



Operation Spare Change Round Up Guidelines

Administration

The City of Preston Economic Development Authority, in conjunction with the Preston Public Utilities, founded Operation Spare Change Round Up in 2013. Bill-pay is administered by PPU. The distribution of the collected donations is administered by the EDA Board. Donations per participant can round up to a maximum of \$11.88 annually. The EDA will recommend applications and the amount of the award to Preston Public Utilities for grant payment. The EDA meets monthly and will review applications annually in November.

Funding

In general, the EDA Board will consider making donations to:

- Programs, projects and equipment which are important components of the Community's overall quality of life within the City of Preston.

Examples include but are not limited to:

- Environmental programs
- Education programs
- Business development
- Community development
- Historical preservation

Limitations

Contributions generally will not be made for:

- Lobbying
- Fundraising dinners, raffles or similar events
- Ongoing operational expenses

Decisions

- Based on need
- Availability of funds

Evaluation 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

- Completed application form
- Budget demonstrating how funds will be spent, including other sources of funding
- If appropriate, a copy of the IRS tax exempt letter or organization letter



Operation Spare Change Round Up Grant Application

Profile Information

Applicant Organization_____

Address_____

Contact Person_____ Title_____

Phone #_____ Email_____

Tax Status (Check One)___ Non Profit ___ Government Organization ___ Other

Project Description

Project Title_____

Description of Project including Purpose/Objective

Geographical Area to be Serviced by Project or Program

Project Start Date_____ Project End Date_____

Amount Requested_____

Other Revenue Sources

Operation Spare Change Round Up Grant Application

Contacts

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

1. Name _____ Phone # _____
Email _____

2. Name _____ Phone # _____
Email _____

Attachments

Please attach the following documents to this application

- Detailed budget showing how requested funding would be spent
- Sources and uses of funds
- 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

Title

Authorized Signature

Date

Title



Operation Spare Change Round Up Grant Application

RETURN COMPLETED APPLICATION AND ATTACHMENTS BY NOVEMBER 20 TO:

City of Preston EDA
PO Box 657
Preston, MN 55965

EDA REVIEW: Date_____

Accept/Deny_____

PPU REVIEW: Date_____

Accept/Deny_____