

# GRANT APPLICATION

## **CRITERIA FOR GRANT AWARD:**

CBPU grants are intended for demonstration or educational projects that are related to energy efficiency, resource conservation, recycling, environmental protection and the sciences. The grants also may be used for demonstration projects with longer-term potential.

A final report on the project, describing activities, cost, achievements, problems, results, and recommendations are required at the conclusion of all grant projects.

## **ELIGIBILITY REQUIREMENTS FOR APPLICANTS:**

All elementary, secondary and vocational educational institutions served by the CBPU are eligible to apply.

## **AMOUNT OF AWARDS:**

The maximum grant request is \$5,000. Grant requests that exceed \$5,000 require the approval of the CBPU Board of Directors.

## **EVALUATION CRITERIA:**

In evaluating grant applications, the CBPU shall give due preference to these criteria:

1. Broad applicability to the CBPU's provided services and educational goals;
2. Sponsorship and significant cost-sharing by multiple organizations;
3. Previous performance of the proposer on other awards;
4. Overall energy efficiency and/or conservation considerations;

5. Overall benefit the project will provide to utility operations and school's education curriculum;
6. Overall customer value the project will provide;
7. Project uniqueness and innovation; and
8. CBPU funds are not used for the purchase of computer software or hardware, or other high-cost equipment.

Any additional years of funding must be approved for each fiscal year by the CBPU.

**DEADLINE: DECEMBER 1 and May 1 every year.**

## **INSTRUCTIONS FOR COMPLETING THE CBPU GRANT APPLICATION FORM:**

1. Complete the information on the CBPU Grant Application coversheet (next page).
2. Answer the nine (9) application questions on the last page of this application form on additional pages.
3. Submit original signature of applicant and other information as requested.

## **SEND APPLICATION TO:**

Nicki Luce  
CBPU Administrative Assistant  
1 Grand Street  
Coldwater, MI 49036  
E-mail: [nluce@coldwater.org](mailto:nluce@coldwater.org)

***To download an electronic copy of the grant application visit the CBPU website at [www.coldwater.org](http://www.coldwater.org)***

# CBPU GRANT APPLICATION

**TITLE OF PROJECT:**

**SCHOOL INFORMATION:**

School Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

**Project applicant/s** (primary applicant must be from sponsoring school):

Name and title: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Name and title: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**SUBCONTRACTOR/OTHER PARTICIPANTS INFORMATION (IF APPLICABLE):**

Name and title: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

**PROJECT TERM**

Proposed start date: (m/yr): \_\_\_\_\_

Proposed completion date: (m/yr): \_\_\_\_\_

**FUNDING AND BUDGET INFORMATION:**

Amount of CBPU funds requested (amounts over \$5,000 approval by CBPU Board of Directors):

\$ \_\_\_\_\_

Funding from sources other than CBPU (list each amount, if applicable. Indicate if funds are unconfirmed. Also indicate whether the contribution is in-kind or monetary.)

*Source/Type of funding:*

*Amount:*

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

Total project budget (total project budget should match itemized total budget requested later in application):

\$ \_\_\_\_\_

**APPLICATION QUESTIONS**

*Please respond to the following questions as completely as possible. Attach additional pages for other information pertinent to the proposed project.*

- 1.) Description of the proposed project:
- 2.) Statement of the problem the project is attempting to solve, or educational goal the project is attempting to meet:
- 3.) Project objectives:
- 4.) Methodology to be used to conduct the project:
- 5.) Description of material/equipment/hardware/system to be used to complete the project (Please be as specific as possible. Items listed here that are to be purchased should show up on the budget information requested in item 8.):
- 6.) Anticipated benefit, including any deliverable(s):
- 7.) Anticipated relevance and transferability of project results to other schools, other curriculum, the community or utility:
- 8.) Itemized Total Budget (Please try to itemize all equipment and estimated costs as well as labor costs broken down by hours necessary to complete the project if applicable. Budget information should be as detailed as possible. Please indicate which expenses will be covered by other participants in the project, such as in-kind labor expenses contributed by the sponsoring school or equipment provided by others. Budget may be broken down by year if necessary.):
- 9.) Itemized tasks to be completed and time schedule:

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Printed/typed name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_