



# Mini-Grant Program Application

Fiscal Year 2027

## Program Overview

| Key detail                  | Information                                                                                |
|-----------------------------|--------------------------------------------------------------------------------------------|
| Maximum award               | \$75,000 (cost share not required)                                                         |
| Applications open           | October 8, 2026                                                                            |
| Application deadline        | 5:00 p.m. EST, November 30, 2026                                                           |
| Project completion deadline | December 1, 2027                                                                           |
| Submit to                   | <a href="mailto:energycs@ors.sc.gov">energycs@ors.sc.gov</a>                               |
| Questions                   | Michael Garner, <a href="mailto:mgarner@ors.sc.gov">mgarner@ors.sc.gov</a> or 803-737-2090 |

## Before you begin

Read the FY2027 Mini-Grant Program Solicitation on the [Mini-Grant Program webpage](#) for information on eligibility, scoring criteria, and federal requirements. Mini-Grants fund new projects only, and costs incurred before the grant agreement is signed cannot be reimbursed.

## Section 1. Applicant Information

| Item                                              | Response |
|---------------------------------------------------|----------|
| Legal name of organization (as listed in SAM.gov) |          |
| Mailing address                                   |          |

| Item                                                         | Response                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Employer Identification Number (EIN)                         |                                                                                                                                                                                                                                                                                                                                                              |
| Unique Entity ID (UEI), if available (required before award) |                                                                                                                                                                                                                                                                                                                                                              |
| Type of organization (select one)                            | <input type="checkbox"/> Public school district (K-12)<br><input type="checkbox"/> County or city/municipal government<br><input type="checkbox"/> State agency<br><input type="checkbox"/> Public college, university, or technical college<br><input type="checkbox"/> Nonprofit organization<br><input type="checkbox"/> Other governmental entity: _____ |

## Contacts

The Project Coordinator will be SCEO's primary point of contact for all award matters.

| Role                 | Name | Title | Email | Phone |
|----------------------|------|-------|-------|-------|
| Project Coordinator  |      |       |       |       |
| Authorized Signatory |      |       |       |       |
| Financial Contact    |      |       |       |       |

## Section 2. Project Summary

| Item                                                | Response                                                                                                                                 |
|-----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Project title                                       |                                                                                                                                          |
| Primary project type                                | <input type="checkbox"/> Energy efficiency<br><input type="checkbox"/> Renewable energy<br><input type="checkbox"/> Clean transportation |
| Mini-Grant funds requested (not to exceed \$75,000) | \$                                                                                                                                       |
| Total project cost (all funding sources)            | \$                                                                                                                                       |

| Item                  | Response |
|-----------------------|----------|
| Other funding sources |          |

**Public summary: In one sentence, describe the project in plain language. SCEO may use this summary in award announcements.**

## Section 3. Project Description

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### Project Narrative

Provide a detailed description of your proposed project. Include project scope, location(s), and plans to increase the energy efficiency or use of renewable energy or clean transportation. Please review the Mini-Grant Solicitation document to ensure that your narrative adequately addresses all of the scoring criteria used to review applications. Attach additional information if needed.

#### Project narrative response

### Project Promotion

Describe how visible the project will be to the public and how it will educate others about energy efficiency, renewable energy, or clean transportation. Include planned outreach, such as signage, tours, educational programming, press releases, or social media.

| Project promotion response |
|----------------------------|
|                            |

## Section 4. Project Metrics

Enter estimates for each metric that applies. Enter "N/A" for metrics that do not apply. Please submit the [Supplemental Information Worksheet](#) for your project type and any background calculations, documentation, or other information to support energy savings determination.

| Metric                                          | Estimate | Units   |
|-------------------------------------------------|----------|---------|
| Annual electricity savings                      |          | kWh     |
| Annual natural gas savings                      |          | therms  |
| Annual fuel savings (gasoline, diesel, propane) |          | gallons |
| Total annual energy savings                     |          | Btu     |
| Total annual energy cost savings                |          | \$      |
| Simple payback period                           |          | years   |
| Expected useful life of equipment               |          | years   |

Btu conversions: 1 kWh = 3,412 Btu; 1 therm = 100,000 Btu; 1 gallon of gasoline = 114,000 Btu.

Simple payback = total project cost ÷ total annual energy cost savings.

Optional: Describe environmental benefits, such as avoided greenhouse gas emissions. You may use the [EPA Greenhouse Gas Equivalencies Calculator](#).

### Environmental benefits (optional)

## Section 5. Project Site Information

List each site where work will take place. If there are more sites than rows, attach a list with the same information.

| Site address | Facility type | Square footage affected | Annual operating hours | Year built |
|--------------|---------------|-------------------------|------------------------|------------|
|              |               |                         |                        |            |
|              |               |                         |                        |            |
|              |               |                         |                        |            |

## Section 6. Project Budget

Itemize estimated project costs. Attach vendor quotes or cost estimates where applicable.

| Cost category                         | Description | Estimated cost |
|---------------------------------------|-------------|----------------|
| Equipment                             |             | \$             |
| Materials and supplies                |             | \$             |
| Installation and contractual services |             | \$             |
| Other (specify)                       |             | \$             |
| Total                                 |             | \$             |

## Section 7. Project Timeline

| Proposed project start date | Estimated project completion date (no later than December 1, 2027) |
|-----------------------------|--------------------------------------------------------------------|
|                             |                                                                    |

## Section 8. Certification and Signature

By signing below, I certify that:

1. I have the legal authority to bind my organization and submit this application, and the information provided is accurate to the best of my knowledge.
2. If awarded, funds will be used only for the approved scope of work, and the project will be completed by December 1, 2027.
3. My organization owns the project property or is the designated controlling agency of property titled to the State of South Carolina.
- A. My organization understands that Mini-Grants are paid by reimbursement and the SCEO will conduct an on-site project monitoring visit prior to making the final grant disbursement. Further, my organization understands that costs incurred before the grant agreement is signed are not eligible for reimbursement and that this award is contingent upon the availability of funds.
4. My organization is responsible for selecting and managing all vendors and contractors involved with the project. SCEO does not endorse vendors.
5. K-12 schools only: My organization is responsible for complying with all construction, renovation, and retrofit requirements of the Office of School Facilities (OSF), SC Department of Education.
6. My organization will comply with the [U.S. DOE Special Terms and Conditions](#) and all federal requirements described in the solicitation, including the National Environmental Policy Act (NEPA), Section 106 of the National Historic Preservation Act, Build America, Buy America, the Davis-Bacon Act, and the procurement and audit requirements of 2 CFR 200. These funds are federal (Federal Award ID DE-EE0010099; Assistance Listing No. 81.041) and must be reported on my organization's Schedule of Expenditures of Federal Awards.

| Signatory information   | Response |
|-------------------------|----------|
| Name (typed or printed) |          |
| Title                   |          |
| Signature               |          |
| Date                    |          |

## Submit Your Application

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Email the completed application, signed certification, and all attachments to [energycs@ors.sc.gov](mailto:energycs@ors.sc.gov) by 5:00 p.m. EST on November 30, 2026. Use the subject line "FY2027 Mini-Grant Application – [Organization Name]."

To request submission by mail or another alternate method, or to request this application in an alternate format, please contact us at [energycs@ors.sc.gov](mailto:energycs@ors.sc.gov) or 803-737-2090.