat dollar amount (\$1, \$2, \$5) to their monthly EECA bill, opposed to the automated rounded up amount. Egyptian Electric collects these contributions within our 501(c)(3) charitable fund, and awards will be given out from this fund. An Operation Round Up committee will thoroughly evaluate each application to determine if the proposal meets the defined outline and objectives.

Grant opportunities are made 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 will be kept on file with EECA. 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 the 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 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 the fiscal sponsor and the sponsored organization.
3. Complete all required forms and enter into a contractual agreement with Egyptian Electric Charitable Fund 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 Egyptian Electric Charitable Fund.
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 Egyptian Electric Charitable Fund within the time-period stipulated in the grant agreement.
9. Reimburse Egyptian Electric Charitable Fund 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 Egyptian Electric Charitable Fund if such review is deemed appropriate.
11. List all fees charged by the fiscal sponsor to the grant applicant.

No applications will be funded to support any candidate for political office or for any political purpose. Major funding categories include: community service, economic development, education & youth, environment, emergency energy assistance, safety and disaster relief. Applications will be weighted on the following criteria:

- a) Is there an established need for the program/project for which the grant is requested?
- b) Is it appropriate for the committee to make a grant for the requested purpose, or are there more compatible sources of potential funding?
- c) Are adequate resources available to effectively respond to this need?
- d) Is it good for the surrounding area?
- e) How many people will the submitted project affect?

The Operation Round-Up Committee is to make the best use of the funds entrusted to them to support activities in Egyptian Electric Cooperative's service territory and to ensure that the grant funds given 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.

**Grant funds will typically be awarded in amounts up to \$1,500.** Number of winners and grant award amounts will be dependent on funds available each cycle. Unless otherwise noted, applications not selected will not roll or be held from one cycle to another.

Once the Operation Round-Up Committee receives an application, it is free for them to support, question, or deny any request. Applicants are notified by mail with the committee's decision to grant, table, or deny the application. These notifications should be sent within one week of the grant review committee meeting. Organizations whose requests are approved are notified in writing and issued a check at that time, assuming all requirements have been satisfied. Egyptian Electric Cooperative's Operation Round-Up program's four (4) grant cycles are as follows:

- Cycle 1. 1<sup>st</sup> Monday in January—Deadline for applications  
Last Tuesday in January—Grant Decision/Notification
- Cycle 2. 1<sup>st</sup> Monday in April—Deadline for applications  
Last Tuesday in April—Grant Decision/Notification
- Cycle 3. 1<sup>st</sup> Monday in July—Deadline for applications  
Last Tuesday in July— Grant Decision/Notification
- Cycle 4. 1<sup>st</sup> Monday in October—Deadline for applications  
Last Tuesday in October— Grant Decision/Notification

Applications will be accepted in-person during lobby/business hours, by mail, after-hours drop box, email, or fax. Applications must be received to Egyptian Electric Cooperative by end of business on, or post-marked by, the intended cycle deadline. Applications will be accepted all year and will be considered for the open cycle that they are received in.