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## **RF Sustainable Development Fund**

# **Core Grant Program Application Form Instructions**

**Introduction**

1. These instructions are to assist an Applicant to the RF Sustainable Development Fund (“SDF”) complete an application to the SDF Core Grant Program. Information about the Core Grant Program and key program documents, including the Application Form, are available on the SDF website (<http://www.reinvestment.com/sustainable-development-fund>).
2. The Application Form must be used by all Applicants. The Application Form can be obtained from the SDF website. Applicants should use care to complete all of the sections of the Application Form. In addition to the Application Form, an Applicant may submit electronic versions of other documents or materials that will help SDF understand the proposed project.

1. There are parts of the Application Form that can be customized if needed. For example, an Applicant may have more work tasks or deliverables than shown on the Application Form and may need to add additional rows to show these additional items. Another example of customization would be either additional or different expense categories for a proposed project.

Adding rows for additional information is permitted. However, it is important that the Applicant complete the entire application and not delete sections. An incomplete application will not be considered a filed application.

**Instructions for Specific Sections of the Application**

1. **Applicant**. Give the name of the Applicant. For-profit corporations, nonprofit organizations, other business entities and individuals may be Applicants.

1. **Contact Person**. Give the name, email address, telephone number, and mailing address of the person who is completing the application form and is best able to speak about its contents.
2. **Project Title**. Give a name to the project.
3. **Amount of Grant Request**. Enter the grant request, using whole dollars. The SDF grant guidelines state that the size of the core grants is not expected to exceed $100,000. If your request is for more than $100,000, you will need to justify the higher level of funding in other parts of the application.
4. **Grant Category**. Indicate the core grant category of your application.
	1. **Sustainable Energy Implementation Grants.** Sustainable Energy Implementation Grants are available to nonprofit and for-profit organizations located in the PECO service territory[[1]](#footnote-2) that plan to install (or have incurred costs within the past six months for) renewable energy or energy efficiency measures. The activities covered by the Sustainable Energy Implementation Grants should be aligned with the SDF’s mission[[2]](#footnote-3).
	2. **Sustainable Energy Inflation Reduction Act (IRA) Outreach and Education Grants.** Sustainable Energy IRA Outreach and Education Grants are available to non-profit and for-profit organizations providing materials or content to better educate project developers, financing institutions, contractors, and other interested parties about the energy credits and funding available through the Inflation Reduction Act and other recently passed federal legislation. The Sustainable Energy Education Grants are available to support building awareness of the IRA and related energy legislation to parties in the region.
	3. **Other Grants.** SDF reserves the right to accept grant proposals for work of compelling interest and value that strongly advances SDF’s mission of promoting renewable energy, energy conservation and sustainable energy businesses in the region.

**Please note that core grant applications will not be entertained for the following categories of projects:**

1. Proposed projects outside of the PECO service territory.
2. Energy measures and systems in individual residential buildings.
3. **Summary of Project**. Give a short description of the project.
4. **What Needs will this Project Address.** Explain why the proposed project is needed and what problems or opportunities it will address.
5. **What Clean Energy or Energy Efficient Technologies are Involved in this Project.** Explain what clean energy or energy efficient technologies will be supported or employed in the proposed project.
6. **Key Personnel**. List the key individuals who will be performing the work of the proposed project and provide a brief description of their role in the project and their qualifications. Show that the personnel listed on the application are capable of completing the proposed work.
7. **Project Tasks**. Break down the proposed project into concise work tasks and list them here. The proper number of tasks is dependent on the individual project, but each step of the work or each distinctly different part of the work should be a separate work task.
8. **Project Deliverables and Timelines**. Indicate each of the deliverables or pieces of work that will be submitted to the SDF. Show the due date as the number of weeks after the grant agreement has been executed. If the project will include a report of some kind (*i.e.* a business plan, completion report, etc.), that should be noted.

You do not need to list progress reports or the project final report as deliverables. These will be covered in the grant agreement.

1. **Project Budget by Expense Category**. Complete the table showing the entire project budget divided by standard expense categories (soft costs, hard costs - total installed costs, consultants, travel, etc.) and by the source of the funding. Feel free to revise the table if you need to show either additional or different expense categories.

The table also asks for the funding contributions from the Applicant and other sources. To show compliance with the 10% contribution requirement, the “Applicant/Others” column of this table must be a least 10% of the total budget. In-kind labor can be recognized at its appropriate rate.

1. **Project Budget by Task**. This table asks for the project budget to be allocated to the project work tasks.
2. **What is the Source and Nature of the Applicant’s Contributed Dollars.** Explain the source and nature of the Applicant’s contributed dollars that are shown in the two budget tables. Explain whether all of the contributed dollars are in hand, or whether they are uncertain.
3. **Benefits of this Project to the Applicant**. Explain how the requested grant would benefit the Applicant. What could the Applicant do or accomplish that could not otherwise be done or accomplished.
4. **Benefits of this Project to Others**. Explain how the requested grant would benefit others in addition to the Applicant.
5. **Other Reasons SDF Should Approve this Application**. Address any other issues here that you believe the SDF should know about your project.
6. **Supplemental Documents or Materials Attached to this Application.** In addition to the Application Form, an Applicant may submit other documents or materials that will help SDF understand the proposed project. List whatever supplemental materials are included with the Application Form and attach those materials to the form.
7. **Signature**. Fill in the name title and Applicant name and the date and sign.

In signing the Application, you are acknowledging two things:

* 1. that the information provided in the completed application is true and correct to the best of your knowledge; and,
	2. that you understand that SDF has no obligation to fund this Application until and unless there is a written and executed grant agreement between the Applicant and SDF.

**Submission of the Completed Application**

1. The SDF staff and board will only accept grant applications through December 8, 2023. However, additional applications windows are expected to be made available as funds become available. Future application windows may include additional grant categories.
2. Applicants should send the completed Application Form, along with the any supplemental materials, to:

sdf@reinvestment.com

The receipt date of that email will be considered the delivery date of the application.

**Questions**

1. For questions about the grant program, please contact Steve Chung of the RF Sustainable Development Fund at 215.574.5814 or steve.chung@reinvestment.com.
1. The PECO service territory is the southeastern Pennsylvania counties of Bucks, Chester, Delaware, Montgomery and Philadelphia. [↑](#footnote-ref-2)
2. <https://www.reinvestment.com/wp-content/uploads/2022/06/SDF-Bylaws-with-amendments-approved-through-01.15.pdf> [↑](#footnote-ref-3)