

Iowa Energy Center

Request for Proposals 2012D:
Technology Demonstration and Education Grants



Proposal Deadlines:

August 31, 2012

December 31, 2012

May 31, 2013

IEC Address:

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ABOUT THE IOWA ENERGY CENTER

The Iowa Energy Center is a research, demonstration, and education organization dedicated to improving Iowa's energy efficiency and use of renewable energy. The Energy Center's legislated mission (§266.39c, Code of Iowa as amended) is met by developing energy related research and education programs that include awarding competitive grants to eligible organizations.

PURPOSE OF THIS RFP

This grant program is developed to complement the Research & Demonstration and Conference & Event grant programs administered by the Center. This program is intended to focus on demonstration and education initiatives that will help multiple audiences in Iowa assess energy efficiency and renewable energy technologies.

The Iowa Energy Center seeks proposals in two specific categories: Technology Demonstrations and Energy Education Programming. Each category is described separately in this RFP. Applicants and projects must meet all eligibility criteria to be considered.

Proposals that are not responsive to the RFP (timely submission, applicant eligibility, project eligibility, required cost share) will not be reviewed.

ELIGIBILITY

Organizations eligible to receive Energy Center grants are Iowa's educational institutions, and Iowa-registered private nonprofit organizations and foundations. The Energy Center does not award grants to other entities, including state, county, or local government agencies. Proof of private nonprofit status may be requested.

NUMBER AND SIZE OF AWARDS

A total of \$200,000 has been allocated for awards under this RFP. The maximum amount of Iowa Energy Center funds provided for a single project will be \$25,000. Grant recipients will be required to cost share (in cash, in kind, or both) an amount no less than 20 percent of the Energy Center's share of the award. For example, the required cost share is \$5,000 for a proposal requesting \$25,000 from the Energy Center.

PROPOSAL DEADLINES

Proposal Deadlines	Review Period	Anticipated Award Date
August 31, 2012	September 2012	October 31, 2012
December 31, 2012	January 2013	February 28, 2013
May 31, 2013	June 2013	July 31, 2013

SPECIFIC PROPOSAL AREAS OF FOCUS

Proposals must address one of the two specific categories of projects (Technology Demonstrations or Energy Education Programming) covered by this RFP. Each category is

described separately, below. The category addressed must be identified on the required cover sheet.

Category 1 – Technology Demonstrations

General information

The focus of this category is to fund projects where public demonstrations of technology may remove barriers and lead to greater awareness and adoption of energy efficiency or renewable energy technologies or practices. For example, homeowners may need to “see and feel” new energy efficient technologies before being willing to use it. Being able to view independent performance data rather than relying on marketing or advertised claims may foster greater acceptance.

Examples of demonstration projects that have been funded by the Iowa Energy Center in the past may be found at www.iowaenergycenter.org/funding/gp-tech.

Demonstration projects must be located in Iowa. Projects must have a clear tie to energy efficiency and/or renewable energy and have a clear information dissemination component. The grant period may not exceed one year although the Energy Center envisions that some demonstrations may continue beyond the grant period at the applicant’s discretion and expense.

Ineligible projects

The Energy Center will not fund capital acquisition or construction. The Energy Center will not fund marketing or promotional campaigns for specific commercial products or services. Projects that propose to conduct research intended to develop new technologies will not be considered under this RFP.

Review criteria

Demonstration proposals will be evaluated according to the following criteria. The criteria are not listed in any particular order of importance. Proposals should clearly address each of the evaluation criteria.

- Relevance to the Iowa Energy Center’s mission;
- Geographical and demographical impact of the project;
- Collaboration with other organizations;
- Impact of the demonstration on removing technical, market, policy, or other barriers to adoption;
- Strength of stated goals and learning outcomes from the demonstration;
- Adequacy of detail provided about the project;
- Adequacy of information dissemination and evaluation plans.
- Appropriateness of budget and clarity of budget narrative;
- Past performance on Energy Center grants, if applicable.

Category 2 – Energy Education Programming

General information

The focus of this category is to fund short-term educational efforts that are not singular events but which will be conducted within a one-year or shorter timeline. Examples might include, but are not limited to:

- Educational exhibits (e.g., explanation signs, temporary or permanent displays);
- Best practices manuals/guides and case studies;
- Special programs for K-12 (e.g., summer programming, extracurricular activities);
- Higher education programming (e.g., continuing education, interdisciplinary energy

- courses, web or video course development);
- Training or speaker series;
- Student-focused competitions.

Some examples of education projects that have been funded by the Iowa Energy Center in the past may be found at www.iowaenergycenter.org/funding/gp-tech.

Proposed projects must be performed in Iowa. Projects must have a clear tie to energy efficiency and/or renewable energy and have a clear educational purpose. Applicants should consider the quantity and quality of information sources currently available to the public before preparing a proposal. The grant period may not exceed one year although the Energy Center envisions that some demonstrations may continue beyond the grant period at the applicant's discretion and expense.

Ineligible projects

The Energy Center will not fund marketing or promotional campaigns for specific commercial products or services. Proposals for one-time (including annually recurring) conferences, workshops, seminars, training classes, or expos should respond to RFP2012C, Conferences and Events www.iowaenergycenter.org/funding/gp-conference.

Review criteria

Education programming proposals will be evaluated according to the following criteria. The criteria are not listed in any particular order of importance. Proposals should clearly address each of the evaluation criteria.

- Relevance to the Iowa Energy Center's mission;
- Geographical and demographical impact of the project;
- Collaboration with other organizations;
- Impact of the educational programming on the intended audience (may include awareness, specific knowledge or certification, behavior, or other impacts);
- Strength of stated goals and learning outcomes from the education program;
- Adequacy of detail provided about the education programming (e.g., agendas, topics, speakers/trainers, marketing and organizational plans, teaching methods, budget, etc.)
- Adequacy of information dissemination and evaluation plans.
- Appropriateness of budget and clarity of budget narrative;
- Past performance on Energy Center grants, if applicable.

GENERAL REQUIREMENTS FOR PROPOSALS

Proposals must not include any confidential or proprietary information. Proposals should not exceed 10 pages (not including cover page). Proposals must be submitted in PDF format via e-mail.

Proposals must include the appropriate content and address the appropriate review criteria for the category selected by the applicant. At a minimum the proposal must include the following elements in the order listed.

- 1) **Completed Signed Cover Page:** Download at: www.iowaenergycenter.org/funding/gp-tech.
- 2) **Project Scope of Effort:**
Category 1 - Technology Demonstrations

- a) Describe the relevance to the IEC mission.
- b) Describe the measurable goals for the project.
- c) Provide a detailed description of the technology demonstration (include tasks and timeline for any physical/infrastructure development and tasks/timeline for the information transfer component).
- d) Describe the anticipated impact on energy efficiency and/or renewable energy in Iowa and how the demonstration will address barriers to adopting the technology. (e.g., market penetration, economic benefit, energy produced or saved, access to information, etc.) .
- e) Collaborations between organizations that may broaden the impacts of the proposed demonstration. Identify any collaborating organizations and the nature of the collaboration.
- f) Specify the targeted audience(s) for the project and the anticipated number of people, groups, etc. that will directly experience the demonstration.
- g) Describe the geographical area (local, state, regional, national) influenced by the project and how the participants in that area will benefit from the project.
- h) Provide detailed information dissemination and evaluation plans.

Category 2 - Energy Education Programming

- a) Describe the relevance to the IEC Mission
 - b) Outline the goals and expected learning outcomes for the education project.
 - c) Provide a detailed description of the education program (include tasks and timeline for any material development and tasks/timeline for the educational component).
Depending on the nature of the educational program, the proposal should include such information as program agendas, energy topics addressed, names and qualifications of speakers/trainers/facilitators, marketing and organizational plans, teaching methods, project location(s), etc.).
 - d) Collaborations between organizations may broaden the impacts of the educational programming. Identify any collaborating organizations and the nature of the collaboration.
 - e) Specify the targeted audience(s) for the project and the anticipated number of people, groups, etc. that will directly experience the education program.
 - f) Describe the geographical area (local, state, regional, national) influenced by the project and how the participants in that area will benefit from the project.
 - g) Provide detailed information dissemination and evaluation plans.
- 3) **Project budget:** Download at www.iowaenergycenter.org/funding/gp-tech. Include a budget narrative that describes and justifies the types of proposed expenses and the required cost share.

Energy Center funds may not be used to pay for capital and construction expenses, computers, gifts, prizes, cash awards, entertainment, alcohol, lobbying activities, and proposal development.

Allowable cost share contributions may consist of cash and in-kind contributions. Valuation of volunteer hours is not allowable by the Energy Center as a contribution to the required cost share. In-kind contributions may include donated services, supplies, equipment, space, and unrecovered indirect costs. In-kind contributions may be provided by the proposing organization and/or third parties. Cost share funds or contributions must be documentable and verifiable.

- 4) **Other Support:** List any proposals submitted to other organizations to fund this project and the status of those proposals (denied, pending, or funded). If pending or funded, show the dollar amount requested or provided.

GRANT AWARDS

Awards made under this RFP will be strictly cost-reimbursable. Funds will not be advanced at the time of the award.

The Energy Center will not reimburse proposal preparation costs or actual expenses incurred prior to the project award date. Additionally, these costs and expenses may not be used for any part of the required minimum cost share.

The Energy Center reserves the right to fund, in whole or in part, any, all, or none of the applications submitted in response to this RFP.

REPORTING REQUIREMENTS

Within 30 days of project completion the grant recipient will provide the Energy Center with a final report. The report will be written in a format that can be used for long-term education to multiple audiences. The final report must include:

- The goals and results of the technology demonstration or education project
- A financial summary showing all sources and amounts of project funding along with expenditure detail for the Energy Center funds;
- One copy of all promotional materials for the project;
- One copy of materials prepared for distribution to the project audience/participants;
- Additional information that documents the success of the project and its value to the Energy Center's mission.

SUBMITTING THE PROPOSAL

Applicants must submit their proposals by e-mail. The signed cover page must be included in the electronic submission. It is strongly preferred that proposals be sent as a single PDF file.

Proposals must be e-mailed to: iecgrant@iastate.edu

The Iowa Energy Center does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran. Inquiries should be made to the Director of the Iowa Energy Center, (515) 294-8819.