



# Florida Renewable Energy Technologies Grant Program Application

## INSTRUCTIONS

### A. APPLICATION PROCESS

The application is divided into three parts: Cover Letter, Project Narrative and Project Budget. Page limits have been established for the Project Narrative portion, and thus Sections I-VII should begin on a separate page. There are no page limits for the other parts. The final application must be assembled in the order shown below.

#### PART I – COVER LETTER

#### PART II – PROJECT NARRATIVE

- Section I: Project Summary/Abstract (Limit: 1 page)
- Section II: Project Background (Limit: 1 page)
- Section III: Project Objectives (Limit: 1 page)
- Section IV: Project Descriptions (Limit: 3 pages)
- Section V: Review Criteria Discussion (Limit: 3 pages)
- Section VI: Measures of Success (Limit: 1 page)
- Section VII: Biographical Sketches (Limit: 1 page per person)

#### PART III – PROJECT BUDGET

- Section VIII: Budget Summary
- Section IX: Commitment Letters from Third Parties
- Section X: Budget Narrative
- Section XI: Total Budget by Task

The application must not exceed the specified page limits when printed using standard 8.5" by 11" paper with 1" margins (top, bottom, left and right) with font no smaller than 11 point. The application must be printed double-sided. For the purpose of complying with page limits, one page is equivalent to one side of paper.

### B. SUBMISSION PROCESS

Submit six (6) hard copies of the application form and one (1) electronic copy on CD-ROM via certified mail or hand delivered to:

Florida Department of Environmental Protection  
ATTN: Renewable Energy Technologies Grant Program  
Florida Energy Office  
2600 Blair Stone Road, MS-19  
Tallahassee, FL 32399-2400

Acceptable formats for electronic versions are Microsoft Word for Windows Versions 5.0, 5.5, and 6.0; Wordperfect for Windows Version 5; and Rich Text Format.

Applications must be received no later than 5:00 p.m. (Eastern Standard Time) on August 31 of the state fiscal year the applicant seeks the award of the grant to be eligible for consideration for a grant award in that state fiscal year. If August 31 falls on a weekend or federal holiday (i.e., no mail service), then the deadline shall be the next business day. You are encouraged to transmit your application well before the deadline.

APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE REVIEWED OR CONSIDERED FOR AWARD.

DRAFT



# Florida Renewable Energy Technologies Grant Program Application

## PART I – COVER LETTER

PROPOSAL INFORMATION					
Proposal Title:					
Proposal Area(s): (check all that apply)		<input type="checkbox"/> Hydrogen <input type="checkbox"/> Solar <input type="checkbox"/> Bioenergy <input type="checkbox"/> Biofuels	<input type="checkbox"/> Hydroelectric <input type="checkbox"/> Geothermal <input type="checkbox"/> Wind <input type="checkbox"/> Ocean	<input type="checkbox"/> Waste Heat <input type="checkbox"/> Other:	
Project Location:					
Proposer (Organization):					
Proposer FEIN/SS No:					
TECHNICAL CONTACT INFORMATION					
Technical Contact Name:					
Organization:					
Address Line 1:					
Address Line 2:					
City:		State:		Zip:	
Email:					
Phone:		Fax:			
BUSINESS CONTACT INFORMATION					
Business Contact (if any):					
Organization:					
Address Line 1:					
Address Line 2:					
City:		State:		Zip:	
Email:					
Phone:		Fax:			
FUNDING REQUEST AND COST SHARE					
Total Funding Request:					
Total Cost Share:					
Total Project Cost:					
Cost Share Percentage (Total Cost Share/Total Project Cost):					
CERTIFYING OFFICIAL					
Certifying Official's Signature					
Certifying Official's Name (printed):					
Title:					
Organization:					

## **PART II – PROJECT NARRATIVE**

### **SECTION I: Project Summary/Abstract** (Limit: 1 page)

The project summary/abstract must contain a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained document that identifies the name of the applicant, the project director/principal investigator(s), the project title, the objectives of the project, a description of the project, including methods to be employed, the potential impact of the project (i.e., benefits, outcomes), and major participants (for collaborative projects). The project summary/abstract must not include any proprietary or sensitive business information as DEP may make it available to the public.

### **SECTION II: Project Background** (Limit: 1 page)

Provide a summary of the project area (e.g. hydrogen, solar, bioenergy, etc...) and the justification supporting the need for DEP to fund the proposed project.

### **SECTION III: Project Objectives** (Limit: 1 page)

Provide a list of objectives, in bullet format, expected to be achieved as a result of funding/completing this proposed project.

- Objective 1:
- Objective 2:
- Objective 3:
- Objective 4:

### **SECTION IV: Project Description** (Limit: 3 pages)

Provide a detailed description of the work to be performed for the project. Include maps, graphs, charts, etc. to support project activities. Project descriptions should consist of a list of major tasks for accomplishing the project with specific sub-activities detailed within each task heading.

- Task 1:
- Task 2:
- Task 3:
- Task 4:
- Task 5:
- Task 6:

Using the table format below, identify the month of the project each task will start and be completed (e.g. Task #1 might start in Month 1 and be completed by Month 6). Identify outputs/deliverables to result from this project (e.g. progress reports, draft project report, final project report, manuals, videos, maps, BMPs installed, meetings, etc.) Identify in which months of the project (e.g. Month 12) the outputs/deliverables will be accomplished.

No.	Task/Activity Description	Start	Complete	Deliverables/ Outputs	Deliverable/ Output Due Dates
1					
2					
3					
4					
5					
6					

#### **SECTION V: Review Criteria Discussion** (Limit: 3 pages)

Describe how proposed project meets the following review criteria.

- **Economic Development:** The degree to which the project stimulates in-state capital investment and economic development in metropolitan and rural areas, including the creation of jobs and the future development of a commercial market for renewable energy technologies.
- **Technical Feasibility:** The extent to which the proposed project has been demonstrated to be technically feasible based on pilot project demonstrations, laboratory testing, scientific modeling, or engineering or chemical theory that supports the proposal.
- **Innovative Technology:** The degree to which the project incorporates an innovative new technology or an innovative application of an existing technology.
- **Production Potential:** The degree to which a project generates thermal, mechanical, or electrical energy by means of a renewable energy resource that has substantial long-term production potential.
- **Energy Efficiency:** The degree to which a project demonstrates efficient use of energy and material resources.
- **Fostering Awareness:** The degree to which the project fosters overall understanding and appreciation of renewable energy technologies.
- **Public Integration:** The degree of public visibility and interaction.

#### **SECTION VI: Measures of Success** (Limit: 1 page)

Identify factors that can be used to evaluate project performance/ outcomes to support project success. Include appropriate timelines for conducting such reviews.

## **SECTION VII: Biographical Sketches** (Limit: 1 page per person)

Provide a biographical sketch for each key person proposed, including subawardees and consultants if they meet the definition of key person. A key person is any individual who contributes in a substantive, measurable way to the execution of the project. The biographical information for each person must include:

- *Education and Training.* Undergraduate, graduate, and postdoctoral training; provide institution, major/area, degree, and year.
- *Professional Experience:* Beginning with the current position list, in chronological order, professional/academic positions with a brief description.
- *Publications.* As appropriate, provide a list of no more than 10 publications authored. For each publication, identify the names of all authors (in the same sequence in which they appear in the publication), the article title, book or journal title, volume number, page numbers, year of publication, and website address if available.

## **PART III – PROJECT BUDGET**

### **SECTION VIII: Budget Summary**

Summarize project budget in the following format:

Project Funding Activity	DEP Funding	Matching Funds and Source	
		Funding	Source of Funds
Salaries:			
Fringe Benefits:			
Travel:			
Equipment:			
Supplies:			
Contractual:			
Other (specify):			
Indirect:			
Total:			
Total Project Cost:			
% Match:			

### **SECTION IX: Commitment Letters from Third Parties**

If a third party (i.e., a party other than the organization submitting the application) proposes to provide all or part of the required cost sharing, the applicant must include a letter or award document from the third party indicating that it is committed to providing a specific minimum dollar amount of cost sharing. Letters should identify the proposed cost sharing (e.g., cash, services, and/or property) to be contributed. Letters and award documents must be signed by the person authorized to commit the expenditure of funds by the entity.

## SECTION X: Budget Detail

Provide a detailed budget using the worksheet format shown here. A description of what is required for each budget category follows this table.

<b>Personnel</b>									
Salaries (Name/Title/Position)			Hourly Cost (\$)		Hours		Totals (\$)		
					*		=		
					*		=		
					*		=		
<b>Total Salaries</b>							=		
Fringe Benefits (Rate% * Total salaries applicable)			Rate (%)		Salaries		Total (\$)		
					*		=		
<b>Total Personnel Expenses</b>							=		
<b>Supplies</b>									
Description			Unit Cost (\$)		Quantity		Totals (\$)		
					*		=		
					*		=		
					*		=		
<b>Total Supplies</b>							=		
<b>Equipment</b>									
Description			Unit Cost (\$)		Quantity		Totals (\$)		
					*		=		
					*		=		
					*		=		
<b>Total Equipment</b>							=		
<b>Travel</b>									
Purpose/Destination		Days	Per Diem	Fare/Rate (\$)	Mileage	Totals (\$)			
( )		*	( )	+	( )	*	=		
( )		*	( )	+	( )	*	=		
( )		*	( )	+	( )	*	=		
<b>Total Travel</b>							=		
<b>Contractual</b>									
Name or Services			Fee/Rate (\$)		Hours		Totals (\$)		
					*		=		
					*		=		
					*		=		
<b>Total Contractual</b>							=		
<b>Miscellaneous</b>									
Description			Unit Cost (\$)		Quantity		Totals (\$)		
					*		=		
					*		=		
					*		=		
<b>Total Miscellaneous</b>							=		
<b>Overhead/Indirect</b>									
Base of Calculations			Rate (%)		Base (\$)		Total (\$)		
					*		=		
<b>Total Budget</b>									
<b>Total Budget</b>							=		

- *Personnel - Salaries* - Identify the persons to be compensated for work on this project by name (if known), position, and title. Show the hourly cost and total hours to be charged

for each person or position. Divide annual salaries by 2080 hours and nine month academic salaries by 1560 hours, to find the hourly rate. Fringe Benefits - Multiply the rate by the total salaries to which fringe benefits apply. If the rate is variable, explain and show calculations. Fringe rate shall be supported by audit.

- *Supplies* - List expendable supplies by category description, unit costs and quantity.
- *Equipment* - List non-expendable personal property/equipment valued at \$1,000 or more by description, unit cost, and quantity. Computers and data-processing equipment should be described in detail in an attached explanation.
- *Travel* - List trips by their purpose and/or destination. Indicate the number of days for each trip and the per diem. DEP can only pay for travel at the approved State rate (Section 112.061, Florida Statutes). Use "Fare/Rate" for mileage rate and multiply by "Mileage", or for travel fare and leave "Mileage" blank.
- *Contractual* - Subcontractors should provide the same information required by this budget table, with the following exceptions: (a) when professional services are provided at a pre-existing approved rate or fee shown on the budget; or (b) the subcontract is to be obtained competitively. For either (a) or (b), show an estimated maximum amount.
- *Miscellaneous* - List expenses not included in any of the above categories. Examples would be printing, copying, postage, communications, etc. Non-expendable equipment valued at less than \$1,000 may be listed also. Include only expenses directly related to the project, not expenses of a general nature.
- *Overhead/Indirect* - Indicate the approved overhead/indirect cost rate, the dollar amount of the base to which it is applied, and the resulting total. Identify the base (cost categories) to which the rate is applied on the line indicated. Rate shall be supported by audit.
- *Total Budget* - Show the total of all categories.

#### **SECTION XI: Total Budget by Task**

Complete the table below using the tasks/activities identified in the "Project Description" section.

Task		DEP Funding	Matching Funds and Source	
			Matching Funds	Source
1				
2				
3				
4				
5				
6				
Total:				
Project Total:				