



Grant Guidelines

Community Innovations Grant Program

Community Innovations Grant Program

The Community Innovations Grant Program provides block grants of up to \$5,000 to Connecticut's cities and towns that have committed to the Municipal Clean Energy Pledge and the EPA Community Energy Challenge ("qualifying towns") and other individuals or entities. This grant will be administered by a local Clean Energy Task Force ("Task Force") or comparable entity that has been created or assigned to research options and advise the town on how to make their municipal clean energy purchase. In addition to this task, it is the intent of the Clean Energy Finance and Investment Authority that the local Task Force administers the Community Innovations Grant Program. For further information on eligibility and program-related information, please refer to www.ctcleanenergy.com/grants.

Through the creativity of the community and clean energy advocates, citizens are encouraged to develop and take part in projects that will raise awareness about the benefits and availability of clean energy. In order to increase voluntary support for clean energy, projects should aim to get people within the community to sign-up for the CTCleanEnergyOptions program as well as install clean energy systems on their homes, businesses, or institutions. It is anticipated that projects funded under this program will lead to the development of model sustainable communities.

Purpose / Goals of Task Force

The Task Force is a group of citizens delegated the responsibility of helping the town reach the goals set out in the Municipal Clean Energy Pledge. The Task Force also performs education and outreach within the community and seeks to encourage local residents and businesses to support clean energy.

Through the Community Innovations Grant Program, the Task Force can support community initiatives promoting clean energy by: (1) encouraging households and local businesses to sign-up for the

CTCleanEnergyOptions program, and (2) educating the community about the benefits and availability of clean renewable energy. The main indicators to measure progress are number of enrollments in the CTCleanEnergyOptions program and 'earned' media (local press coverage for the project).

Who is eligible for a micro-grant?

Any community-based organization or individual within a qualifying town with a project idea that could increase the number of sign-ups for the CTCleanEnergyOptions program and raise the awareness of the benefits and availability of clean energy can apply to the Community Innovations Grant Program. To check whether your town qualifies, please select your town from the drop-down menu on the following Web site:

www.ctcleanenergy.com/communities.

Ideas of possible projects can be found at the Clean Energy Finance and Investment Authority Web site: www.ctcleanenergy.com/cigpideas.

The grant proposal should have a clear timeline and estimated budget listing expenses involved. To discuss a potential project, contact your local Task Force leader identified on your town's Web page at: www.ctcleanenergy.com/communities (select your town from the drop-down menu.)

What size Grants will be made?

The Task Force will make micro-grants ranging in size from \$250 to \$2,000. Grants can be given as a lump sum or in installments as 'milestones' set by the Task Force are met. (Please note the maximum amount funded by "at large" micro-grants is \$1,000.)

How will projects be selected?

In each grant request pool, the Task Force determines which proposals contribute most to the overall goal of increasing sign-ups for the

CTCleanEnergyOptions Program and increasing awareness of the benefits and availability of clean energy. Proposals will be ranked by potential for new sign-ups to the CTCleanEnergyOptions program, program 'coverage' in local press (earned media), and other educational and creative benefits the project will have.

When can organizations/individuals apply?

The Task Force can distribute a grant at any time. New proposals will be selected on a rolling-basis. Contact your local Task Force leader for more information on the current status of the grant program and schedule in your community.

What will happen after an application is submitted?

An application can be submitted at any time. A deadline for a project is set each time a grant is distributed.

Applicants will be notified of the Task Force decision as soon as possible. When a proposal is chosen, the recipient will receive a Grant Agreement Letter outlining the terms of the project. Once signed, the Task Force will distribute the grant funds.

How are project results reported?

A grantee is required to complete a Grant Report Form after their project has reached completion. We refer you to the Community Innovations Grant Program Web site for a copy of the Grant Report Form at: www.ctcleanenergy.com/grants. The grantee shall submit the completed report along with supporting documentation to the local Task Force.



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