

Empowerment Grant - Ecosystem and Neighborhood Grants

Energize Delaware

Application Outline

A Grant Guidelines document is available on our website to assist in during the application process.

If you have questions about your proposed program, please email the Director of Development and Programs at Jim.Purcell@EmpowerGrantDE.org.

If you need technical assistance with the application, please email the Grant Administrator at Kassandra.Rodriguez@EmpowerGrantDE.org

The grant application will include the following sections:

- 1. Organizational Summary, Background, and Capacity*
- 2. Grant Proposal Executive Summary*
- 3. Statement of Need*
- 4. Areas of Focus and Work Plan*
- 5. Partnerships and Community Engagement*
- 6. Anticipated Results and Learning*
- 7. Program Sustainability*
- 8. Budget*
- 9. Appendices*

Organizational Summary, Background, and Capacity

Program Name*

Character Limit: 100

Primary Contact Name*

*If you are not the Executive Director, but you are the **primary contact**, please enter your name here.*

If you are the Executive Director, please skip down to the Grant Proposal Executive Summary (Executive Summary).

Character Limit: 200

Title of Primary Contact*

Character Limit: 200

Primary Contact Email*

Character Limit: 200

Primary Contact Phone*

Please include extension if applicable.

Character Limit: 20

Organization Summary*

Please provide an executive summary of your organization with the following information:

- *Organization Name and Founding Year*
- *Organization Mission*
- *Brief (2-3 sentence) Organization Overview*

Character Limit: 1000

Type of Organization*

What type of organization are you?

Choices

For Profit

Non-Profit

Local Government

Municipality Name*

If you answered "Local" Government for the "Type of Organization" question, please designate municipality name.

Character Limit: 200

Historical and Current Programs*

Summarize your organization's history and current program activities. Provide your organization's experience in bolstering community strength and long-term local resilience, particularly regarding one or more of the following:

- *Providing clean, cost saving energy for low- and moderate- income communities.*
- *Aligning energy efficient homes with healthy and safe homes.*
- *Improving energy efficiency for small business, communtiy-based organizations, and local non-profits in communities of need.*

- *Creating access to clean renewable energy for low- and moderate- income communities.*
- *Building pathways for education and training of a diverse clean energy and energy efficiency workforce for underserved communities.*
- *Other*

Character Limit: 7000

Conflict of Interest*

Do you currently have a relationship with DESEU (Energize Delaware)?

Choices

Yes

No

Conflict of Interest*

If yes, please describe the relationship.

Character Limit: 1000

Grant Proposal Executive Summary

*Please select **one or more** of the following mission areas that best fits your proposed program.**

Choices

Easing the Energy Burden

Creating Healthy and Safe Homes

Providing Access to Clean and Renewable Energy

Creating and Sustaining Clean Energy Jobs

Supporting Green and Sustainable Small Businesses and Community-Based Organizations

Promoting Climate Resiliency

Grant Proposal Executive Summary*

*Describe in detail your organization's **intended uses of the funds**, such as how your organization's approach would help support a strong and equitable focus on the Empowerment Grant mission and focus.*

Keep in Mind: We will seek to fund organizations that are adapting, innovating, and responding to changes in our social and economic environment; working with other organizations to do more than they can do alone; or making other changes to better serve the long-term energy efficiency, health, well-being, and resilience of our communities.

Address how you are promoting each of the following Expenditure Categories, to the extent they apply to:

1. *Public Health*

2. *Negative Economic Impact*
3. *Services to Disproportionately Impacted Communities*
4. *Energy Efficiency and Sustainability*

Character Limit: 7000

Statement of Need

Geographic Location of Proposed Program Services*

Please select **one** of the following:

Choices

New Castle County
 Kent County
 Sussex County
 Statewide

Statement of Need*

*Describe the **size and severity of the problem based on the Empowerment Grant mission and focus** (easing the energy burden, healthy and safe homes, access to clean and renewable energy, creating and sustaining clean energy jobs, and support for green and sustainable small businesses) and please **provide a description of the demographics of the population to be served.***

Character Limit: 5000

Program Specifications and Target*

Describe how the proposed program will benefit the local community by providing energy efficiency and savings, and access to clean renewable energy for low-to-moderate income families, small businesses, community-based organizations, and local non-profits.

Character Limit: 5000

How Programs are Designed with Equity in Mind*

Describe efforts to promote equitable outcomes, including how programs were designed with equity in mind. Include how your organization will consider and measure equity at the various stages of the program.

Character Limit: 5000

Income Data Verification Information

The following information may be used to validate incomes.

Example proof of eligibility:

- *Photo ID for the applicant*

- *At least (1) or more utility bills*
- *Proof of income (pay stub or W2) or proof of benefit (Social Security, SSI, TANF, GA, WIC, and/or food stamps award letter)*

**Low-Income Households are those that are 80% or less of the state median household income or 300% of the Federal Poverty Guidelines, whichever is greater.*

The table below is calculated with the appropriate income level to use for 2022. Yearly updates for this chart will be provided.

Table: 80% of Delaware's median household income

Household Size	Income
1	\$44,567
2	\$50,933
3	\$57,283
4	\$63,633
5	\$68,750
6	\$73,900
7	\$78,917
8	\$84,017

Table: 300% of the Federal Poverty Guidelines

Household Size	Income
1	\$40,770
2	\$54,930
3	\$69,090
4	\$83,250
5	\$97,410
6	\$111,570
7	\$125,730
8	\$139,890

Income Data Verification*

Describe how your organization will validate the low-income status of the beneficiaries.

Character Limit: 5000

Areas of Focus and Work Plan

Work Plan*

Describe the tasks your organization plans to complete that illustrate how the work will be accomplished, including a description of low-to-moderate income energy efficiency tasks.

Please follow the outline provided in the Empowerment Grant Guidelines under "Work Plan Suggested Format" on page 9.

Character Limit: 5000 | File Size Limit: 2 MB

Innovation and Uniqueness*

The Empowerment Grant hopes to encourage new and innovative programs that are not already funded and available in the area where your organization proposes and implements that program.

*Describe **how and why** your proposed program will provide opportunities not already available **and funded in your community**. If the program is similar to another program, describe how your program is additive or will complement the existing program. Please, indicate any specific plans for sharing lessons learned from your activities.*

Character Limit: 5000

Relationship with Other Community Efforts*

*Describe **your organization's relationship to other low-to-moderate income energy efficiency community efforts** and how your organization is cooperating with other organizations, programs, or projects working in the field.*

If you have formal partnerships, describe the roles and responsibilities of any community partners with whom you are working.

Character Limit: 5000

Partnerships and Community Engagement

Key Program Partners*

Provide information related to partner entities that will receive Settlement funds (Sub-Recipient Agreements-SRA) from your program and that will provide critical services and/or carry out critical activities for the proposed grant program (vs. commercial services and off-the-shelf suppliers).

Character Limit: 5000

Partnership Letter of Commitment*

A Letter of Agreement and Memorandum of Agreement signed by a person of authority from the Partner Organization attesting to a commitment to move forward with the grant if selected

and that all information included in the grant application is true.

If multiple, please combine into one document.

File Size Limit: 2 MB

Partner's Key Personnel*

List and describe the partner's key personnel, their respective roles and responsibilities, their qualifications and experience, and the percentages of time committed for all key personnel identified.

For each personnel, please provide the following:

- ***Name and Organization***
- ***Title/Role***
- ***Program Commitment as a % Time (FTE)***
- ***Program Duties and Responsibilities***

Please combine all documents into one document and upload below.

Character Limit: 5000 | File Size Limit: 1 MB

Anticipated Results and Learning

Output & Outcome Measures*

Describe specific output and outcome measures that your organization plans to collect, and how those measures will be used to determine if the organization and proposed program was successful.

Character Limit: 5000

Evaluation Tools*

Describe the tools your organization will use to learn from or evaluate the proposed program (e.g. records, surveys, interviews, pre-and post-tests, and community feedback).

Character Limit: 5000

Interim Report Indicators and Metrics*

Outcome measures should address the following indicators and metrics. Provide any additional indicators or metrics to show impact of your program.

<i>Indicators</i>	<i>Metrics</i>
<i>Energy Efficiency Savings</i>	<ul style="list-style-type: none"> • <i>Energy (Kwh, MWh, MCF, MMBtu)</i>

	<ul style="list-style-type: none"> • <i>Cost savings for customers (aggregated or by LMI Served)</i>
<i>Low- and Moderate-Income Parity</i>	<ul style="list-style-type: none"> • <i>Savings across LMI and market rate programs (% of total savings)</i> • <i>Market penetration rate by income band (%SMI, %AMI, %FPL) statewide and in each census</i>
<i>Participation</i>	<ul style="list-style-type: none"> • <i>Number of households served (#) or percent of eligible households served (%)</i> • <i>Percent of participants at various income levels (%SMI, %AMI, %FPL)</i> • <i>Demographic breakdown</i> • <i>Geographic breakdown (rural and urban)</i>
<i>Housing Type</i>	<i>Participation by housing type (% or #s by single family, mobile and multi-family housing sizes and types e.g., restricted, naturally affordable and market rate multi-family)</i>
<i>Program Resources</i>	<ul style="list-style-type: none"> • <i>Total funding leveraged for energy efficiency, health and safety, renewable energy, and green jobs (\$ by source and purpose)</i> • <i>Amount of investment financed—housing tax credits, on-bill programs, grants, etc. (\$)</i>
<i>Energy Burden</i>	<i>Amount the energy burden decreased (% reduction of income paid for energy bills) for participating LMI households</i>
<i>Health & Safety</i>	<ul style="list-style-type: none"> • <i>Number of homes not served due to health and safety issue and % that receive referrals and ultimately return for service (% homes and % frequency health and safety issues cited)</i> • <i>Health and safety issues abated referred (# homes with % frequency issues abated)</i> • <i># visits to PCP or emergency room for environmental driven illness</i>
<i>Workforce Development</i>	<ul style="list-style-type: none"> • <i>Number of jobs created (# by job type)</i> • <i>Participation of LMI residents in energy efficiency and renewable energy workforce (# of local workers trained, # placed in energy efficiency and renewable jobs)</i>

- | | |
|--|--|
| | <ul style="list-style-type: none"> • % increase in pay, % sustainable long term placement |
|--|--|

Character Limit: 5000

Third-Party EM&V (For Grants Over \$100,000)

If a third-party evaluation, measurement, and verification (EM&V) will be conducted, detail who is conducting the evaluation and their scope of work.

Character Limit: 5000

Program Sustainability

Funding Proposed Program*

Describe any plans for funding the organization, program, or project at the end of the grant period. List additional funding sources or strategies that are being developed.

Character Limit: 5000

Long-Lasting Outcomes*

Beyond financing, describe the long-lasting outcomes or mechanisms by which the program is sustained.

Character Limit: 5000

Budget

Request Amount*

Character Limit: 20

Total Project Amount*

Character Limit: 20

Budget Worksheet*

Please include the complete Budget Worksheet in an Excel or PDF file and submit it as an attachment.

A blank excel spreadsheet can be found [here](#).

File Size Limit: 2 MB

Budget Narrative*

Please include a concise budget narrative that details administration costs and program costs. The narrative should be organized so **each budget worksheet line item has a corresponding narrative** that gives the evaluate a good understanding of how moneys will be spent on each line item. Where employee and contractor costs are proposed please provide the number of

employees both full time and part time, proposed titles, and the percent (%) of time spent in the program versus other program. *File Size Limit: 2 MB*

Definitions:

I. Direct administrative costs are the reasonable, necessary, allowable, and otherwise allowable costs of general management, oversight, and coordination of the grant (i.e., program administration).

II. Program costs are those that are associated with the direct benefits received by the beneficiaries of the program these would include: rebate or incentives for installed energy efficiency measures, direct installation of the energy efficiencies measures, costs related to provide energy assessments, counseling, or other non-tangible activities that are not covered by staff administration salaries.

File Size Limit: 2 MB

Average Annual % Fringe*

Character Limit: 20

Average % Administration*

Character Limit: 20

Average % Program Costs*

Character Limit: 20

Average % Personnel (Admin)*

Character Limit: 20

Average % Personnel (Direct)*

Character Limit: 20

Average % Marketing*

Character Limit: 20

Appendices

Appendices*

Include **supplemental application material** such as resumes and match commitment letter. These attachments should directly reference and support the specific rating factor narrative to which they pertain.

Combine the following into one document:

- Annual Report
- Financial Audit Statement or Recent 990

- *Board Member List*
- *Project Timeline*
- *Research & other support material (optional)*

File Size Limit: 8 MB