McDonough Power Cooperative
P.O. Box 352 • 1210 W. Jackson St. • Macomb, IL 61455-0352
Telephone: 309.833.2101 • Fax: 309.833.2104 • www.mcdonoughpower.com

OPERATION ROUND-UP

McDonough Power Cooperative Cares
1210 W. Jackson Street, P.O. Box 352
Macomb, IL 61455
(309) 833-2101

Dear Operation Round-Up Applicant:

Thank you for your interest in McDonough Power Cooperative's Operation Round-Up program. Due to the generosity of our membership, Operation Round-Up grants are assisting local groups and organizations 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 Operation Round-Up Trustees will give your application serious consideration. Thank you once again for your interest in the program.

Carrie Van Vleet
Energy Services Manager

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 of Trustees 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. 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 McDonough Power 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 McDonough Power Cooperative Cares 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 McDonough Power Cooperative within the time period stipulated in the grant agreement.
9. Reimburse McDonough Power 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 McDonough Power 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?
- 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 McDonough Power 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.

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
- National fund drives
- Scholarships
- Advertising
- On-going operational expenses (salaries)
- Payment for any group or individual's utility bills

The Operation Round-Up Trustees are to make the best use of the funds entrusted to them to support activities in or near McDonough Power Cooperative'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 Operation Round-Up Trustees receive an application, they are free to support, question, or deny any request. Organizations whose requests are approved are notified in writing and issued a check. **Applicants may receive funding only once per calendar year.**

Cycle 1. 1st Monday in January—Deadline for applications

Cycle 2. 1st Monday in April—Deadline for applications

Cycle 3. 1st Monday in July—Deadline for applications

Cycle 4. 1st Monday in October—Deadline for applications

The Operation Round-Up Trustee meetings are scheduled approximately two weeks after the deadlines for applications. Applicants are notified with the committee's decision to grant, table, or deny the application. These notifications are typically sent within one week of the grant review committee meeting.

ATTENTION: Below is a sample of the IRS Determination Letter issued by the Internal Revenue Service. Your copy of this letter needs to be submitted with the application. Applications submitted without this letter will be considered incomplete.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Employer Identification Number:
12-3456789
DLN:
123456789910
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required
Yes
Effective Date of Exemption
January 3, 2002
Contribution Deductibility:
Yes
Addendum Applies:
No

Date:

YOUR NONPROFIT, INC.
P. O. BOX 123
MISSION WAY, CA 95050

SAMPLE

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because of this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. We determined that you are a public charity under the Code section(s) listed in the heading of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Ms. Mission

Director, Exempt Organization

Letter 111

This document is a sample for the sole purpose of displaying what an IRS determination letter looks like. This is not an actual determination letter. The use of this document is intended strictly for informational purposes and not any commercial purpose. This document is not for sale.

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APPLICATION FOR DONATION FOR ORGANIZATION/GROUP

Complete the information below. Then, using a separate sheet(s) of paper, answer the questions that follow. Please type or print clearly with dark ink. It is extremely important that you complete the entire application. Incomplete applications will not be considered for funding.

Name of Organization:_____

Address:_____
Street or Post Office Box

_____
City State Zip Code

Contact Phone Number(s):_____

Contact Person:_____
Name Title

Email Address:_____

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

- ❑ *A United States Treasury Department Federal income 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.* ***Letter must be from the IRS Department of the Treasury-see sample below.***

Request:

Project Name: _____

Amount of Request: $ _____

Total Amount needed for project: $ _____

Please answer the following questions in detail concerning the nature of the request and contributions using a separate document:

Nature of Request:

- ❑ Describe the project in detail and explain exactly how the funds will be used.
- ❑ Explain the circumstances that have prompted this request.
- ❑ How does this project meet the Operation Round-Up program's primary objective of community betterment?
- ❑ List any other sources of funding for this request.
- ❑ Provide the 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, provide the details of the contribution. **Please attach any appropriate bids/estimates/bills directly relating to your request – this will make the application stronger.**

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

Can your application be tabled? ☐ Yes ☐ No

Will you accept partial funding? ☐ Yes ☐ No

Comments:_____

_____

_____

Incomplete applications have a good chance of being tabled or rejected, please be sure to include the following with your submission:

- ☐ Completed Application for Donation
- ☐ IRS Determination Letter from the Internal Revenue Service
  (DO NOT submit an Illinois Sales Tax Exemption form)
- ☐ Document detailing the nature of the request as outlined above
- ☐ Bids/estimates/invoices related to the request

The information contained in this statement is for the purpose of obtaining funding from the McDonough Power Cooperative Cares Fund 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 Trustees may consider this statement as continuing to be true and correct until a written notice of a change is provided. The Operation Round-Up Trustees are authorized to make all inquiries they deem necessary to verify the accuracy of the statements made herein.

_____
Name of Organization

_____
Signature of Representative

_____
Date

Please submit your completed application and supporting documents by email or mail to:

Mail/Drop off: McDonough Power Cooperative
1210 W. Jackson St., P.O. Box 352
Macomb, IL 61455

Email : memberservices@mcdonoughpower.com