

Freeborn-Mower Cooperative Services Operation Round-Up®
2501 E. Main Street PO Box 611
Albert Lea, MN 56007

INDIVIDUAL or FAMILY APPLICATION INSTRUCTIONS



What is FMCS Operation Round Up®?

FMCS Operation Round Up® is a non-profit fund, generated by and benefiting members of Freeborn-Mower Cooperative Services (FMCS). The funds are administered and distributed according to the direction of a Board of Trustees made up of FMCS members throughout our service territory.

Who is eligible to request assistance?

Individual applicant(s) must be current FMCS members, (having an account in your name) living within FMCS' service territory.

How do I apply for assistance?

Anyone with a specific need for funds can make application to the FMCS Operation Round Up® Board of Trustees. There are two different applications - one for families or individuals, a second for organizations. For additional forms call fund coordinator, Mary J. Nelson at 507-373-6421 x3118. Application forms are also available on the FMCS website: www.fmcs.coop.

What other information should I include with my form?

- Please provide a written narrative of your situation.
 - Include your name, address and phone number.
 - Include two references with contact information.
 - You may be contacted to submit additional information.
 - State the amount of aid you are requesting (Not to exceed \$1,000).
 - Please make sure **to sign and date** the application and **type or print legibly in black ink**.
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When is the deadline for application submission?

The FMCS Operation Round Up® Board meets in **January, April, July, and October**. Applications received **before** the first day of the month of a meeting will be considered at that month's regularly scheduled meeting. Emergency submissions will only be considered at the discretion of the board.

Is there a limit to the amount I can request?

Yes, there is a limit to the amount of money that will be awarded to any family, individual, or organization in a twelve-month period. **Limits are set by the board are subject to periodic review.**
\$1,000 Annually for an Individual or Family

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Where should completed Forms be sent? The completed forms should be returned to:

FMCS Operation Round Up®
ATTN: Mary J. Nelson
PO Box 611 Albert Lea MN 56007
OR: E-mail to: mnelson@fmcs.coop

How quickly will the Board respond to my request?

There is no way to estimate how long it will take to process your application, but we will contact you when any decision is made regarding the request. We ask that any inquires about your request be sent in writing. Due to the volunteer nature of our board we are unable to handle inquiries about application status via telephone or in person. However, if you need assistance completing the application, or have any other questions about the application process, please call the Freeborn-Mower Cooperative Services office and speak with Mary Nelson (507) 373-6421 x3118.

If my request is considered by the Board, and denied, how can I appeal?

Any further appeals and comments must be made to the Board in writing. Due to the volunteer nature of our board, we are unable to handle inquiries or comments via telephone or in person. If you wish to contact the board regarding their decision, please send your letter to the Operation Round Up® Coordinator at the following address:

Mary J. Nelson
Freeborn-Mower Cooperative Services
PO Box 611
Albert Lea, MN 56007
OR: Fax to: (507) 377-7145
OR: E-mail to: mnelson@fmcs.coop

DISCLAIMER

The information contained in this statement is for the purpose of obtaining funding from Freeborn-Mower Cooperative Services Operation Round Up® on behalf of the undersigned and will be kept confidential. Each undersigned understands that the information provided herein is used in deciding to grant funding. Each undersigned represents and warrants that the information provided is true and complete and that Freeborn-Mower Cooperative Services Operation Round Up® may consider this statement as continuing to be true and correct until a written notice of a change is provided. Freeborn-Mower Cooperative Services Operation Round Up® is authorized to make all inquires they deem necessary to verify the accuracy of the statements made herein.



Application Form - Return this portion and page 3

Signature of Applicant/Recipient _____ **Date** _____

Signature of Co-Applicant _____ **Date** _____

Address: _____

Phone: _____

