

Charitable Foundation of the Energy Bar Association Grant Application

The mission of the Charitable Foundation of the Energy Bar Association (“CFEBA”) is:

To engage in charitable activities, including the support of worthwhile energy-related charitable projects, as well as other community service projects, through financial contributions and volunteer services provided by the Foundation, members of the Energy Bar Association and others.

Formatting and submission notes

- Application should be printed on white paper, using a 12-point font (Times or similar) and one-inch margins on all sides; pages should be numbered.
- Application should not be placed in binders or folders.
- Please submit the application and related materials to:

Ms. Michele Duehring
Charitable Foundation of the Energy Bar Association
2000 M St., N.W., Suite 715
Washington, D.C. 20036

I. Executive Summary (1-2 pages)

1. Application date.
2. Organization’s name and contact information (full address, including mailing address if different, telephone, fax, and Web address).
3. Organization’s federal tax-exempt number.
4. Contact person’s name, title, and contact information (telephone, fax, e-mail).
5. Dollar amount of this grant request.
6. Total program budget (if applicable).
7. Total current organizational budget and fiscal year.
8. Period this grant request will cover, if appropriate.
9. Purpose of this grant request, including target population, number of individuals, and geographic area(s) that will benefit from this proposal.

10. Brief description of how this grant request meets the mission of the CFEBA.
11. Brief organizational history and brief description of previous year's accomplishments.
12. Previous grants from the CFEBA for the past three years, if applicable: List year, amount, and purpose for all support.
13. Signature of executive director or Board Member.

II. **Narrative** (No more than 8 double-spaced pages)

1. **For All Grant Requests:**

- a. Describe how your grant request is related to the mission of the CFEBA.
- b. Describe your organization's history, mission, and goals.
 1. Describe current programs and activities, and recent organizational accomplishments.
 2. How will this grant request enable the organization to build its capacity, address current limitations, and/or improve its ability to meet program or organizational goals?
 3. Describe briefly the involvement of your target population(s) in implementing the work of the organization, if applicable.
- c. Is your organization rated by Charity Navigator or similar charity rating services? If so, please provide all relevant information.

III. **For Energy-Related Program Requests** (including energy-related projects)

1. What is the issue/need to be addressed and evidence of that need?
2. For a **new** program: how was the program approach developed?
3. For an **ongoing** program: what measurable outcomes (defined as concrete changes or impact) have been achieved over the past year?
4. Does this program use best practices – *i.e.*, is this program based on a program that has been shown to be effective in other settings, based on national standards, etc? If so, please describe.
5. What is the plan for implementation? (Narrative, table, or logic model format is acceptable.) What existing community resources (*e.g.*, facilities, people) will be used? If applicable: what is the target population's involvement in this program's development and implementation?

6. Based on the implementation plan, what measurable outcomes will be achieved during this grant period? What are the measurable longer-term outcomes of this program? What methods/strategies will be used to gather data on the project? How will the program evaluation be used?
7. How does this program fit into the mission of the Charitable Foundation of the Energy Bar Association?
8. How does this program relate to the work of other organizations in the same field and/or geographic area?
9. What resources (financial, personnel, partnerships, etc.) will be needed to sustain this effort over time? How will those resources be secured?

IV. **For Energy-Related Project Requests (program requests do not need to complete this section):** Energy project requests are designated for the acquisition, construction, renovation, or improvement of a property related to an energy project, such as, weatherization, energy efficiency, solar or wind projects. Include information on the following, as applicable to your organization’s request.

1. Describe the project in detail.
2. Discuss the need, feasibility, and cost of the project, and its implications for the organization’s ongoing operational expenses.
3. What is the total cost of the project?
 - a. Specify contributions in hand as well as pending or prospective.
 - b. Specify loans, including amounts and terms.
4. Specify whether purchase agreements or purchase options are signed or imminent.
5. Specify whether regulatory approvals (e.g., Certificate of Need, zoning, historic preservation, environmental impact) are in place or are imminent.
6. Indicate if timing is a factor, *i.e.*, if a “window of opportunity” exists that affects the success of the project.

V. **Finances** (for all requests) – This information is not considered part of the narrative.

The following information must accompany all proposals, regardless of the size of the request. Not all categories may be applicable to your organization or request. You may submit this information in the format most convenient to you; it must, however, include as much of the following detail as possible.

1. **For all requests**
 - a. Fiscal year.

b. Financial statements:

1. For previous fiscal year: organizational budget v. actual.
2. For current fiscal year: Organizational budget v. actual.
3. Organization's year-to-date Statement of Financial Position (Balance Sheet) and year-to-date Statement of Activities (Income Statement).
4. If this application is being made during the last quarter of the organization's fiscal year, provide the organization's projected/proposed/draft budget for the next fiscal year.
5. If available: most recent audited financial statements (include auditor's letter and notes). If you do not have an audit, provide pages 1-6 of most recent IRS Form-990.
6. Information on matching grants, if any.

VI. **Required Attachments** –This information is not considered part of the narrative.

1. A copy of your current IRS tax-exempt determination letter.
2. An organizational chart.
3. Short biographies (no more than 1/2 page) of staff and volunteers essential to the success of this request.
4. List of board members with terms, occupations, and places of employment.
5. Annual report, if available.
6. For Energy-Related Project Requests, all relevant contracts, plans and proposals.