

To be completed by Project Proponent

Submission Instructions

A **Project Enrollment (Form 910E)** must precede or accompany this **Request for Funding**. Energy Trust will not process any **Request for Funding** unless Project Proponent's renewable energy project has been approved by Energy Trust for enrollment and assigned a Project ID#. Project Proponent must attach all required documentation to this **Request for Funding**, and Energy Trust may request additional information or documentation in order to analyze the request. All terms and conditions of Project Proponent's enrollment agreement for this project apply.

Project Proponent Information *(must match Project Proponent's W-9.)*

Project Proponent Name	Title
Telephone <input type="checkbox"/> office <input type="checkbox"/> cellular	Email <i>(This email will be used by the program to notify you of its approval or denial of this Request for Funding)</i>
Project Name	Project ID <i>(Please contact the program if you do not know the Project ID)</i>

Description of Project Development Assistance Activities

For each of the project development assistance activities, Project Proponent is solely responsible for contracting with its consultant and paying such consultant in full for services performed. If the **Request for Funding** is approved for an incentive reservation then you can send in a **Completion Certification (Form 940C)** to request payment once the activity is completed and you have all of the required completion documentation for attachment

- **Grant-writing Assistance:** The United States Department of Agriculture and the State of Oregon provide grant funding towards certain qualifying feasibility studies and renewable energy projects. To help Project Proponent access these funding opportunities, Energy Trust may pay Project Proponent up to 50% of the cost of hiring a consultant to complete grant applications to these programs.
- **Feasibility Study Assistance:** Elements that are typically included in renewable energy feasibility studies include, but are not limited to, characterization of the resource, a pro forma financial analysis, an assessment of technology options, including associated costs, and interconnection considerations and costs. Energy Trust may pay Project Proponent up to 50% of the cost of hiring a consultant to prepare a feasibility study.
- **Expert Development Assistance:** Energy Trust may provide support for expert project assistance related to other project development needs including, but not limited to, final design, permitting, utility interconnection, construction management, etc. Energy Trust may pay Project Proponent up to 50% of the cost of hiring a consultant to provide expert assistance to Project Proponent for project development activities.

Type of Project Development Assistance Requested

YOU MUST ATTACH THE FOLLOWING FOR EACH TYPE OF PROJECT DEVELOPMENT ASSISTANCE REQUESTED:

- **Proposal/Scope of Work;**
- **Business Name and Qualifications of the Third-Party Independent Consultant Who Will Perform the Work, unless Consultant's Qualifications are already on file at Energy Trust**
- **A disclosure statement of any actual or potential financial or personal interest that Consultant may have in the proposed project or with Project Proponent (example: part-owner in project, or Project Proponent family member);**
- **An estimate of Total Costs, including any other funding sources that would be providing Project Proponent with funding assistance; and**
- **Timeline for Completion**

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I AM APPLYING FOR: (CHECK TYPE(S) OF PROJECT DEVELOPMENT ASSISTANCE REQUESTED AT THIS TIME)

TYPE	ESTIMATED COST	ENERGY TRUST INCENTIVE REQUESTED
<input type="checkbox"/> Grant-writing Consultant		
<input type="checkbox"/> Feasibility Study Consultant		
<input type="checkbox"/> Expert Project Development Consultant		
Project Proponent understands and agrees that Energy Trust may or may not approve this Request for Funding , and the terms and conditions of this Request for Funding and the Project Enrollment agreement apply. By signing below, I represent and warrant to Energy Trust that I am authorized to sign this form on behalf of Project Proponent and that the information provided is true and correct to the best of my knowledge.		
SIGNATURE:		DATE:

AFTER REVIEW, ENERGY TRUST WILL NOTIFY PROJECT PROPONENT OF ITS APPROVAL OR DENIAL OF THIS REQUEST FOR FUNDING BY EMAILING A COPY OF THIS FORM BACK TO YOU WITH THE SECTION BELOW COMPLETED. Please note that the amount of incentives approved for reservation by Energy Trust may differ from the amount requested. Upon completion of the project development activity, you will need to submit all required Completion Documentation to Energy Trust to receive payment (see your **Project Enrollment** agreement for details).

THIS SECTION TO BE COMPLETED BY ENERGY TRUST STAFF – Notice that Request is Approved or Denied

Energy Trust has reviewed this **Request for Funding** and hereby Approves or Denies your request as follows:

TYPE	APPROVED OR DENIED	INCENTIVE RESERVATION AMOUNT	DEADLINE DATE
<input type="checkbox"/> Grant-writing Consultant			
<input type="checkbox"/> Feasibility Study Consultant			
<input type="checkbox"/> Expert Project Development Consultant			

If **APPROVED**, you must complete the project development activity and submit a **Completion Certification (Form 940C)** with all required accompanying documentation by the Deadline Date indicated or the incentive reservation will expire and be void. If you need an extension, you must contact Energy Trust. If at any time during the approved project development activity, the scope, schedule or cost changes from that presented to Energy Trust in the approved **Request for Funding**, you must notify Energy Trust and we may require you to submit a revised **Request for Funding** or other documentation. Funding is limited and Energy Trust may terminate an incentive reservation immediately upon notice to Project Proponent if Energy Trust determines in its sole discretion that Project Proponent is not completing the project development activity in a timely and reasonable manner.

If **DENIED**, then Energy Trust has determined that we are not able to provide incentive support for the project development assistance as requested. Please contact us if you would like to discuss this matter further.

Name of Energy Trust Staff Person Completing this Section	Title	Date
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