



## Grant Guidelines

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### Community Innovations Grant Program

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The Community Innovations Grant Program provides block grants of up to \$4,000 to Connecticut's cities and towns that have committed to the 20% by 2010 Clean Energy Campaign 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 or comparable entity ("Task Force") that has been created or assigned to research options and advise the town on how to reach the 20% goal. In addition to this task, it is the intent of the Connecticut Clean Energy Fund that the local Task Force administer the Community Innovations Grant Program. For further information on eligibility and related program issues, please refer to the memorandum at: [www.ctcleanenergy.com/grants](http://www.ctcleanenergy.com/grants)

This grant program is designed to provide funding for cities and towns to help raise awareness of the benefits of clean energy and increase voluntary support for clean energy. Furthermore, it is anticipated that projects funded under this program will lead to the development of model sustainable communities. Through micro-grants and community creativity, citizens are encouraged to develop and take part in projects that will raise awareness about the benefits and availability of clean energy and 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.

#### Purpose / Goals of Task Force

The Task Force is a group of citizens delegated the responsibility of helping the town reach the goal of having 20% of the electricity use for municipal facilities come from clean renewable sources by the year 2010. The Task Force also performs education and outreach within the community and seeks to encourage local residents and businesses to support clean energy.

One tool the Task Force has is a micro-grants program, the **Community Innovations Grant Program** that allows the Task Force to 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 that has a project that could increase the number of sign-ups for the CTCleanEnergyOptions program and the awareness of the benefits and availability of clean energy can apply to the Community Innovations Grant Program. To check whether your town is a Qualifying Town, we refer you to the following website: [www.ctcleanenergy.com/communities](http://www.ctcleanenergy.com/communities) Ideas of possible projects can be found at the Connecticut Clean Energy Fund website: [www.ctcleanenergy.com/grants](http://www.ctcleanenergy.com/grants) 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 webpage at: [www.ctcleanenergy.com/communities](http://www.ctcleanenergy.com/communities)

#### 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 that maximum amount that may be funded by "at large" micro-grants is \$1,000.)

## How will projects be selected?

Only one project by the local Task Force will be approved for each grant round. In each grant request pool, the Task Force determines which proposal contributes most to the overall goal of increasing sign-ups for the CTCleanEnergyOptions 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?

Since only one grant can be distributed at any time by a Task Force, new proposals will only be reviewed after the current project has reached completion. 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. However, the Task Force is not able to act upon a request until the current project is completed. A deadline for a project is set each time a grant is distributed. The deadline of the current project will start a new grant round.

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 to be 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 website for a copy of the Grant Report Form at: [www.ctcleanenergy.com/grants](http://www.ctcleanenergy.com/grants). The grantee shall submit the completed report along with supporting documentation to the local Task Force.



**CONNECTICUT  
CLEAN ENERGY FUND**

865 Brook Street  
Rocky Hill, Connecticut 06067-3444  
[www.ctcleanenergy.com](http://www.ctcleanenergy.com)

T: 860-563-0015  
F: 860-563-4877