



bonneville environmental foundation

Solar 4R Schools

Completing your Application

Before starting your application, please read the document **Before You Apply**, paying particular attention to the Eligibility Requirements. Please use the electronic **Renewable Energy Grant Application** for all proposals, regardless of type of organization or utilities region. It is important to fill in as many fields as possible, as we are unable to consider incomplete applications. The information below contains specific instructions for completing each field.

Organization Name: This is the organization that will assume ownership of the project once it is completed; it is likely to be the school or school district depending on district policies.

Title of Proposed Project: This is the facility where the PV system will be installed.

Mailing Address: This is the address of the organization.

Street Address: This is the address for the physical location where the project will be installed.

Primary Contact Person: This is the Project Champion.

Renewable Energy Technology: Select “solar” for school PV projects.

Type of Organization: Select the type of school or facility.

Interconnecting Utility: This is the facility’s utility provider; A REQUIRED FIELD.

Total Estimated Project Cost and Amount Requested from BEF: Generally, BEF completely funds small, 1.1 kW school systems (while only funding up to 33% of other, larger renewable energy projects), and seeks the best installation price from a local contractor. Therefore, in many cases, school applicants do not need to fill out these cost fields. However, some applicants may already have detailed cost estimates or matching funds. If so, please detail these additional numbers in the appropriate fields. For help with creating estimate budgets, email grants@b-e-f.org and request the document **S4RS Project Costs**.

Project Contact Information: Re-enter contact information for the Project Champion, as well as for the school Principal, Facilities Manager (or Custodian), and IT Contact. **Please make sure that you have their support before you put their contact information on the application.**

Applicant's Statement

Please include a detailed **Applicant's Statement** with your application. It should be typed in the space provided and should not exceed one page. This statement should include:

- A brief description of the goals and objectives of your project. Indicate how a project at your school would contribute to the goals of the program.
- A statement about your school's previous, current or planned energy conservation programs.
- A description of sustainability initiatives your school has previously undertaken.
- A description of the proposed project site(s) (if a proposed site exists). Photographs of the proposed installation site(s) can be emailed along with your application, if appropriate. Please note that a proposed site is not a prerequisite for funding. However, we may request building plans, electrical diagrams, and photos of the proposed system location be sent in prior to final acceptance.

Deliverables

In exchange for providing the school with a solar project, BEF requires participating schools to commit to certain **Deliverables** that further the educational mission of the solar installation. BEF will evaluate applications based on the quality of the Deliverables offered by the applicant.

Deliverables must have:

- Clear measures of completion/success
- A person identified as responsible for completion of the tasks
- A set date of completion

Deliverables that catch our attention:

- Provide excellent learning opportunities for students
- Help students meet state and national testing standards
- Engage students in hands-on or project-based learning activities
- Encourage students to reduce their own energy consumption
- Encourage students to "spread the word" to family and friends about the importance of our energy choices
- Raise awareness in the community about the project
- Are unique and creative ideas
- Engage other areas of study outside science and math (i.e. art, literature, history, ecology, political science)
- Can provide a learning model for other schools and teachers to follow
- Are lots of fun!

Generally, applicants to the program should **commit to at least 4-5 meaningful Deliverables**. **Applicants are encouraged to be creative and come up with their own ideas for Deliverables**,

but are certainly welcome to use some of the samples below. Please note that the "Facility Owner" mentioned in the samples refers to the administrator of the school/district, and the "Project Champion" is the teacher/advisor willing to lead the educational effort.

Sample Deliverables

School Newspaper Article

The Facility Owner will, by [date] require that students write an article on the PV system for the school newspaper. The Project Champion will lead this effort, and the Facility Owner will submit the details of progress on this Deliverable in the Annual Progress Report.

As it pertains to this Deliverable, the Annual Progress Report shall contain information regarding:

1. The content of the article
2. The number and type of newspaper recipients

Solar Cars

By [date], the Facility Owner will host an annual solar mini-car competition. The Project Champion will help students in grades 6, 7, and 8 to construct the solar mini-cars to be used in the competition. The Facility Owner will submit the details of progress on this Deliverable in the Annual Progress Report.

As it pertains to this deliverable, the Annual Progress Report shall contain information regarding:

1. Number of solar mini-cars constructed
2. Number of competitors

Renewable Energy Club

By [date], the Facility Owner will develop a student club focused on renewable energy. The purpose of this club will be to raise awareness of renewable and alternative resources throughout the school and community. The Project Champion will coordinate this effort.

As it pertains to this deliverable, the Annual Progress Report shall contain information regarding:

1. Number of students involved in the club
2. Type and frequency of club activities

Build a Mobile PV Trailer

The Facility Owner will leverage the current grant into greater project visibility by providing as match a mobile PV unit for use by students by [date]. The Project Champion will assist the students' research and fundraising efforts for this project, and will also collaborate with students to demonstrate the portable PV unit during events such as parent nights, the Green Schools Summit, and the Green Schools Forum. The Facility Owner will submit the details of progress on this Deliverable in the Annual Progress Report.

As it pertains to this deliverable, the Annual progress report shall contain information regarding:

1. Results of the students' technical research
2. Amount of funds raised to support the purchase of a mobile PV unit
3. Number and description of student demonstrations

Working PV Model

The Facility Owner will require that students in the School's shop and electronics classes construct a working, portable model of a PV system by [date]. This effort will be lead by the Project Champion and will be used as an educational tool for students throughout the district. The Facility Owner will submit the details of progress on this Deliverable in the Annual Progress Report.

As it pertains to this deliverable, the Annual Progress Report shall contain information regarding:

1. The number of students designing and building the portable PV model
2. The number of district students exposed to the portable PV module
3. The form and content of the instruction provided to these district students

PV Video Production

The Facility Owner will require that, by [date], students in the school's film class, in conjunction with the district's television services, make a film documenting the installation and operation of the solar array. The Project Champion will coordinate this effort. Upon completion of the film, the Facility Owner will provide a copy to BEF, and will allow BEF to use the film for public relations and educational purposes. The Facility Owner will submit the details of progress on this Deliverable in the Annual Progress Report.

As it pertains to this deliverable, the Annual Progress Report shall contain information regarding:

1. The content of the film
2. The number of students involved in creating the film

Signed releases from the students' parents/guardians will be required to be on file with the Facility Owner for any student portrayed in the film before that film is released for any purpose.

PV System Tours

The Facility Owner will offer to the district administration and maintenance staff a tour of the fixed PV installation by [date], as a means of increasing their familiarity with the technology and encouraging the installation of similar projects throughout the district. The Project Champion will lead this effort. The Facility Owner will submit the details of progress on this Deliverable in the Annual Progress Report.

As it pertains to this deliverable, the Annual Progress Report shall contain information regarding:

1. Date and content of tour
2. Number and positions of attendees

PV System on the School Website

By [date], the project champion will create, or have a student create, a webpage about the PV project to be linked to the school website. The webpage should host the Data View provided by Fat Spaniel Technologies and will also have information about:

- How solar power works
- Why the project is important to the school
- Why renewable energy and energy conservation is important to EVERYONE
- Other types of renewable energy
- Things students and parents can do to save energy at home

As it pertains to this Deliverable, the Annual Progress Report shall contain information regarding:

1. Date website was posted
2. Who created the website
3. Who will be responsible for maintaining the site
4. Site URL

Host a Renewable Energy/Sustainability Fair

By [date], the Facility Owner will hold a renewable energy and green technology science fair at the school. This effort will be lead by the Project Champion. The Project Champion will organize an event featuring science projects created by students, booths for local businesses, and speakers to educate participants about the importance of energy conservation, renewable energy, and other green technology. The Facility Owner will submit the details of progress on this Deliverable in the Annual Progress Report.

As it pertains to this Deliverable, the Annual Progress Report shall contain information regarding:

1. Student projects
2. Samples of posters, flyers, or email notifications
3. Number of attendees
4. List of speakers and activities
5. Local businesses involved in the event

Submitting Your Completed Application

Once you have filled in all required fields, click **“Email Form to BEF”** at the bottom of the final page. You will receive notice of receipt of your application by email within two weeks of submittal.

Notification of Funding Decisions

All correspondence from BEF regarding grant applications will be by email and directed to the Project Champion.

BEF makes funding decisions on a quarterly basis, so you should expect to hear from us as follows:

- Q1: Applications received between 12/16 and 3/15
Notification on or before 6/30
- Q2: Applications received between 3/16 and 6/15
Notification on or before 9/29
- Q3: Applications received between 6/16 and 9/15
Notification on or before 12/28
- Q4: Applications received between 9/16 and 12/15
Notification on or before 3/31

If you are in the service area of one of our utility funding partners, please pay attention to their funding cycle calendars and note that some of them choose projects only once per year.

Cowlitz PUD: Grants are awarded once per year. To be considered, applications must be submitted by 5/21. Applicants will be notified in June of the same year.

Idaho Power Company: Grants are awarded once per year. To be considered, applications must be submitted by 3/1. Applicants will be notified in April of the same year.

Puget Sound Energy: Grants are awarded once per year on May 1. PSE accepts applications year round, and will be issuing a formal RFP to schools in its service area in February 2009. In order to be eligible for funding, the applicant school or district must have a Resource Conservation Manager. Complete applications should be emailed to grants@b-e-f.org and micah.haman@pse.com. For questions, please contact Micah Haman at PSE at (425) 456-2992.

Contact

If you have questions regarding the grant application process, please email grants@b-e-f.org.