BIZNESS DEVELOPMENT FUND
COMMERCIAL & INDUSTRIAL LIGHTING, EXISTING BUILDINGS, EXISTING MULTIFAMILY, NEW BUILDINGS AND PRODUCTION EFFICIENCY

PRE-APPROVAL APPLICATION

Energy Trust of Oregon’s Business Development Fund reimburses trade allies for a portion of their training and marketing investment. Allies may use these funds for approved marketing projects and trainings described in the Business Development Fund Guidelines.

Trade ally/company name: ___________________________ Date: ________________
Contact name: ___________________________ Phone: ___________________________ Email: ___________________________

Personal Protective Equipment (PPE)

Energy Trust will reimburse qualified PPE purchased from March 1, 2020 to December 31, 2020. Please include an itemized copy of your invoice that lists the items purchased along with the cost. Qualified PPE purchases do not require preapproval but please include this application with your invoice for processing.

Please choose which program this marketing project is promoting:

Wearable PPE:
- ☐ Disposable gloves
- ☐ Disposable masks
- ☐ Disposable booties
- ☐ Disposable coveralls

Sanitizing and prevention:
- ☐ Hand sanitizer
- ☐ Disinfecting wipes
- ☐ Hand wash station
- ☐ Thermometer

Social distancing equipment:
- ☐ Social distance signage
- ☐ Social distance marking tape

Marketing Projects

Send a draft of your project for pre-approval with this completed form (contact information below). You will hear back from us within three business days of submission. Please allow a minimum of two weeks for marketing review. Projects requiring revisions must be edited and resubmitted for final approval. Pre-approval is required for reimbursement.

Please choose which program this marketing project is promoting:

☐ Commercial & Industrial Lighting  ☐ Existing Buildings  ☐ Existing Multifamily
☐ New Buildings  ☐ Production Efficiency  ☐ Direct Mail

Type of marketing project (select one):

☐ Print ad  ☐ Online ad  ☐ Native Advertising/ Advertorials
☐ Radio ad  ☐ Yard sign  ☐ Website (URL ______________)
☐ Television ad  ☐ Brochure

Description: ___________________________
Estimated cost: $_______________ Quantity/impression: ___________________________ Date(s) in the market: ___________________________
Estimated size: ___________________________
Oregon or Washington counties where your marketing project will be distributed: ___________________________

Training

Send a description of your training for pre-approval with this completed form (contact information below). Please allow three business days for application review. Pre-approval is required for reimbursement.

Course title: ___________________________

SEND COMPLETED FORMS TO:
commercialfund@energytrust.org
Call 1.866.365.3526

9/2020