

Michigan Biomass Energy Program

Workshop & Event Financial Assistance

Purpose

The purpose of this funding opportunity is to support workshops or events that increase public awareness about energy or fuel derived from Michigan biomass resources. Biomass is defined as any organic matter, which is available on a renewable basis through natural processes or as a by-product of human activity such as agricultural crops and crop residues, wood and wood waste, and municipal solid waste.

Funding

The maximum award for each workshop or event is \$2,500. MBEP Workshop and Event funds will be awarded on a first come, first serve basis until all money is distributed.

What Workshops or Events Are Eligible?

All workshops/events must take place in Michigan and occur between October 1, 2007 and June 15, 2008. The target audience may include fleets, farmers, students, flexible fuel vehicle owners, fleet managers, or other relevant groups. The project should not be geared toward the general public. A significant portion of the workshop or event must be related to biomass energy production and/or use. Sessions or presentations within a workshop are not eligible for funding.

Who Can Apply?

Public and non-profit organizations are eligible to submit proposals. Non-profits may be asked to provide proof of their federal IRS status. An organization may receive funding for no more than two separate workshops/events.

Application Requirements

To be considered for funding, an application must be submitted *at least 20 days prior* to the planned event and must include the information outlined below. Only expenses incurred *after* notification of award are eligible for reimbursement. An original signature copy plus two additional hard copies and one electronic copy of each application must be submitted to the Energy Office. An official who is authorized to negotiate and bind the applicant to its provisions must sign the proposal.

Required Information

1. Identification of applicant organization (including federal ID number) and partners.
2. Brief description of the workshop/event including agenda, estimated number of attendees and intended audience.
3. Plans for promotion (website postings, mass mailings, newsletter, etc.) The Michigan Energy Office (DLEG) should be listed as a sponsor on all materials.
4. A complete itemized workshop budget outlining revenues and expenditures; including budget categories, quantities, prices for each line item, and how MBEP dollars will be used. List other financial sponsors if applicable. (MBEP funds cannot be used for food/beverages or speaker honorariums).

Submit to: Shauna Tonsor
Energy Office
611 West Ottawa, 4th Floor
P.O. Box 30221
Lansing, MI 48909
tonsors@michigan.gov

Applicants will be notified whether they will receive sponsorship funds by letter. Funds will be dispersed only on a *reimbursement* basis. No later than 15 days following the event, applicants must submit a payment request that includes proper backup documentation along with a brief final report summarizing the workshop/event outcomes.

Questions?

Contact Shauna Tonsor at (517) 241-6223 or by email at tonsors@michigan.gov

