



This set of application materials contains the following:

- **OVERVIEW OF THE StEPP FOUNDATION**
- **GENERAL SUBMITTAL INSTRUCTIONS**
- **SPECIFIC PROJECT CRITERIA**
- **ORGANIZATION CAPABILITY**
- **SELECTION CRITERIA**
 - BUDGET
 - TIMELINE
- **MAPS**
- **ADDITIONAL SUPPORT**

OVERVIEW OF THE StEPP FOUNDATION

Established in July of 2001, the StEPP Foundation is a 501(c) (3) organization whose primary mission is to increase the number of renewable energy, energy efficiency and pollution prevention projects implemented worldwide for the benefit of the public.

The StEPP Foundation offers opportunities for organizations across the country to demonstrate the positive benefits of renewable energy, energy efficiency and pollution prevention projects in their communities. Funding is provided to a limited number of projects, in one-year to three-year time frames. Projects must meet a minimum funding requirement of \$25,000.

Organizations are welcome to apply for funding during formal REQUEST FOR PROPOSAL (RFP) cycles. Organizations may also enter PROJECT IDEAS into the StEPP Foundation's Strategic Environmental Project Pipeline online at www.steppfoundation.org to be considered for future funding.

The StEPP Foundation operates a project selection process several times during the year, in search of projects already entered into the StEPP FOUNDATION PROJECT PIPELINE which meet one or more of the following core principles:

- ✔ To provide a direct strategy for improving air and water quality, and reducing solid and hazardous waste (multi-media quantifiable benefits);
- ✔ To provide the state or area benefited with a winning public and environmental health strategy;
- ✔ To provide incentives for the development and implementation of energy efficiency and renewable energy projects;
- ✔ To maximize environmental benefit for each dollar invested;
- ✔ To support investments in opportunities that have environmental benefits from renewable related projects;
- ✔ To support energy efficiency/renewable energy (EERE) products, services and technologies;
- ✔ To increase the number of renewable energy projects;
- ✔ To increase the number of renewables in the marketplace;
- ✔ To connect land use and ecosystem health; and
- ✔ To connect environmental and public health issues.



1. GENERAL SUBMITTAL INSTRUCTIONS

Please complete a preliminary Project Submittal online at www.steppfoundation.org. All RFP respondents are required to submit a copy of their completed Online Project Submittal with their formal proposal submittal. This electronic submission will officially log your project idea into the Strategic Environmental Project Pipeline (StEPP) and allows your project to be considered for the current funding and any future funding opportunities that may become available during a 12 month period.

- Please submit the following information for your project to apply for a specific Request for Proposal, in this order:

- 1) Printout of your Online Project Submittal form with your assigned Project Number
- 2) Specific Project Criteria
- 3) Organization Capability
- 4) Selection Criteria
Budget
Timeline
- 5) Map(s) (if appropriate) of the area that the project will benefit
- 6) Additional Support

- Please return the completed proposal with your Project number, by the deadline shown on the Specific Project Criteria sheet (#2) to the following address:

The StEPP Foundation
1536 Wynkoop, Suite 403
Denver, CO 80202
USA

- Please provide 4 total copies of your application. All applications should be on 8 1/2" x 11" paper, in Times Roman 12 pt. font, and with 1-inch margins on each side, top and bottom. One of the copies must remain unstapled for reproduction purposes. Do not bind your application or add any dividers or tabs that will prevent StEPP from easily photocopying your application package for review. Maps, if

submitted, should be no larger than 11" x 17" and should be folded in half.

- Proposals must be submitted on recycled paper.
- Please submit only one set of support and applicant documentation materials (see #3 - Organization Capability). Please limit supporting documentation to a reasonable amount.

2. SPECIFIC PROJECT CRITERIA

Specific project criteria information can be found on the StEPP Foundation website at www.steppfoundation.org for current available funding. Specific project criteria is provided to Request For Proposal (RFP) applicants to assist them in targeting proposals around funding that is currently available. Each RFP will have specific project criteria that will include one or more of the following: geographic location, project category, grant request amount and required time frames. Attach the Specific Project Criteria page to your proposal.

3. ORGANIZATION CAPABILITY

A. Agency/Organization Capability

Describe and/or demonstrate why your organization is capable and the most appropriate entity to undertake the project. Discuss your organization's accomplishments to date and/or future plans. Please use concise statements to cover the items outlined below. Additional documentation as indicated for each item should be included in proposal attachments. (Note: Please submit only one set of support and applicant documentation materials, i.e. resumes, annual report, Board list, etc. Please limit support documentation to a reasonable amount, so reviewers will not be overwhelmed when reading your application. For many organizations, an annual report will include several of the items listed below.)

B. Ability to Complete the Project

Please describe your organization's ability and/or your partner's ability to complete this project. How has your organization

completed similar projects? Describe your staff expertise and the financial resources that will be used to complete this project. Please also include similar information about partners who will assist you in completing the project. Attach brief resumes of up to three key individuals who will be working on the project, if applicable. Attach any project lists or other information demonstrating your ability to complete this project, if applicable.

- Mission statement or brief statement of your organization's purpose, mission and goals and a brief description of how your organization has demonstrated a commitment to these goals. How does the proposed project fit with these goals?
(Please limit to one 8 1/2 x 11 page)
- Brief summary of organization's history, including the year established.
(Please limit to one 8 1/2 x 11 page)
- A list of your organization's Board Members and their affiliation.
(Please limit to one 8 1/2 x 11 page)
- Description of current programs.
(Please limit to one 8 1/2 x 11 page)
- If the applicant or the primary partner is a start-up organization, please provide a copy of the organization's business plan executive summary, with a recent financial statement and balance sheet.
- If a new technology will be demonstrated in the project, discuss the state of development and proven capability to date. If a proven technology is being applied in a new way or in a new environment, discuss the adaptations that are being made. Why will the technology work successfully in the proposed project? What are the technical risks or problems to be solved in this application (if any) and what has been done to determine the technical feasibility?
(Please limit to one 8 1/2 x 11 page)
- All entities applying must include their Federal Employer ID# (EIN).

If you are a non-profit, please include tax designation and attach your IRS determination letter (if appropriate).

- Describe your long term funding sources and/or strategies for continuing, operating or maintaining the program or services you propose after the end of the grant period (i.e., after StEPP’s funding and other matching funds for this project have been expended). **(Please limit to one 8 1/2 x 11 page)**
- Describe your plan for on-going community relations as it relates to the implementation and completion of the proposed project. Discuss how you will disseminate project results. **(Please limit to one 8 1/2 x 11 page)**

4. SELECTION CRITERIA

All applicants must respond to the following selection criteria questions. This area of the RFP provides an opportunity for the applicant to integrate previous responses from the on-line project submittal and show how the project will meet the specific RFP Criteria defined in Section #2 that may qualify your project for a specific set of funds. Eligible projects will be rated on a 100-point system based on the following criteria. The maximum possible points for each question are shown in parentheses. Each project will be ranked according to the total number of points scored. Please respond to each question, being sure to identify which question you are answering. Failure to respond to these questions will disqualify your proposal.

A. Environmental Benefit per Dollar Invested; Quantifiable Environmental Outcomes (35 points)

(Please limit your response to three 8 1/2 x 11 pages)

Describe the maximum environmental benefit per dollar spent. Please estimate the quantifiable measurable environmental benefits that this project will produce. (Example: How many pounds of CO2 will be reduced?) Describe the strategy for monitoring and evaluating program results, including how success will be defined and measured.

B. Need, Benefit, Visibility for the Project (45 points — 15pts. for each category)

(Please limit your response to two 8 1/2 x 11 pages per each of the following three numbered sections for a total of 6 pages)

1. NEED — Describe the need for the project — provide an assessment of needs in the geographic region you propose to serve. How has the need for this project been demonstrated? Describe the urgency of the need. From the online project summary form, list and elaborate on the goals, tasks, and end products of the project. Under each item provide a brief description. How do these activities meet the needs identified in this section of the Selection Criteria?
2. BENEFIT — Who will the project serve? (Complete the following chart to show the population benefited.)

THIS PROJECT WILL DIRECTLY BENEFIT THE FOLLOWING

CATEGORY	0-25%	25-50%	50-75%	75-100%
General Public				
Youth (newborn - 18 yrs.)				
Adults (19 - 64 yrs.)				
Senior Citizens (65 yrs. and higher)				
Disabled				
Ethnic/ Racial Minorities — General				
Ethnic/ Racial Minorities — Asian / Pacific Islander				
Ethnic/ Racial Minorities — African American				
Ethnic/ Racial Minorities — Hispanics				
Ethnic/ Racial Minorities — Native Americans / American Indians				
Immigrants / Newcomers / Refugees				
Low Income / Economically Disadvantaged				
Academia				
Non-profit				
Government				
Small Business (under 100 employees)				
Large Business (over 100 employees)				

The total must = 100%

3. VISIBILITY — Describe project benefit to the ‘Public Good’ including environmental benefit, resource depletion, national security, community benefit, economic benefit and health benefits. Describe the visibility of the proposed project over time. Will the proposed project results be disseminated and can it be reproduced? If appropriate, address other criteria including technology transfer, public demonstrations and new applications of existing technologies.

C. CASH AND IN-KIND LEVERAGING & PROJECT TIMELINES (20 POINTS — 10 pts for each category)

(Please limit your response to two 8 1/2 x 11 pages)

• **PROJECT BUDGET** *(one 8 1/2 x 11 page)*

Up to ten points will be awarded for cash available and in-kind leveraging of additional resources. List the grant request amount and all sources of funding for the project. The Specific Project Criteria Sheet (#2) states the minimum grant request for the specific project funds for which you are applying. List all applicant and partner funds, along with funds still to be raised, for this project. List estimated capital expenditures and estimated administrative costs for the project.

SOURCE OF FUNDS	CASH	IN-KIND (Please Describe)	IN-KIND VALUE
Amount Applicant will contribute			
Amount Partner I (Identify) will contribute			
Amount Partner II (Identify) will contribute			
Amount Partner III (Identify) will contribute			
Other Sources of Funds			
TOTAL SOURCE OF FUNDS			
USES / COSTS	StEPP FUNDS REQUESTED	IN-KIND	APPLICANT/PARTNER FUNDS
Amount allocated to capital investment (i.e. - equipment, etc.)			
Engineering/Scientific Expertise			
Transportation & Installation			
Amount allocated to Administrative Costs			
TOTAL PROJECT COSTS			

• **PROJECT TIMELINE** *(one 8 1/2 x 11 page)*

Up to ten points will be awarded for project timelines and the immediacy with which a project can be implemented. Submit a timeline that accurately estimates completion of your project. Projects that receive funding must be completed between the date the award is announced and no later than three years from the grant award date (unless prior approval).

Task Description	Number of Months	Estimated StEPP funding required to complete this task
Grant Notification		
Project Start		
Project Completion		
Project Evaluation		

5. MAPS (IF APPROPRIATE) OF THE PROJECT AREA

Maps should be no longer than 11x17 and should be folded in half.

6. ADDITIONAL SUPPORT

Describe and document any additional general support for your project. Additional support could come in the form of other partnerships or contributions. For example, partnerships might include public agencies, environmental organizations, schools, businesses, and other non-governmental groups that are donating volunteer time, pledges of funding for future phases of the project, etc.

Additional general support may include news articles, petitions, etc. If the supporting documentation is voluminous, please summarize. Note: the most valuable letters of support are those that specifically reference needs, benefits, or tasks detailed in the proposal. Please include no more than five letters of support.

 **For answers to your questions on RFP submittals, please refer to the StEPP Foundation website at www.steppfoundation.org.**