

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

ORGANIZATION APPLICATION INSTRUCTIONS

Please read completely!



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 applicants must be current FMCS members, living within FMCS' service territory.

Organizations or charities providing services that are beneficial to the public interest, within FMCS' service territory. **FMCS Operation Round Up® is prohibited from making grants for religious or political purposes. Applications from schools must be signed by the Principal of that school.**

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?

Some guidelines to consider when completing the form are:

- **Include a cover letter. Use black ink, and be legible. Unreadable applications will be returned.**
- You need to write in all areas of the application, do not leave anything unanswered. If not applicable please write N/A.
- If the funds are requested to purchase a new item or for a repair, please include three bids for the item or work. We request that at least one bid be from a vendor or supplier in the FMCS service territory if at all possible.
- If you are requesting funds to pay a particular bill/s, **include copies** of all the bills for which you are requesting assistance, and/or any other correspondence regarding your account.
- Any additional information you can supply in the form of a letter is extremely helpful to the board in making decisions regarding these requests.
- Please make sure **to sign and date** the application **and write legibly in black ink.**

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If any of the information required is not complete, your application will not be considered.

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 and may change:

\$500 - Annually for an Organization or Charity
\$1000 – Annually for rural volunteer fire departments or first responder units

Where should completed forms be sent?

The completed forms should be returned to:

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

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 inquiries 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 J. Nelson (507) 373-6421 x3118.

Do receipts need to be submitted if my request is approved?

YES. Documentation or verification of receipts of this grant are required for future funding considerations.

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 address listed above.

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Freeborn-Mower Operation Round Up®– Organization Application

Please submit this form by regular mail, fax or e-mail to:
FMCS • Attention: Mary J. Nelson, PO Box 611, Albert Lea, MN 56007
Fax: 507-377-7145 Email: mnelson@fmcs.coop

Name of Organization: _____ Date: _____

Address: _____

Contact Person: _____ Email : _____

Telephone: _____ Fax: _____ # of people benefiting from project _____

Amount of request: \$ _____ Total amount of project \$ _____

Geographic area served: _____

Is this organization requesting funding exempt from payment of income tax? Yes No If yes, please attach a copy of your Form 501 (c) (3) letter from the Internal Revenue Service.

PROJECT SUMMARY

Summary of organization history: _____

Summary of organization mission and goals: _____

Brief description of project or event to be funded, including details of how funds will be used (2-3 sentences):

Description of how project or event benefits the community: _____

By submitting this application, I certify the information provided is true and complete.

Name: _____ Title: _____
(If a school, MUST be signed by the Principal of the school)

The following information is voluntary. It will not affect any decisions regarding this application.

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IMPORTANT NOTE: Documentation or verification of receipts of this grant are required for future funding considerations.

I [] will, [] will not allow my/ my organization's photo or name to appear in FMCS publications to promote the Freeborn-Mower Cooperative Services Operation Round Up® fund.

Signature

Date