

The School Building Energy Action Plan Sample Proposal is designed to serve as a starting point for your Wisconsin Environmental Education Board (WEEB) grant writing efforts. Proposals will differ from school to school. Project directors should contemplate how to best utilize existing and future resources *to meet the educational needs of students*; and adjust the provided sample proposal as warranted. [Submitted proposals are *not* required to duplicate any of the sample text provided.] Proposals submitted within the energy action plan category may only include activities that develop, enhance, or modify an energy action plan. The plan should account for the educational needs of all the students in the school for which the action plan is developed. Note: The energy action plan may also account for the educational needs of staff and/or community members.

It is anticipated the project director will alter the sample budget in order to meet district needs. Although the sample proposal shows 173% match, only 25% match is required (having more than 25% match does not increase the chance of having your proposal accepted). The maximum award is \$5,000. The project director may request \$5,000 or any lesser amount. Grant funds requested *must* directly facilitate the development, enhancement, or modification of a school building energy action plan. Grant funds may *not* be used for any other purpose, including the implementation of energy-related initiatives. Implementation proposals must be submitted within the school energy education or broad energy education categories.

To receive full consideration, make sure the minimum criteria for funding summarized in the *Quality Assurance Checklist* are met.

Project directors are strongly encouraged to include specific results from the energy audit within the *Need and Evidence of Need* section of the proposal. Suggested areas to address include:

- Electricity use/sq. ft.
- Heating BTUs per Heating Degree Day

You may contact your utility representative to obtain utility records for past years to determine the electricity use in kWh/sq. ft. and heating BTUs per sq. ft. per Heating Degree Day. If your school has not had a professional energy audit and you would like one performed before submitting this proposal, please allow a minimum of one month to schedule an audit and receive a final report. Contact your school's Energy Advisor from Focus on Energy to arrange an audit of your school building. If you need help determining whom to contact at Focus on Energy, Melissa Rickert (see contact information below) can assist you.

To help in the development of your energy action plan, Focus on Energy provides Practical Energy Management (PEM) and Building Operator Certification (BOC) trainings for staff and administrators. More information regarding these trainings and upcoming dates and locations can be found at focusonenergy.com under Business Programs (Education & Training).

Energy Committee members are not limited to those identified in the sample proposal and do not need to be selected by the School Board. WEEB suggests involving the School Board from the beginning because they will be the body that eventually adopts the final energy action plan. The involvement from parents, student representatives, kitchen staff, and other interested parties is encouraged when appropriate. There is a benefit of gathering information from many points of view, but it may be difficult to facilitate the writing of the plan if too many people are involved.

In conclusion, use this sample as a guide for your proposal. It is expected that the project director will update the sample proposal so the items highlighted in yellow reflect district specific information. (In other words, the proposal will be strengthened by the identification and inclusion of district specific information.)

For assistance contact:

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