



## Grant Guidelines

### Empower Efficiency Grant

Up to \$75,000

This grant is designed to support one-time projects and programs that encourage awareness of emerging technologies and innovative approaches to energy efficiency, renewable energy, clean transportation, climate resiliency, environmental justice, and community sustainability. These grants can be one-time costs and may include purchasing energy efficient products and services to improve sustainability of an organization serving low- and moderate-income communities.

### APPLICATION OUTLINE

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The online grant application is located on our website at [www.energyequityfund.org](http://www.energyequityfund.org). Our website has a link to our online grant application portal. At this grant application portal link, you will be instructed to login or create a new account. Once you have created a new account you will be able to view the grants available. Select your preferred grant, each grant application will require the following components outlined below:

1. **Organizational Summary, Background, and Capacity**
2. **Project Details**
3. **Budget**
4. **Appendices and Additional Comments**

### ORGANIZATIONAL SUMMARY, BACKGROUND, AND CAPACITY

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Section includes information regarding the program primary contact, organization summary, and addressing any possible conflict of interest between the organization and Energize Delaware. Be prepared to describe the organization's historical and current programs.

### PROJECT DETAILS

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Section covers project details including start date, end date, organization need for project, outcomes of the project, and listing goals pertaining to diversity, equity, and inclusion. A portion of this section focuses on describing how your proposed project falls into one or more Guiding Principles and Focus Areas.

## GUIDING PRINCIPLES

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### **Justice-Framed Capacity Building**

Concentrated emphasis in building leadership representation from disproportionately impacted communities as well as guiding key advocacy, policy and research around disproportionately impacted communities. Training, technical assistance to help organizations become more equity centered.

### **Institutional and Behavioral Culture Shift**

Education, training and behavior modifications programs and services to assistance institutions and individuals in the importance of energy use, climate, health practices. Equity focused and culturally sensitive competency education and training to engage communities and individuals on the importance of energy use, climate, and health practices, creating access to tools, resources for grassroots-impacted communities.

### **Strategic Peer Education**

Support community outreach and peer education. Partnerships with impacted groups--- amplifying their narratives directed to creating holistic learning across specific communities (i.e. via convenings, events, webinars) in hopes of increasing awareness, resources, tools, and opportunities for impacted communities.

### **Advocacy in Public Policy**

In close partnership with impacted groups, facilitate and play an important role in shaping policy narratives to emphasize link between energy efficiency, health and climate change.

### **Diversity, Equity, and Inclusion (DEI) in Hiring**

Reflect diversity in hiring of employees, especially in leadership positions across race, age, gender, class, and culture. It's important to have decision makers and program people from communities disproportionately impacted by climate change. Deep understanding of working in urban and rural communities.

### **Capital Projects**

Specific one-time costs to improve energy efficiency, health, and impact on the climate for organizations serving low-and moderate-income communities.

## FOCUS AREAS (EXAMPLES)

- Air Quality
- Biodiversity/Green Scaping
- Climate & Atmosphere
- Coastal & Marine Ecosystem (Sea Level Rise)
- Sustainable Agriculture
- Clean Transportation (EV fleets, EV charging)
- Fresh Water and Water Conservation
- Energy Efficient Appliances
- Fuel Conversion and Environmental Abatement
- Green Job Workforce Training and Job Placement
- Grassroots Organizing
- Emergency and Resiliency Planning
- Material Consumption and Waste (Recycling)
- Science, Technology, Engineering and Math (STEM Education)
- General Environment/Mixed-use
- Behavioral Education and Incentives

## BUDGET

A blank excel Budget Spreadsheet will be provided in the online application. Here is a preview of it:

Type Applicant Name Here												
Type Program Name Here												
Type Application Date Here												
Budget Category	Year 1			Year 2			Year 3			Total 3 year Program		
	Cost (\$)	Grant Share (\$)	Applicant Share (\$)	Cost (\$)	Grant Share (\$)	Applicant Share (\$)	Cost (\$)	Grant Share (\$)	Applicant Share (\$)	Cost (\$)	Grant Share (\$)	Applicant Share (\$)
<b>ADMINISTRATION</b>												
Personnel												
Employed Staff												
Employed Staff Fringe												
Contracted Staff												
Staff Related Transportation												
<b>Total Personnel</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Equipment (over \$5000)												
Indirect Costs												
Supply & Material												
Consumable												
Non-consumable												
<b>Total Supply and Material</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Marketing and Outreach												
<b>ADMINISTRATION TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>PROGRAM COSTS</b>												
Incentives												
Direct Install Measures												
Personnel (direct service)												
Employed Staff												
Employed Staff Fringe												
Contracted Staff												
Staff Related Transportation												
<b>Total Personnel (direct service)</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other -												
Other -												
<b>PROGRAM COSTS TOTAL</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total 3 year cost	\$ -											
Total 3 year Grant Share	\$ -											
Total 3 year Applicant Share	\$ -											
Average Annual % leverage			#DIV/0!									
Average Yearly Cost												
Average Personnel Fringe %			#DIV/0!									
Average % Administration			#DIV/0!									
Average % Program Costs			#DIV/0!									
Average % Personnel (Admin)			#DIV/0!									
Average % Personnel (Direct)			#DIV/0!									
Average % Marketing			#DIV/0!									
Average % Material & Supply			#DIV/0!									

## BUDGET NARRATIVE

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Information about the proposed project's budget must be included in a budget narrative, which is separate from the application narrative. This section of the Guidance describes the information that should be addressed in the budget narrative. Your budget narrative should be organized with a corresponding narrative for each line item in your proposed budget. Applications that do not follow this format will be considered incomplete.

All grant applications will be evaluated on the extent to which the budget narrative justifies the allocation of funds. The budget narrative should describe how costs will be managed.

Administrative costs must be reflected with the appropriate line items and a detailed cost breakdown in the budget narrative must be provided. Indirect costs should be included, as well as any administrative costs that are in the direct cost category.

If sub-recipient organizations are proposed, please describe their role in detail and describe where in the budget worksheet their expenses are allocated. See below regarding a budget worksheet.

## ADMINISTRATIVE COSTS

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

Administrative costs include, but are not necessarily limited to, expenditures for salaries, wages, fringe benefits, and related costs of the recipient's staff or consultants\subcontractors engaged in program administration or that can be specifically identified with the grant. In charging costs to this category, the recipient may either include the entire salary, wages, and related costs allocable to the program of each person whose primary program responsibilities involve program administration assignments, or the pro-rata share of the salary, wages, and related costs of each person whose job includes any program administration activities. The recipient may use only one of these methods during the grant period.

Program administration includes, but is not limited to, the following types of activities:

- Providing local officials and citizens with information about the program, except for targeted outreach, affirmative marketing, education, or outreach for energy efficiency programs.
- Preparing program budgets and schedules, and amendments thereto.
- Developing systems for assuring compliance with program requirements, or developing information systems to enhance the delivery, analysis, or conduct of energy efficiency activities.

- Developing interagency agreements and agreements with sub-recipients and contractors to carry out program activities.
- Monitoring program activities for progress and compliance with program requirements, except for on-site monitoring of energy efficiency measures.
- Preparing reports and other documents related to the program.
- Coordinating the resolution of audit and monitoring findings.
- Evaluating program results against stated objectives.
- Travel costs incurred for official business in general program administration that can be specifically identified with the grant program.
- Transportation costs incurred for general program administration that can be specifically identified with the grant program.
- Equipment (over \$5,000), consumable supplies that are expected to be used within a year (ex: office supplies), and non-consumable supplies that are less than \$5,000 that are expected to last more than a year (ex: cell phones) and materials used for program administration that can be specifically identified with the grant program.
- Marketing costs and material.
- Certification and licensing costs required for program administration responsibilities.

Indirect costs, also known as Facilities and Administrative (F&A) Costs or overhead costs, represent the expenses of conducting business that are not readily identified exclusively with a specific grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs.

## PROGRAM COSTS

Program costs are those costs that are associated with the direct benefits received by the beneficiaries of the program. Program costs include rebate or incentives for installed energy efficiency measures, direct installation of energy efficiency measures, costs related to energy assessments, counseling, or other non-tangible activities that are not covered by staff administrative salaries. Employees or contractors dedicated primarily to direct program delivery to beneficiaries should be included in the program cost.

## APPENDICES AND ADDITIONAL COMMENTS

Supplemental grant support material and pertinent research related to the proposal:

- Organization Annual Report or case study
- Financial Audit Statement or Recent 990
- Board Member List
- Project Timeline
- Research and other support material (optional)