

**Administration:**

The Economic Development Authority (EDA) in conjunction with the Preston Public Utilities founded Operation Spare Change Round up in 2013. Bill pay is administered by the Public Utilities. The distribution of the collected donations is administered by the Economic Development Authority Board. Donations per participant can round up to a maximum of \$6.00 annually.

**Funding:**

In general, the board will consider making donations to:

- Programs, projects and equipment which are important components of a communities overall quality of life within the City of Preston.

Examples include but are not limited to:

1. Environmental programs
2. Education programs
3. Business development
4. Community development within the City of Preston
5. Historical preservation within the City of Preston

**Limitations:**

Contributions generally will not be made for:

- Lobbying
- Fundraising dinners, raffles or other similar event
- On – going operational expenses

**Decisions:**

- Based on need
- Availability of funds

**Evaluating factors:**

- Potential to benefit area residents, and businesses in the City of Preston
- Level of local support for the program or project
- Results that are predictable and can be evaluated
- Quality service or program

**Requirements:**

- Complete the application form
- Provide a budget demonstrating how the funds will be spent, including a sources and uses description
- If appropriate, a copy of the IRS tax exempt letter, or organization letter
- The EDA recommends applications and the amount of the award to Preston Public Utilities
- The EDA board meets monthly and will review applications annually in October (Amended 2014)

**PRESTON PUBLIC UTILITIES AND PRESTON ECONOMIC DEVELOPMENT AUTHORITY  
GRANT APPLICATION FOR OPERATION SPARE CHANGE ROUND UP**

**PROFILE INFORMATION:**

Applicant Organization: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone(s): \_\_\_\_\_ Email: \_\_\_\_\_

Tax Status (Check one): Non-Profit Governmental organization Other: \_\_\_\_\_

**PROJECT DESCRIPTION:**

Project title: \_\_\_\_\_

Statement of Project or Program Purpose/Objective:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

(If additional space is needed to indicate objective please attached additional page.)

Geographical Area to be Service by Project or Program:

\_\_\_\_\_  
\_\_\_\_\_

Project/Program Start Date: \_\_\_\_\_ Project/Program End Date: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Other Revenue Sources: \_\_\_\_\_ (included sources and uses of funds for the project)

\_\_\_\_\_  
\_\_\_\_\_

**CONTACTS:**

Please provide two contacts familiar with this application and project/program who could be contacted for additional information if necessary.

Name: \_\_\_\_\_ Phone(s): \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_

Phone(s): \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

**ATTACHMENTS:**

Please attach the following to this application:

1. Detailed budget showing how requested funding would be spent.
2. Sources and uses of funds.
- 3 Copy of IRS tax-exempt letter if appropriate.

**CERTIFICATION:**

The information contained in this statement is for the purpose of obtaining funding from the Preston Public Utilities Operation Spare Change Round Up fund on behalf of the undersigned. Each undersigned understands that the information provided herein is used in deciding to grant funding and each undersigned represents and warrants that the information provided is true and complete and that the EDA Board may consider this statement as continuing to be true and correct until written notice of a change is provided. The EDA Board is authorized to make all inquiries they deem necessary to verify the accuracy of the statements made herein. In submitting this application the undersigned agrees that it will use funds solely for the purposes as stated by the EDA Board and will refund any unused portion of such funds.

Authorized signature	Date
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\_\_\_\_\_  
Title

Authorized signature	Date
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\_\_\_\_\_  
Title

**RETURN THE COMPLETED APPLICATION AND ATTACHMENTS No later than October 20<sup>th</sup> to:**

City of Preston  
Preston Economic Development Authority  
PO Box 657  
Preston, MN 55965  
Attention: Cathy Enerson  
Economic Development Director

EDA REVIEW  
Date \_\_\_\_\_ Decision: Accept/Deny

PPU REVIEW  
Date \_\_\_\_\_ Decision Accept/Deny