

# SOLAR BUSINESS DEVELOPMENT FUND

## PRE-APPROVAL APPLICATION

If approved, Energy Trust of Oregon's Business Development Fund reimburses trade allies for a portion of their training and marketing investment in promoting their businesses. Allies may use these funds for approved marketing pieces and training described in the Business Development Fund Guidelines found at [www.energytrust.org/businessdevelopment](http://www.energytrust.org/businessdevelopment).

Trade ally/company name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Personal Protective Equipment (PPE)

Energy Trust will reimburse qualified PPE purchased from January 1, 2021 to December 31, 2021. Please include **an itemized** copy of your invoice that lists the items purchased along with the cost. **Qualified PPE purchases do not require preapproval but please include this application with your invoice for processing.**

Please select the qualified PPE purchased below:

#### Wearable PPE:

- Disposable gloves
- Disposable masks
- Disposable booties
- Disposable coveralls

#### Sanitizing and prevention:

- Hand sanitizer
- Disinfecting wipes
- Hand wash station
- Thermometer

#### Social distancing equipment:

- Social distance signage
- Social distance marking tape

### Marketing Projects

Send a draft of your project for pre-approval with this completed form (contact information below). You will hear back from us within three business days of submission. Please allow a minimum of two weeks for marketing review. Projects requiring revisions must be edited and resubmitted for final approval. **Pre-approval is required for reimbursement.**

Type of marketing project (select one):

- |  |                                    |   |
|--|------------------------------------|---|
| <input type="checkbox"/> Print ad      | <input type="checkbox"/> Online ad | <input type="checkbox"/> Direct Mail                      |
| <input type="checkbox"/> Radio ad      | <input type="checkbox"/> Yard sign | <input type="checkbox"/> Native Advertising/ Advertorials |
| <input type="checkbox"/> Television ad | <input type="checkbox"/> Brochure  | <input type="checkbox"/> Website (URL _____)              |

Description: \_\_\_\_\_

Estimated cost: \$ \_\_\_\_\_ Quantity/impression: \_\_\_\_\_ Date(s) in the market: \_\_\_\_\_

Estimated size: \_\_\_\_\_

Oregon or Washington counties where your marketing project will be distributed: \_\_\_\_\_

### Training

Send a description of your training for pre-approval with this completed form (contact information below). Please allow three business days for application review. **Pre-approval is required for reimbursement.**

Course title: \_\_\_\_\_

Date: \_\_\_\_\_ Cost: \$ \_\_\_\_\_ Number of staff attending: \_\_\_\_\_

### SEND COMPLETED FORMS TO:

[solarfund@energytrust.org](mailto:solarfund@energytrust.org)

Call 1.866.365.3526