Those applying for Operation Round Up funding must demonstrate their project will make a positive impact on one of three priority recipients: seniors, children and youth. The goal of the program is to provide a one-time or limited time investment into an initiative that clearly exhibits a benefit to the community.

Operation Round Up does not fund capital projects or day-to-day operating expenses.

Projects that can use Operation Round Up funds to leverage additional funds or investments from other private or public sector sources will be given priority consideration.

Applicants must represent organizations, projects or initiatives that will benefit EQUS members within the EQUS Service Area, which spans 26 Alberta municipal districts and counties from the County of Barrhead No. 11, south to the U.S. border.

Applications must be received on or before the application due dates to be considered. Application deadlines will be published in various EQUS communications (e.g., website, newsletter, etc.). Applicants will be notified in writing once a decision is reached.

Funding application cycles are as follows:

- January 1 until March 31 applications accepted, with funds disbursed in May;
- April 1 until June 30 applications accepted, with funds disbursed in July;
- July 1 until September 30 applications accepted, with funds disbursed in October; and
- October 1 until December 31 applications accepted, with funds disbursed in January.

All requirements outlined in the application must be completed in order for the application to be considered. Neither EQUS nor the Operation Round Up Committee will be responsible for notifying applicants if requirements are not met. Incomplete applications will automatically be denied.

The Operation Round Up Committee reserves the right to request additional information deemed necessary from the applicant to make an effective funding decision. The applicant has the option of providing the requested information or cancel their application. Applications may also be tabled and reviewed during a future cycle in order to gather additional information from the applicant.

Applicants may only apply for funding once each calendar year, per project, unless indicated otherwise by the Committee.

Successful applicants will also be required to provide a project report within 30 days of the funding release date. This report will confirm how the grant aided in the success of the project. An itemized expense outline and/or substantiation of the successful project completion is also required in this report. An amount may be held in reserve for certain projects and released only upon receipt of the final project report.