

## **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**





- Complete <u>all</u> application fields
- Address <u>all</u> 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

901 Main St, Suite 1500

olumbia, SC 29201

Federal Award ID: DE-EE0010099 - CFDA #81.041

Contact: Rick Campana

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

APPLICANT INFORMATION: Print clearly or type	
Type of Project: Energy Retrofit  Must check one	Alternative Fuel/Transportation Renewables
Project Title:	
Name of Organization:	
(As listed in SAM.gov)	
Employer Identification Number (EIN) or Federal Tax ID:	
Unique Entity Identifier (UEI)/SAM: _ Required before awards are made. <u>UEI/S</u>	
Project Coordinator:	
print or type name	and title
Title:	Email:
Telephone:	
Organization Head/Signatory:	
	type name
Title:	Email:
Telephone:	
Financial Department Contact:	
	type name
Title:	Email:
Telephone:	









#### **Mini-Grant Criteria**

- All applications reviewed across <u>each</u> 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**

- 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

- 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

- 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**

- 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**

- 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





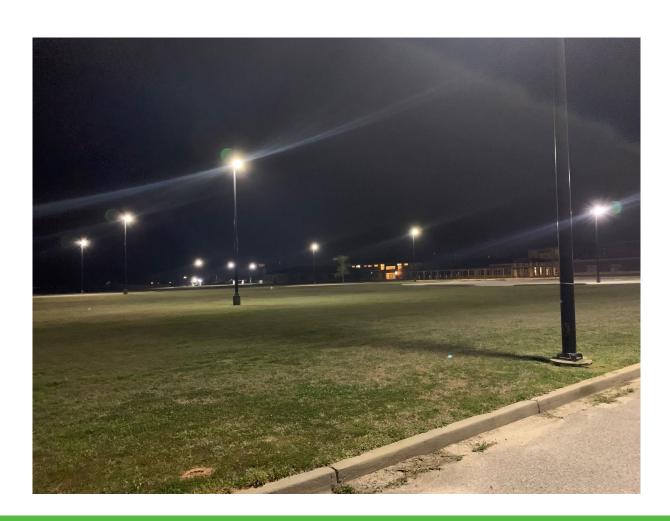
#### City of Greenville - Solar

- >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



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