



## **2018 Grant Application**

### **Overview**

Organized in 2002, Heartland Utilities for Energy Efficiency (HUEE) represents electric and gas utilities in the Kansas City region. Its purpose is to promote energy efficiency through energy education, resources, and actions to help assure a secure energy future for area residents. The HUEE board will review all requests for funding.

### **Geographical Boundaries and Population to be Served**

This program will operate throughout the Kansas City metropolitan area, which can be generally defined as Cass, Clay, Jackson, Platte and Ray counties in Missouri; Johnson, Leavenworth and Wyandotte counties in Kansas. In addition, your organization's utility provider must be one of the following: Atmos Energy, Independence Power & Light, Kansas City Board of Public Utilities, Platte-Clay Electric Cooperative, Kansas Gas Service or Laclede Gas/Missouri Gas Energy Division.

### **Organization Eligibility**

All organizations applying for a grant must be a not-for-profit [501 (c)(3)] in the state of Kansas or Missouri. Grant recipients are eligible to apply annually unless your organization was approved and received a grant within the past two year period. Priority will be given to groups with a successful track record and/or well established partnerships with other organizations that are participating in the program.

### **Areas of Primary Focus**

HUEE will provide grants to organizations focusing on providing energy efficiency education activities and/or the adoption of energy efficiency measures in the residential sector. Grass roots outreach efforts focused on neighborhoods and/or specific populations are encouraged. Existing programs where value added can be achieved by additional funding are encouraged to apply for grant funds. Activities with a focus on the following will be given priority:

- Housing stock built prior to 1990;
- Increasing energy efficiency education awareness;
- Programs focusing on low/moderate income families including education and following up on issues that need to be resolved (a third party may need to be consulted);
- General information and techniques to increase energy efficiency; rather than a specific fuel, device, or energy source
- Purchase and/or installation of residential energy efficient devices i.e. caulking, weather-stripping, outlet/light switch gaskets, low flow faucet aerators and showerheads, water heater insulation pipe wrap, and minor exterior home repair to reduce air infiltration. (Limitations will be at the discretion of the HUEE board.)
- Labor or materials to weatherize homes in conjunction with a larger program (funding will be considered for small or incidental items; Unit costs must be delineated in the proposal); total costs not to exceed \$5,000.00 per grant approved.

### **Ineligible Uses**

In general, HUEE will **not** award grants for the following:

- Basic or applied research
- Public awareness through paid advertising
- Payment of consumers' utility bills
- Travel expenses
- Debt reduction
- Capital campaigns
- Event expenses

### **Grant Funding Amount**

Grants can range from \$500 up to \$5,000. The HUEE Board reserves its right to pick and choose projects it feels best meets the criteria of the program and goals of the organization.

### **Grant Submission**

Grant application may be submitted at any time and will be reviewed at the next regularly scheduled monthly HUEE board meeting. Grant recipients will be promptly notified of the decision of the board.

### **Proposal Submission**

Proposals must be submitted by U.S. Mail or e-mail. The submission address is as follows:

HUEE Grant Application  
C/O Independence Power & Light  
Attn: Mr. Herb Webb  
P.O. Box 1019  
Independence, MO 64051-0519  
Email: [hwebb@indepmo.org](mailto:hwebb@indepmo.org)

HUEE Grant Application  
C/O Atmos Energy  
Attn: Mr. Bruce Palmer  
25090 W. 110<sup>th</sup> Terr.  
Olathe, KS 66061  
Email: [bruce.palmer@atmosenergy.com](mailto:bruce.palmer@atmosenergy.com)

### **Organization's Information/Contact Requirements (Click Header & Enter Information below)**

- **Organization Name\***
- **501(c)(3) Tax Identification Number/EIN\***
- If applicable, DBA name
- **Address, City, State and Zip\***
- **General E-mail Address\***
- Website Address
- **Office Phone\***
- Fax Number
- **Grant Application Contact Person, Phone, E-mail\***

**\*Required**

### **Organization Background (Click & Enter Information below)**

1. **What is your organization's or program's primary focus area?**  
Click here to enter text.
2. **Describe your organization's mission and primary program areas.**  
Click here to enter text.
3. **For all of your organizational programming, provide demographic information about the clients served.**  
Click here to enter text.
4. **What is the geographic region your programs serve?**  
Click here to enter text.
5. **Who is your organization's energy service provider?**  
Click here to enter text.

### **Grant Questions (Click & Enter Information below)**

- 1. Program or Project Title**  
Click here to enter text.
- 2. Funding Amount Requested**  
Click here to enter text.
- 3. Briefly describe the proposed program or project. How will the requested funding be utilized? In summary form, please tell us what you will do and what problem you are addressing.**  
Click here to enter text.
- 4. Define the number and characteristics of the people your program or project will serve. If available, provide percentages from each county served.**  
Click here to enter text.
- 5. Estimate when you will begin expending the proposed funding for this request.**  
Click here to enter text.
- 6. Specify what results you are committed to achieving for the persons/households being served by this program or project and how you will measure/verify that you are achieving those results.**  
Click here to enter text.
- 7. What have you achieved in the past three years for persons/households in your program that is most like what you are proposing?**  
Click here to enter text.
- 8. Describe how your program responds to HUEE's primary focus areas.**  
Click here to enter text.
- 9. Describe how your program will continue beyond this grant. Indicate what other funding sources are committed or that you plan to pursue.**  
Click here to enter text.
- 10. Share information about those individuals internally who will have the most responsibility for shaping your proposed program or project, connecting it to customers and achieving results.**  
Click here to enter text.
- 11. Specify any key partner organization(s) whose involvement is critical for your program or project to work. Explain the specific role that this/these organization(s) will play in the proposed program or project.**  
Click here to enter text.
- 12. Describe how your organization recognizes contributions.**  
Click here to enter text.
- 13. Who are your collaborators/partners and what is their role with your program or project?**  
Click here to enter text.
- 14. List past results/outcomes, performance figures, awards, recognition, strategic plans, new partners or supporters, etc.**  
Click here to enter text.

### **Payment of Grant Funds**

Grant funds will be paid when the project is approved. If materials are purchased, copies of invoicing must accompany payment request. **A progress report(s) of project is required.** The board, upon approval of the grant, will confirm the reporting requirement based upon the project (i.e. monthly, quarterly, semi-annual and/or end of project).

**Required Attachments (Submit via US Mail or E-Mail)**

1. **Program or project budget:** Provide a detailed one-year line item budget and actuals of income and expenses for your proposal and indicate which income line items have been secured or are pending. 1 page preferred; 2 maximum.
2. **Annual Operating Budget:** Include a detailed one-year line item budget of projected revenues and expenses for your organization.
3. **Board of Directors Information:** Include a detailed list with the following: 1) full name 2) company affiliation 3) term expiration 4) board chair name, affiliation and term start and end date; and 5) breakdown of board demographics including ethnicity and gender
4. **501 (c)(3 )Status:** Provide a copy of your organization's 501 (c)(3) letter.