

2011 National Environmental Sustainability Summit
Energy

Purpose

The purpose of this funding opportunity is to assist with costs associated with the 2011 Environmental Sustainability Summit to be held in Detroit, MI for the development of energy efficiency and renewable energy topics. The Summit seeks to increase awareness of energy efficiency, renewable energy, and pollution prevention among the business community, local units of government, non-profits, state government and others.

Funding

The maximum award for each workshop or event is \$10,000. Funds will be awarded to a single entity basis on the application that best meet the stated criteria, until all designated funds are distributed. A 25% match of the total request amount is required. For example, if \$2,500 is requested, then at least \$625 in matching contributions (cash or in-kind) must be committed. The final award amount will be determined, and may be adjusted based on program criteria and the amount of remaining program funds.

National Environmental Sustainability Summit

The Summit will have a number of informational/educational topics where attendees may select the areas best suited for their needs (i.e. local government track). This funding is directed toward developing an energy track that focuses on energy efficiency and renewable energy projects with a pollution prevention, green chemistry and/or sustainability component. In addition, the grant can be used for staffing support, transportation costs associated with Summit offsite tours, and other administrative costs.

Who Can Apply

Public and private entities are eligible to submit proposals.

Application Requirements

To be considered for funding, an application must be submitted by January 14, 2011 by 12:00 P.M. Only expenses incurred *after* notification of award will be eligible for reimbursement. An original copy and one electronic copy of each application must be submitted to the DELEG Bureau of Energy Systems. 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 (including role of each).
2. Brief description of the workshop/event, including date, location, agenda, estimated number of attendees, event history (if any), and target audience.
3. Plans for promotion (website postings, mass mailings, newsletter, etc.) The DELEG Bureau of Energy Systems should be listed as a sponsor on all materials.
4. A complete, itemized workshop budget outlining revenues and expenditures, including specific budget categories, quantities, unit and total prices for each line item, and how funds will be used. List other financial sponsors if applicable. Please refer to sample budget on page 2 for suggested format.

Submit to:

Robert Jackson
State Energy Program
DELEG Bureau of Energy Systems
611 West Ottawa, 4th Floor
P.O Box 30221
Lansing, MI 48909
E-mail: jacksonr1@michigan.gov

Applications will be notified of funding decisions 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 for expenses and match, along with a brief final report summarizing participation and workshop/event outcomes. A copy of presentations used at the sponsored event should also be provided on a compact disc.

Questions must be submitted to Whitney Martin at @michigan.gov, no later than January 7, 2011.

Sample Budget

The itemized sample budget below is a suggested format for the submission of the application. Example line items include registration fees, sponsorship amount, facilities rental costs, equipment costs, and printing/promotional costs, but can include other items that would be applicable. Use of grant funds to cover event planning time is discouraged. Food and beverage will not be covered by grant funds. Total cost and unit price of each item should be listed. Please refer to application guidelines for specific exclusions from state funding.

Item	Matching/In-kind Funds	Partner Organization	Grant Funds
<u>Revenue</u>			
<i>Subtotal</i>			
<u>Expenses</u>			
<i>Subtotal</i>			
Total Budget			