

GOVERNMENT OF THE VIRGIN ISLANDS OF THE UNITED STATES

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OFFICE OF THE GOVERNOR

DISCRETIONARY GRANT PROGRAM

2008 – 2009

ENERGY EDUCATION MINI-GRANT



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INTRODUCTION TO THE VIRGIN ISLANDS ENERGY OFFICE GRANT PROGRAMS

The Virgin Islands Energy Office (VIEO) is pleased to invite you to develop and submit project proposals to be considered for funding from the Discretionary Grant Program (DGP) funded through Stripper Well Restitution Funds.

The VIEO was established by Executive Order in 1974, and is now a stellar division of the Office of the Governor. The VIEO exists primarily for restitution purposes to serve residents of the Virgin Islands. Restitution to residents is accomplished through energy efficiency/renewable energy projects, education, and demonstrations.

The mission of the VIEO is to promote energy efficiency and advocate the use of renewable energy technology for the public and private sectors, and residents of the Virgin Islands through energy education, outreach, financial incentives, and technical assistance. One such financial assistance program is the DGP. It was designed to assist community groups, civic organizations, schools and institutions, and local government agencies/departments in successfully implementing energy efficiency/renewable energy projects.

The DGP Energy Education Mini-Grant Program is competitive because the VIEO desires to assist and promote only those projects that can best serve the people of the Territory through advocacy of energy efficiency/renewable energy education. Applications must clearly demonstrate that a preponderance of the project and grant funding relate directly to energy efficiency and/or renewable energy.

The VIEO is proud of its tradition of promoting and supporting energy efficiency/renewable energy initiatives and projects. These initiatives and projects have combined to strengthen our community and have made energy relevant to the everyday lives of Virgin Islanders. We encourage school administrators, teachers, community and youth organization leaders, and agency/department heads/managers to submit an application for consideration.

ENERGY EDUCATION MINI-GRANT PROGRAM DESCRIPTION AND GUIDELINE

The Virgin Islands Energy Office's (VIEO), Energy Education Mini-Grant Program is designed to unite schools and youth/education organizations in the Territory with the VIEO to improve academic quality and energy/environmental awareness/education. It is specifically designed to assist teachers and youth educators in general to develop and implement energy/environmental awareness and education projects. A maximum of \$1,500 per grant is available through this program.

GOALS

- Produce energy/environmentally literate young people who will apply prudent energy decisions to real life situations
- Enhance current math and science curriculums through the application of energy efficiency and/or renewable energy concepts/activities
- Promote energy education experiments/projects at school and district science fairs, summer camps, after school clubs, etc.
- Improve access to new technical information on energy and/or the environment

EXAMPLES OF ALLOWABLE USES

- Purchase of energy related materials to conduct projects or activities such as composting, solar cooking, etc.

- Printing expenses for newsletters or fact sheets with a significant (two-thirds) energy content
- Development and production of audio-visual presentations by students that concern/address energy efficiency/renewable energy technology
- Subsidy for a class field trip to an energy resource/recovery/production site

ELIGIBILITY

Public, private, and parochial school teachers and administrators; Parent/Teacher Associations; and youth/education organizers (adults) of established/recognized organizations are eligible to compete for the Energy Education Mini-Grant.

SELECTION CRITERIA

Meets Goals
Allowable Use
Number of Benefactors
Measurable Objectives
Method of Evaluation

APPLICATION SPECIFICATIONS

The following are general guidelines for applying for DGP Energy Education Mini-Grant funds.

Submit a **completed bound original application (and two unbound copies)** with necessary attachments to:

Discretionary Grant Program
Virgin Islands Energy Office
No. 45 Estate Mars Hill
Frederiksted, Virgin Islands 00840

OR

Discretionary Grant Program
Virgin Islands Energy Office
Cyril E. King Airport
Second Floor, Terminal Building
St. Thomas, Virgin Islands 00802

APPLICATION DEADLINES:

November 28, 2008

The complete application consists of the following as listed below:

1. Cover Letter (**a maximum of 2 pages**):
 - Description of your organization, including mission, goals and objectives, date established
 - Project title and brief statement describing the proposed energy project

- Amount of funding being requested
- Contact person (who is the project coordinator), telephone number, e-mail address, and fax number
- Complete mailing address

2. Section E: Energy Education Mini-Grant
3. Section F: Budget Summary Table

Submit the following documents as attachments to the application:

- A. Copy of non-profit certification from the Lieutenant Governor's Office/copy of IRS tax exemption letter
- B. Certification from the Department of Education and/or proof of accreditation from the Middle States Commission (**for private schools**)

OTHER GRANT SPECIFICATIONS/NOTICE

- Application must be **TYPEWRITTEN**; **label and index attachments**
- Submit **original bound application and TWO unbound copies**
- **Label and reference all attachments**
- Recipients of VIEO grant funds may not participate in the selection, award, or administration of a grant and/or contract if real or apparent conflict of interest would result. Conflicts of interest would arise if an employee, organization officer, government agent, immediate family member, partner or organization that employs any of the above-mentioned persons has a financial (or other interest) in an entity selected for award or solicits or accepts gratuities, favors, or items of monetary value from grant awardees or contractors.
- **Recipients are required to submit a final report to include a narrative, photos, and original receipts for all related purchases and services with-in 15 – 30 days following completion of the project.**
- **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED!**

SECTION A: GRANT PROGRAMS APPLICATION

1. DATE SUBMITTED: _____ (To be completed by VIEO)

2. TYPE OF PROJECT: ENERGY EDUCATION MINI-GRANT

3. APPLICANT'S LEGAL NAME: _____

Mailing Address	Physical Address (if different from mailing)
E-mail Address:	Telephone:

4. TAX IDENTIFICATION NUMBER: _____

5. TYPE OF APPLICANT: (enter appropriate letter) _____
 A. Not-for-profit Organization C. School (public: C1/private: C2)
 B. Government Agency/Department D. Other (specify) _____

6. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT: _____

7. AREA/AUDIENCE AFFECTED BY PROJECT: _____

8. PROPOSED DGP PROJECT START DATE: _____

END DATE: _____

9. ESTIMATED DGP FUNDING:

A. GRANT AWARD	\$ _____
B. APPLICANT	\$ _____
C. OTHER	\$ _____
D. TOTAL	\$ _____

10. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT? YES _____ (if yes, attach an explanation)
 NO _____

CERTIFICATION: TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION ARE TRUE AND CORRECT. THE AUTHORIZED REPRESENTATIVE(S) AND/OR GOVERNING BODY OF THE APPLICANT HAS DULY AUTHORIZED THE APPLICATION AND WILL COMPLY WITH THE REQUIREMENTS OF THE GRANT.

a. TYPED NAME OF AUTHORIZED REPRESENTATIVE

b. TITLE

c. SIGNATURE OF AUTHORIZED REPRESENTATIVE

d. DATE SIGNED

SECTION B: ENERGY EDUCATION MINI-GRANT

1. List any prior participation your school/organization has had in VIEO programs/activities.

2. Has your school/organization received grant funds from the VIEO? YES___ NO___

How much? _____

What for/when? _____

3. Have these grant funds been completely expended? YES___ NO___

If no, why not? _____

4. Does your school/organization have an energy education curriculum? YES___ NO___

5. Project name

6. Provide a brief project description.

7. List objectives in measurable (percentage) form.

a. _____

b. _____

c. _____

d. _____

8. List and describe planned activities related to funding request.

9. Give number of students/benefactors associated with the project (provide documentation): _____

10. Explain instrument and method to be used for evaluation.

SECTION C: BUDGET SUMMARY TABLE

LINE ITEM	GRANT REQUEST	CASH COST SHARE	IN-KIND COST SHARE	LINE ITEM TOTAL
PERSONNEL SERVICES				
Salaries				
Honoraria/Stipend				
TRAVEL				
Local				
Non-Local				
EQUIPMENT				
a.				
b.				
c.				
MATERIALS AND SUPPLIES				
a.				
b.				
c.				
CONTRACTUAL (Not more than 15% of grant award)				
Professional Services				
Consultant Fees				
OTHER				
a.				
b.				
c.				
FUND CATEGORY TOTAL	TOTAL PROJECT COST			

CERTIFICATION: IT IS UNDERSTOOD AND AGREED THAT ANY FUNDS GRANTED AS A RESULT OF THIS REQUEST ARE TO BE USED FOR THE PURPOSES SET FORTH WITHIN. FURTHER, THE UNDERSIGNED AGREE AS TO ANY GRANT AWARDED, TO ABIDE BY THE RELEVANT REGULATIONS AS PRESCRIBED BY THE UNITED STATES DEPARTMENT OF ENERGY AND THE GOVERNMENT OF THE VIRGIN ISLANDS, DEPARTMENT OF PLANNING AND NATURAL RESOURCES/VIRGIN ISLANDS ENERGY OFFICE, AND TO FULLY COMPLY WITH ALL PROVISIONS SET FORTH IN THIS DOCUMENT OR LATER ENUMERATED IN THE NOTICE OF FINANCIAL ASSISTANCE AWARD.

a. TYPED NAME OF AUTHORIZED REPRESENTATIVE

b. TITLE

c. SIGNATURE OF AUTHORIZED REPRESENTATIVE

d. DATE SIGNED

e. TYPED NAME OF FISCAL AGENT

f. TITLE

g. SIGNATURE OF FISCAL AGENT

h. DATE SIGNED

SECTION D: WORK PLAN

DESCRIPTION OF TASKS	DURATION TO COMPLETE	PERSON/ENTITY COMPLETING TASK	COST OF TASK	OTHER FACTORS
TASK 1				
TASK 2				
TASK 3				
TASK 4				
TASK 5				
TASK 6				