

Energy Office Mini-Grant Program

Tips for Writing a Strong Application

Mini-Grant Program Overview

- Annual funding program
- High-impact demonstration projects
- Energy efficiency, renewable energy, and clean transportation projects
- Open to all SC government entities and non-profits
- Individual awards of up to \$50,000
- <https://energy.sc.gov/programs/funding/mini-grant-program>

Application Tips and Guidance



General Application Tips

- Complete all application fields
- Address all scoring criteria
- Be consistent in information that is provided (e.g., project cost, scope, etc.)
- Provide supporting documentation
 - Product specification sheets
 - Calculations for energy metrics
 - Material and/or labor quotes, if available
 - Other supplemental information as needed

GRANT APPLICATION MINI-GRANT



State Energy Office within the SC Office of Regulatory Staff (SCEO)
State Energy Office Mini-Grant Program
1901 Main St, Suite 1500
Columbia, SC 29201
Federal Award ID: DE-EE0010099 - CFDA #81.041
Contact: Rick Campana
Phone: (803) 737-5229 / **Email:** rcampana@ors.sc.gov

Mini-Grants are for new projects ONLY. Acceptance of an application does not guarantee nor represent approval of a grant.

I. APPLICANT INFORMATION:

Print clearly or type

Type of Project: Energy Retrofit ☐ Alternative Fuel/Transportation ☐ Renewables ☐
Must check one

Project Title: _____

Name of Organization: _____

Mailing Address: _____
(As listed in SAM.gov)

Employer Identification Number (EIN) or Federal Tax ID: _____

Unique Entity Identifier (UEI)/SAM: _____

Required before awards are made. [UEI/SAM REGISTRATION](#)

Project Coordinator: _____

print or type name and title

Title: _____ **Email:** _____

Telephone: _____

Organization Head/Signatory: _____

print or type name

Title: _____ **Email:** _____

Telephone: _____

Financial Department Contact: _____

print or type name

Title: _____ **Email:** _____

Telephone: _____

SCEO Mini-Grant Program Application

Mini-Grant Criteria

- All applications reviewed across each of the following criteria:
 - Expected energy savings and simple payback period
 - Visibility of the project
 - Ability to complete the project within the specified timeframe
 - Applicant's contribution to the project
 - Educational and/or demonstration value of the project
- **EACH of the above criteria need to be addressed in the application!**

Energy Savings and SPP

What we look for:

- Projects that provide a greater energy impact
- Projects with higher savings and/or shorter payback periods
- Projects considered against those of similar type, e.g., lighting vs lighting, solar vs solar
- More clearly defined scopes
- Calculations and support for energy metrics
- **If you need help with calculations, contact us!**

Visibility of the Project

What we look for:

- Projects that will be seen by the public and can be used for demonstration
- Project locations with greater public visibility, e.g., in public spaces, accessible to many different people
- Energy measures that are more visible to end users
- A detailed description of how you plan to enhance visibility through promotional materials, placards, etc.

Ability to Complete Project within Timeframe

What we look for:

- All applications we select for award must be successfully closed out by end of program cycle
- Consideration of compressed timeframe for installation
- Projects with more clearly defined scopes, have identified specific products, received quotes, etc.
- Potential for review under National Environmental Policy Act and/or Historic Preservation

Applicant's Contribution to Project

What we look for:

- Applications that are best served by Mini-Grant Program
- Percentage of project cost covered by mini-grant (If possible, some contribution to the project cost)
- Leveraging of other external funds, such as utility incentives
- Size of project and appropriateness for Mini-Grant Program
- Evidence of effort put into application

Educational and/or Demonstration Value

What we look for:

- Applications that can be used to educate the public
- Specific plans for how project will be used for education
- Projects that include student involvement or used in educational settings
- Consideration of more novel energy measures

Clean Transportation Additional Criteria

- Avoided consumption of petroleum products
- Reduction in vehicle miles traveled
- Compatibility with current or future infrastructure, community interest, or policies/goals
- Expected useful life of the project and impact

Other Considerations

- Number of applications received, and individual amounts requested
- Mixture of project types and locations, and types of receiving organizations
- Previous funding awards to organization

Successful Application Examples



City of Greenville - Solar

- >31 kW solar installation on David Hellams Community Center
- Greatest savings and fastest SPP of solar apps received
- Project located on community center in “Special Emphasis” neighborhood
- Detailed plan on incorporating project into community center learning activities, and media campaign
- Significant portion of project costs covered by applicant
- Scope fully fleshed out with siting, analysis, etc. completed prior to submitting



Lee School District - Lighting

- Parking lot LED lighting at Lee Central High and Middle Schools
- Higher savings and shorter SPP among lighting apps received
- Located in rural Bishopville
- Detailed plan on incorporating into teaching activities and publicizing project's benefits
- Significant portion of project costs covered by applicant
- Scope fully fleshed out with quote and product specs from lighting vendor



Benedict College – Electric Vehicle

- Electric vehicle and charging station for use by campus police
- Avoidance of consumption of petroleum products
- Project incorporated into college's 5-year BEST Plan: A Bold Execution to Strategic Transformation
- First EV to be used by police force in SC
- Significant portion of project costs covered by applicant



Clemson University – Building Controls

- Automated control system for motorized blinds in building atrium
- Completed in-house with student involvement
- Educational project teaching students engineering and coding principles, in addition to energy savings
- Publicized as part of work done by Clemson Energy Visualization & Analytics Center (CEVAC)
- Portion of project costs covered by applicant



Richland School District 2 – Biodiesel Production

- Expansion of biodiesel production program at Blythewood High School
- Completed in-house with student involvement
- Educational project teaching students on biodiesel production and performing advanced chemical analyses
- Publicized as part of Bengal Biodiesel Program



Rick Campana

Technical Program Manager, Energy Office

803-737-5229

rcampana@ors.sc.gov

