

**Falcon Heights Environment Commission**  
**October 14, 2013**  
**6:30 p.m.**

**Agenda**

- 1) Approval of Minutes for September, 2013
- 2) Guest Speakers: Ashley Pethan and Maranda Lemaniak, University of Minnesota, regarding the November 14 sustainability event at Silverwood
- 3) CERT Grant Application Work Session
- 4) Information and Announcements - Council, Staff, Commissioners

# CERT 2014 SEED GRANT APPLICATION FORM



**\*\*\*Before you begin, be sure to review the Official RFP with evaluation criteria and submission info at <http://bit.ly/certs-rfp-2014>.\*\*\***

For additional information, visit <http://rfp.mncerts.org> to find:

- Frequently Asked Questions (FAQ)
- Map of regions
- Links to Regional Pages for more background
- Project Planning Tools for measuring project impacts
- Previously funded projects

Applications are due Friday, October 18<sup>th</sup>, 2013 at 4:00pm. To submit your application materials, email [RFP@cleanenergyresourceteams.org](mailto:RFP@cleanenergyresourceteams.org).

## Section 1: GENERAL INFORMATION

To which CERT Region are you applying?\*

Central     Metro     Northeast     Northwest     Southeast     Southwest     West Central

Project Name: \_\_\_\_\_

Project Location (City or County): Falcon Heights, MN

Applicant Organization: Falcon Heights Environment Commission

Project Contact at Organization: Deb Jones

Street Address: 2077 W. Larpenteur Ave.

City: Falcon Heights, MN      Zip Code: 55113

Phone: 651-792-7613      Email: deb.jones@falconheights.org

**\*If you are applying to more than one region, you must complete a Multiple-Regions Application Addendum. Request from Lissa Pawlisch or Joel Haskard at [RFP@CleanEnergyResourceTeams.org](mailto:RFP@CleanEnergyResourceTeams.org) or by calling 612-624-2293 or 612-625-8759.**

Have you ever applied for a CERT Seed Grant?     Yes     No     I don't know.

### Project Summary

Briefly summarize your project. This is how your project will be shared and described to others. Limit 100 words.

We want to hold a workshop for residents of Falcon Heights to encourage them to engage in concrete actions that will reduce energy use and promote renewable energy resources. We hope to generate interest in sustainable energy and a network of neighbors who will be convenient resources for energy efficiency information.

## Section 2: PROJECT NARRATIVE & WORK PLAN

### Project Narrative

Describe the key goals and outcomes of your project, including but not limited to: A) The energy focus, topic, or technology; B) The activity of the project; and C) The energy, economic, environmental, and social benefits, as applicable. Limit 500 words.

The goal of this workshop is to create a network of neighbors informed and committed to energy efficiency and the individual actions needed to achieve it in a community. Topics will include renewable resources—solar and wind—as well as the simple and easy changes needed by each of us.

### Connection to Community

Describe your project's public purpose or community aspect. Include how your project involves, includes, and benefits the community. Limit 250 words.

Individual citizens working to be energy efficient in their daily lives will connect with others to create a more energy responsible and sustainable community.

### Organizational History

Provide background and mission of the applicant organization. Tell us who you are and how this project fits with your organization's mission and goals. Limit 200 words.

The Falcon Heights Environment Commission is composed of residents. It advises the City Council on matters related to environmental issues. Recent issues have included recycling, community gardens, solar and chicken-keeping ordinances, and the design of a sustainability plan.

### Work Plan

List and describe the steps or actions you plan to take to implement the project. Limit 500 words.

1. Select and arrange for a speaker for the workshop, with the focus on simple and easy ways to incorporate energy efficiency into everyday life. Ideas for speakers: someone from the Three Actions Project, contacting CERTs about speaker recommendations.
2. Schedule the workshop.
3. Publicize, encourage participation by residents willing to be resources about energy efficiency.
4. Hold the workshop.
5. Maintain communication with participants about their energy efficiency behavior.

### Project Timeline,

Provide a schedule for project implementation *aligned with the steps and actions of the work plan above*. Add rows as necessary. You must submit your interim report by June 15, 2014, and your final report by December 30, 2014. The timing of your activities should account for these deadlines (i.e., if you have not made progress on your project by the time of the interim report, your funding will be revoked).

Date(s)	Action Description
Jan-Feb	Arrange for a speaker
Mar-May	Work with speaker to customize to Falcon Heights neighborhood
Summer	Publicize
Sept	Hold workshop
Oct-Nov	Follow-up with participants

## Section 3: COLLABORATION AND PROJECT SUPPORT

### Project Team Members

List **individuals** primarily involved in the organization, planning, and implementation of the project, including titles if applicable. Add rows as necessary.

Name & Organization	Description of roles and skills

### Project Partners

List **schools, organizations, and other institutions** involved in the project that are not acting strictly as funders (funders will be added to the Project Funding section). Add rows as necessary.

Organization	Description of roles and skills

## Section 4: PROJECT FOCUS AND IMPACT

### Energy Focus

Indicate the energy focus, topic, or technology of your project. Check all that apply.

Energy Efficiency	Renewable Energy	Additional Technologies
<input type="checkbox"/> Low-Cost/No-Cost Upgrades <input type="checkbox"/> Behavior Change <input type="checkbox"/> Building Envelope <input type="checkbox"/> Lighting Upgrades <input type="checkbox"/> Other (specify): _____	<input type="checkbox"/> Solar Air Heat <input type="checkbox"/> Solar Thermal Hot Water <input type="checkbox"/> Solar Electric <input type="checkbox"/> Wind <input type="checkbox"/> Biomass/Biofuels <input type="checkbox"/> Other (specify): _____	<input type="checkbox"/> Geothermal <input type="checkbox"/> Energy Storage <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Other (specify): _____

### Project Activity and Impacts

Check and describe all Project Activities (left column) that are applicable. Complete, as best as possible, any corresponding and applicable impacts (right column) for each project activity checked.

Project Activity	Corresponding Impact (complete applicable)
<input type="checkbox"/> <b>Implementation</b> Briefly describe the technical aspects of your implementation activities (e.g., installing 2 kW solar array or installing 10 pre-rinse spray valves): _____ _____ _____ _____	<p><b>For Energy Efficiency Implementation*</b></p> <p>Estimated annual <i>energy</i> savings: _____</p> <p>In what units?  <input type="checkbox"/> kWh   <input type="checkbox"/> therms   <input type="checkbox"/> gallons propane   <input type="checkbox"/> gallons fuel oil</p> <p><b>For Renewable Energy Implementation*</b></p> <p>Estimated annual <i>energy</i> generated: _____</p> <p>In what units?  <input type="checkbox"/> kWh   <input type="checkbox"/> BTUs</p> <p>Is this renewable energy replacing an existing resource?  <input type="checkbox"/> yes   <input type="checkbox"/> no</p> <p>If yes, what kind?  <input type="checkbox"/> electricity   <input type="checkbox"/> natural gas   <input type="checkbox"/> delivered fuel</p> <p><i>*Attach documentation for estimated savings or generation with this application. Project Planning Tools for measuring project impacts are provided at <a href="http://rjp.mncerts.org">rjp.mncerts.org</a>.</i></p>

<input type="checkbox"/> <b>Community/School Education and Outreach</b> Briefly list your outreach activities (e.g., workshop): _____ _____ _____	<b>For Community Education and Outreach</b> # Community members involved: _____ # Community members reached: _____  <b>For School Education and Outreach</b> # Students involved: _____ # Students reached: _____
<input type="checkbox"/> <b>Research</b> List research topic/purpose (e.g., feasibility study): _____ _____ _____ _____	<b>Deliverable (e.g., peer reviewed journal article or trade publication) and distribution plan (i.e., how will others access this information):</b> _____ _____ _____ _____ <i>Note: Student involvement in research should be documented under Community/School Education and Outreach Project Activity</i>
<input type="checkbox"/> <b>Other</b> Describe: _____ _____ _____	<b>Describe and list impacts:</b> _____ _____ _____

## Section 5: PROJECT FUNDING

<b>CERT Funding Request</b>	\$ _____	...from the <u>    Metro    </u> <u>    CERT Region    </u> .*
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**\*If you are applying to more than one region, you must complete a Multiple-Regions Application Addendum. You will not fill out Section 5 of this application but rather will complete a budget page as part of the Addendum. See page 1 to request.**

**How will you use CERTs Funds?** Complete the table below to show the estimated breakdown of anticipated CERTs-eligible expenses. **CERTs funding can be used for labor costs only.** Add lines as necessary.

Type of Labor (e.g., contract, consulting, student internship)	Type of Activity (e.g., construction, research, outreach)	Anticipated Cost (Note: Should add up to Funding Request)
Speaker for workshop	Research, speaking, meetings with Environment Commission	
<b>Total</b>		

### Other Funding Support

Complete the table below to show any and all other funds that the project has identified for completing the project.

Letters of Support: If your proposal includes the secured contribution(s) of individuals or organizations outside of your own organization, we require that these partners submit an electronic letter of support for your proposal that acknowledges their role in your proposed project. Letter(s) of support should be attached to your application email.

	Amount	Secure or Pending? (check one)	Source & Use
<b>CERTs Funding Request</b>	\$	<input checked="" type="checkbox"/> Pending <input type="checkbox"/> Secure	CERTs / Labor Costs
<b>Other Dollars Leveraged</b> Including Cash Match and In-kind contributions		<input type="checkbox"/> Pending <input type="checkbox"/> Secure	
		<input type="checkbox"/> Pending <input type="checkbox"/> Secure	
		<input type="checkbox"/> Pending <input type="checkbox"/> Secure	
		<input type="checkbox"/> Pending <input type="checkbox"/> Secure	
		<input type="checkbox"/> Pending <input type="checkbox"/> Secure	

<b>TOTAL PROJECT COST</b>	\$	
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## Section 6: REGION-SPECIFIC CRITERIA & PREFERENCES

Please complete the sections below for the region in which your project resides/the CERT region to which you are applying. Feel free to delete regions to which you are not applying. Learn more about your region using the links provided below.

<b>Central CERT</b> <a href="http://central.mncerts.org">central.mncerts.org</a>
<p>Central CERT is interested in working with awarded applicants on developing the “well-articulated plan to share their work and use it to educate a broader audience,” as stated in Criteria #6 of the Official RFP. Please feel free to provide any additional details here that would more fully emphasize this point (100 word limit).</p>

<b>Metro CERT</b> <a href="http://metro.mncerts.org">metro.mncerts.org</a> <b>Note: please complete all three sections below.</b>
<p>All projects should support one or more of the Metro CERT goals (<a href="http://mncerts.org/regions/metro#goals">http://mncerts.org/regions/metro#goals</a>). Please identify which goal or goals your project supports (100 word limit).</p> <p>This workshop will “help local clean energy efforts get off the ground” by making Falcon Heights residents more aware of the importance of their individual efforts.</p>

<p>Metro CERT wants to encourage projects to be highly visible, inspirational and educational, and also has a preference for projects that have a significant social impact (i.e., a ripple effect). Please feel free to provide any additional details here that would more fully emphasize these points (250 word limit).</p> <p>A goal of this workshop is to encourage its participants to become advocates for energy efficiency</p>
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Metro CERT seed grant applicants should have a clear plan for how they will publicize and share the story of their project. Please provide any additional details here about how you would do this (250 word limit).

**Northeast CERT** [ne.mncerts.org](http://ne.mncerts.org)

**Cash Match Requirement**

Applicants to the NE CERT need to indicate a cash/in-kind match of at least 25% in their budget described above.

Does your application meet this requirement?  Yes  No  I don't know.

**Northwest CERT** [nw.mncerts.org](http://nw.mncerts.org)

No special priorities specified. Northwest CERT is interested in seeing as many entities with as wide a range of potential applications apply as possible.

**Southeast CERT** [se.mncerts.org](http://se.mncerts.org)

No special priorities specified. Southeast CERT is interested in seeing as many entities with as wide a range of potential applications apply as possible.

**Southwest CERT** [sw.mncerts.org](http://sw.mncerts.org) Note: please complete both sections below.

**Only Non-profit and public sectors eligible**

Does your application meet this requirement?  Yes  No  I don't know.

Please feel free to provide any additional details here that would more fully emphasize the following points (200 word limit).

- Preference for projects that focus on youth, partnerships, mixed/gap funding sources and education.
- Demonstrable results AND clear about results, in particular about the educational results.

**West Central CERT** [wc.mncerts.org](http://wc.mncerts.org)

No special priorities specified. West Central CERT is interested in seeing as many entities with as wide a range of potential applications apply as possible.