



## Task Force Instruction Sheet

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### Community Innovations Grant Program

1. Participating towns create a Clean Energy Task Force and appoint members. In some cases, a city or town may have already established a local energy advisory council or comparable committee/commission.
2. At least two (2) Task Force members attend a workshop for the Community Innovations Grant Program and/or receive information package from the Connecticut Clean Energy Fund describing the purpose and process of making micro-grants with their Community Innovations Grant.
3. Task Force members make sure they understand the program (ask CCEF for clarification where necessary) and sign 'Memorandum of Understanding'.
4. Town sets up a restricted account for Task Force funds to support the implementation of the program.
5. Task Force receives a block grant in increments of \$2,000 that goes into this restricted account.
6. Task Force develops criteria by which they will review requests for this program.
7. Task Force reaches out to the community to create awareness for the Community Innovations Grant Program (websites, local press, bulletin boards, flyers, local clean energy workshops, etc.) and puts out a 'Request for Proposals'. One option to consider is to offer help to potential applicants if that will lower the barrier to apply.
8. Task Force receives proposals. The Task Force is free to contact applicants if necessary and discuss changes where they see fit.
9. Task Force ranks different proposals based on criteria they have identified. The Task Force has to decide what outcomes they value most and what they think would help them increase sign-ups to the CTCleanEnergyOptions program and the awareness of the benefits of clean energy the most. Suggestions:
  - a. potential for new CTCleanEnergyOptions Program sign-ups;
  - b. potential for local earned media coverage;
  - c. creativity of the project;
  - d. links directly to k-12 educational efforts concerning clean energy existing within the town
  - e. number of volunteers/community members involved (and their history with activism and civic engagement);
  - f. specific (clean energy, energy efficiency, or sustainability focused) skills or knowledge that the group has.
10. Task Force decides which project meets their criteria most, selects the project it wants to fund, sets a deadline for when the project has to be finished, announces the approval of the micro-grant in the local press and mails out a Grant Agreement Letter to the project organizers.

The Grant Agreement Letter can be tailored to fit in certain milestones set by the Task Force as they see fit. The Task Force can also require a group to present at a meeting if the project covers a larger time period. It is important to reiterate the Report requirement to the grantee.

11. Task Force notifies other applicants and tells them when the next grant round will start (deadline of current project).

Upon receiving the signed Agreement Letter, the Task Force distributes the grant to the group (the check will be written by the town) and gives the grantee a copy of the Grant Report form to be filled out at completion of the project (as a reminder of this requirement). The Task Force may also supply applicant with the CTCleanEnergyOptions sign-up forms.

If milestones have been identified by the Task Force as part of the Grant Agreement, the Task Force has the ability to partially fund until the milestone(s) has(/have) been reached. A 'mid-way presentation' is another condition a Task Force could set for complete funding.

12. As work on the project proceeds, the Task Force may monitor its progress as it deems appropriate. The Task Force may request that the group give a project update presentation at any time during the project.
  - a. Task Force receives all CTCleanEnergyOptions sign up forms from completed project.
  - b. Task Force tracks and reports all CTCleanEnergyOptions sign up forms to the clean energy suppliers
13. As the deadline for the funded project approaches, the Task Force puts out a new request for new proposals, notifies previously unfunded applicants that they are eligible to update their original proposals and/or develop new proposals for the new grant round, and the process begins again until the block grant funds have been expended. (repeat step 8 to 14)

14. When the Task Force has spent or will spend the first incremental \$2,000, it should request payment of the second incremental \$2,000 from the Connecticut Clean Energy Fund. In order to receive such payment, the Task Force must submit a report on all completed projects together with copies of all Grant Applications, Grant Agreements, local press articles, photos relating to the grant and marketing collateral developed for the project (e.g., flyers, posters, etc).
15. The Connecticut Clean Energy Fund requires that copies of all Grant Application and Grant Report forms are forwarded to them twice a year - January 31 and July 31. To the extent a Task Force has no news to report or has submitted information pursuant to paragraph 14, a simple e-mail shall be considered sufficient.

**For More Information Contact:**

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