

Michigan Energy Office Event Sponsorship Funding Opportunity Announcement (FY 2016)

Purpose

The purpose of this funding opportunity is to provide funding assistance for workshops, conferences, or other events that increase awareness of energy efficiency and/or renewable energy technologies, applications, opportunities, and best practices in the state of Michigan.

Funding

The maximum allowable request is \$15,000. A total of \$20,000 is available for the program. Applicants are required to provide, at a minimum, a 1:1 match. For example, if \$1,000 is requested, then at least \$1,000 in matching contributions (cash or in-kind) must be committed. The final award amount will be determined by MEO, and may be adjusted based on program criteria and the amount of remaining program funds. Funding will be available on a first-come-first-served basis until all funds have been allocated.

What Events Are Eligible?

All events must take place in Michigan and occur between March 1, 2016 and September 15, 2016. The primary focus of the workshop or event must be related to energy efficiency and/or renewable energy and may include information such as available resources, market trends, financing models, case studies, collaborative models, best practices, and/or other topics that will facilitate the successful implementation of energy efficiency and/or renewable energy projects in Michigan.

Who Can Apply?

Public and non-profit organizations are eligible to apply. Non-profits may be asked to provide proof of their federal IRS status.

Application Requirements

To be considered for funding, an application must be submitted at least **30 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 and one electronic copy of each application must be submitted to the Michigan Energy Office. An official who is authorized to negotiate and bind the applicant to its provisions must sign the proposal.

Evaluation Criteria

Proposals will be evaluated on eligibility, application requirements, and quality of the proposal.

Required Information

1. Identification of applicant organization (including federal ID number) and partners (including role of each), if any.
2. Brief description of the 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 Michigan Energy Office/Michigan Agency for Energy 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 MEO and match dollars will be used. List other financial sponsors if applicable. (MEO funds cannot be used for alcoholic beverages.) Please refer to sample budget on page 2 for suggested format.

Submit to:

Tania Howard
Michigan Energy Office
Michigan Agency for Energy
P.O. Box 30221
Lansing, MI 48909
Howardt6@michigan.gov

Applicants will be notified of the funding decision by email. Funds will be dispersed only on a **reimbursement** basis. No later than **10 business 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 to MEO.

Questions? Contact Tania Howard at (517) 284-8340 or by email at Howardt6@michigan.gov

Sample Budget

The itemized sample budget below is a suggested format for the submission of the application. Example line items under revenue include registration fees and sponsorship amounts; expense line item could include facilities rental costs, equipment rental costs, and printing/promotional costs, and supplies, but may include other items as applicable. Use of grant funds to cover event planning time is discouraged. Total cost and unit price of each item should be listed. Please refer to application guidelines for specific exclusions from state funding.

Item	Applicant	Partner Organization	State Funds	Total
<u>Revenue</u>				
<i>Subtotal</i>				
<u>Expenses</u>				
<i>Subtotal</i>				
Total Budget				