# SECTION A: Overview and Purpose

Energy Trust of Oregon is seeking nonprofit organizations interested in applying for a Working Together Grant. Qualifying organizations must serve communities of color, customers with low or moderate incomes or rural communities and wish to collaborate with Energy Trust to assist their clients, customers, or communities in learning about or taking action to save energy or benefit from renewable energy options.

Grant funds are intended to support outreach, energy education, direct services or development of new programs or other approaches that will meet applicant goals while also helping diverse communities access and participate in Energy Trust offers and services. Grant funds cannot be used for lobbying or other political purposes.

Proposed activities must be in [Energy Trust service area](https://www.energytrust.org/wp-content/uploads/2016/11/GEN_ServiceTerritoryMap.pdf) and align with Energy Trust’s objectives for serving communities of color, customers with low- or moderate incomes, and rural customers with energy efficiency and renewable energy such as solar. Click for more information about [Energy Trust’s diversity, equity and inclusion plan and goals](https://www.energytrust.org/about/explore-energy-trust/diversity-equity-and-inclusion).

Energy Trust is an independent nonprofit that envisions clean, affordable energy for everyone. We help people, businesses and communities reduce costs and access additional benefits by saving energy and using renewable resources. Learn more about [Energy Trust](https://www.energytrust.org/about).

# SECTION B: Eligibility and Process

To be eligible, nonprofit organizations must be designated by the federal government as a nonprofit entity, be registered and certified in Oregon or Washington state as a nonprofit organization and not appear on the Oregon Department of Justice list of Disqualified Charities. Organizations or groups may apply with a fiscal sponsor, which is a qualified nonprofit organization that provides organizational infrastructure and administrative support for managing a grant. **All activities proposed in this application must be capable of completion and submittal of final report by December 29, 2023.**

## Application timeline

Applications will be reviewed as they are received to determine compliance with eligibility requirements. Applications will be pre-screened to determine if the proposed activities could be served through existing program offers rather than grant funds. To learn more about existing offers for customers, visit [www.energytrust.org](http://www.energytrust.org). All applications meeting eligibility requirements and advancing through pre-screening will be reviewed and scored by the Working Together Grant panel to determine awardees. All applicants will be notified about the status of their application. All applications must be complete to be eligible for review.

## Eligibility requirements

* Nonprofit entity registered and certified in Oregon or Washington
* Organization does not appear on the [Oregon Department of Justice list of Disqualified Charities](https://www.doj.state.or.us/charitable-activities/wise-giving/disqualified-oregon-charities/)
* Serve customers in Energy Trust service area
* Serve communities of color, customers with low incomes or rural communities
* Funding request meets grant objectives

**Priorities for current round of funding**

* All nonprofits in Oregon and Washington are eligible to apply, including those that have received funding or applied previously
* Organizations that received funding in the first round will be considered for funding if funding remains after other applicants are scored
* Applications serving customers in rural communities will be scored separately with the goal that at least 50 percent of funding supports rural customers and communities

## Important dates

|  |  |
| --- | --- |
| Grant application announcement | **August 29, 2022** |
| Informational webinar | **September 22, 2022, 9-10 a.m.** |
| Office hours | **September 27, 2022, 9-10 a.m.** |
| Grant application deadline | **October 14, 2022** |
| Grant selection announced | **November 2022** |
| Estimated grant payment date | **January 2023** |
| Submit final report by | **December 29, 2023** |

## ****Contact for support****

If you have any questions, difficulty completing this application or require translation to another language, please contact [workingtogethergrants@energytrust.org](mailto:workingtogethergrants@energytrust.org)

## ****Contracting and grant funding****

Grant funding is limited, and applicants will be selected for funding based on their responses to the sections below. Selected applicant(s) will be required to execute a written grant agreement with Energy Trust that details the terms and conditions for grant funding. No award will be considered a commitment, and no obligations or legal relations shall exist between Energy Trust and any selected applicant until has been signed by Energy Trust and the selected applicant. See [attached sample grant agreement](https://energytrust.org/wp-content/uploads/2021/11/Form200WTSample.pdf) for required terms and conditions. **W9s and an IRS determination letter must be included as part of the application submittal (you will be prompted below). ACH information will be requested of awarded grantees to enable electronic payment of grant funds.**

# SECTION C: Grantee Information and Qualifications

## 1. Organization background

Organization name:

Employee Identification Number (EIN):

Date founded: - must be mm/dd/yyyy format

Number of full-time employees:

Number of part-time employees:

Number of volunteers:

Organization mission and purpose:

Nonprofit entity type:

501c3

Applying with fiscal sponsor

Please describe the demographics of your staff and leadership. Provide numbers or percentages when possible.

If you are submitting with a fiscal sponsor, please provide name of organization, organization address, Employer Identification Number (EIN) and nonprofit entity type:

## Applicant organization address

Street address:

Address line 2:

City:

State/Province/Region:

ZIP/Postal code:

Applicant contact first and last name:

Applicant contact email address:

Applicant contact phone number:

It is a requirement that these grant funds provide benefit for [Energy Trust customers](https://www.energytrust.org/wp-content/uploads/2016/11/GEN_ServiceTerritoryMap.pdf). Energy Trust serves Oregon customers of Portland General Electric, Pacific Power, NW Natural, Cascade Natural Gas and Avista, along with NW Natural customers in Southwest Washington.

Does your organization serve customers in Energy Trust service area?

Yes

No

Please detail areas your organization serves: *(suggested word count is 150)*

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Which groups reflect the majority of people served by your organization?

Black, indigenous and people of color

People with low or moderate incomes\*

People or businesses in rural areas

Other

(Check all that apply)

\*Please refer to [Energy Trust Savings Within Reach eligibility table](https://www.energytrust.org/incentives/savings-within-reach/#tab-two) for Energy Trust definitions of low or moderate income.

## 2. Staffing

Please provide information about your organization including:

Description of staff who will support and lead work associated with this grant and their relevant lived and professional experience that relates to your proposal.

Please describe the experience your organization has managing grant funds and implementing activities funded through grants.

Staffing: *(suggested word count is 250)*

## 3. Community impact

Describe the connection between your proposal and Energy Trust’s objective to assist clients, customers or communities in learning about or taking action to save energy or use clean, renewable energy. Please note that having a link between your request and Energy Trust grant objectives is a key eligibility requirement. If your application does not meet this requirement, it will not be eligible for this grant opportunity. Grant objectives are to fund activities that:

1. Increase community and customer awareness of clean energy solutions and offers
2. Spur customer participation in Energy Trust’s energy efficiency and renewable energy offers
3. Support for organizations needing additional capacity to connect customers to clean energy solutions and offers

Please remember proposed project activities must be completed and the final report submitted by December 29, 2023.

Please address the following questions in your response:

What is the big picture idea for your grant request?

How will this grant help your organization and community?

How will this grant impact Energy Trust customers? Which DEI priority customers are included? (communities of color, customers with low-incomes or rural communities)

What is your timeframe for the specific project activities proposed?

Community impact: *(suggested word count is 850)*

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Will any of the following customer types be engaged through your grant activities?  
 Multifamily property owners  
 Residential homeowners  
 Residential renters  
 Businesses  
 All  
 Other

Do the grant activities relate to energy efficiency, solar or other clean energy technologies or solutions?   
 Energy efficiency  
 Solar  
 All clean energy technologies or solutions  
 Other

## 4. Approach and schedule

Explain how you plan to use the grant funds and complete proposed grant project activities by December 29, 2023.

4a. Buying goods and services (such as event costs and materials) to support above activities listed in community impact:

Yes

No

If yes, total amount of funds requested for buying goods and services:

If yes, please describe how amount requested for buying goods and services will be spent:

4b. Staff, intern, contractor time and community participant time related to above activities:

Yes

No

If yes, total amount of funds requested of staff, intern, contractor time and community participation:

If yes, please describe how amount requested for staff, intern, contractor time and community participation will be spent:

4c. Costs for attending training, workshops, education:

Yes

No

If yes, total amount of funds requested for training, workshops or education:

If yes, please describe how amount requested of training, workshops or education will be spent:

4d. Other costs:

Yes

No

Total amount of funds requested:

If you will use grant funds in ways not described above, please detail here:

Describe expenses:

Total amount of grant funding requested up to $10,000:

Are other organizations and funding sources anticipated to support the activities described above?

Yes

No

If yes, please describe:

# SECTION D: Terms and Conditions

## Consent

I agree to the Terms and Conditions

By submitting an application, applicant represents that it is authorized to submit the application materials, all information provided in the application is true and correct, and applicant explicitly agrees to and accepts the terms and conditions as set forth below and elsewhere in this document:

Grant funds must accomplish objectives as outlined above.

Grant funds cannot encourage changing existing fuel sources.

Grant funds may not be used for lobbying or any other political purposes.

Grant funds cannot to used to place Energy Trust name or logo on moving vehicles

For grant funds used to improve or create an asset, the asset cannot be immediately resold; we ask that the asset is retained for three years

This application does not constitute an offer to enter into a contract with Energy Trust, nor does it commit Energy Trust to enter into a contract or similar undertaking with applicant. Energy Trust is not bound to enter into a contract with any qualified applicant. Energy Trust reserves the right to suspend or modify the terms of this application or application process at any time in its sole discretion. This includes without limitation the right to cancel or revise this application at any time, vary any timetable or schedule, add or change any application provision discussed herein, waive any nonconformity in submissions received, accept or reject any or all of the items in the submission, or award any ultimate contract in whole or in part as it is deemed in Energy Trust’s best interest. No verbal agreement or conversation made or had at any time with any officer, agent, or employee of Energy Trust, nor any oral representation by such party shall add to, detract from, affect or modify the terms of the application, unless specifically included in a written addendum to this application issued by Energy Trust.

Applicant is solely responsible for its own expenses in preparing an application and for any subsequent discussions around the application. Energy Trust will not be liable to any applicant for any claims, whether for costs or damages incurred by the applicant in preparing the response. Applicant waives any right it may have to bring any claim, whether in damages or equity, against Energy Trust, Energy Trust Board of Directors or any of Energy Trust’s agents, employees or contractors, with respect to any matter arising out of any process associated with this application.

# SECTION E: For More Information

For more information about the Working Together Grant, please review website or email [workingtogethergrants@energytrust.org](mailto:workingtogethergrants@energytrust.org). If you have questions prior to the grant application deadline, attend or listen to our informational webinar and submit any additional follow-up questions, in writing, via email.

This application can be provided in Spanish upon request.

# Submission and Additional Attachments

u Please save this form and attach to your email response to [WorkingTogetherGrants@energytrust.org](mailto:WorkingTogetherGrants@energytrust.org).

u Attach also a completed [**IRS** **W9**](https://www.irs.gov/forms-pubs/about-form-w-9) or **Energy Trust** [**Substitute W9**](https://energytrust.org/wp-content/uploads/2018/04/SubstituteW9.pdf)and **IRS Determination Letter.**