

## MBEP Workshop Financial Assistance Application Guidelines (FY 2010)

### **Purpose**

The purpose of this funding opportunity is to support workshops or events that increase awareness of energy or fuel derived from Michigan biomass resources within a target audience. Biomass is defined as any organic matter, which is available on a renewable basis through natural processes or as a by-product of human activity, such as agricultural crops and crop residues, wood and wood waste, some municipal solid waste, biogas, and biofuels.

### **Funding**

The maximum award for each workshop or event is \$2,500. MBEP Workshop and Event funds will be awarded on a first-come-first-served basis for applications that best meet the stated criteria, until all designated funds are distributed. A 25% match of the total request amount is required. For example, if \$2,500 is requested, then at least \$625 in matching contributions (cash or in-kind) must be committed. The final award amount will be determined by MBEP, and may be adjusted based on program criteria and the amount of remaining program funds.

### **What Workshops or Events Are Eligible?**

Grant awards will not be made before October 1, 2009 and must close by August 31, 2010. All workshops/events must take place in Michigan and occur between October 15, 2009 and August 15, 2010. The target audience may include fleets, farmers, students, flexible-fuel vehicle owners, fleet managers, or other relevant groups. The project should not be geared toward the general public. The primary focus of the workshop or event must be related to biomass energy production and/or use. Individual sessions or presentations within a workshop are not eligible for this funding.

### **Who Can Apply?**

Public and non-profit organizations are eligible to submit proposals. Non-profits may be asked to provide proof of their federal IRS status. An organization may receive funding for only one workshop/event if requesting more than half the maximum grant amount available for their event.

### **Application Requirements**

To be considered for funding, an application must be submitted *at least 30 days prior* to the planned event and must include the information outlined below. Only expenses incurred *after* notification of award are eligible for reimbursement. An original signature copy plus two additional hard copies and one electronic copy of each application must be submitted to the DELEG Bureau of Energy Systems. An official who is authorized to negotiate and bind the applicant to its provisions must sign the proposal.

### **Required Information**

1. Identification of applicant organization (including federal ID number) and partners (including role of each).
2. Brief description of the workshop/event, including date, location, agenda, estimated number of attendees, event history (if any), and target audience.
3. Plans for promotion (website postings, mass mailings, newsletter, etc.) The DELEG Bureau of Energy Systems should be listed as a sponsor on all materials.
4. A complete, itemized workshop budget outlining revenues and expenditures, including specific budget categories, quantities, unit and total prices for each line item, and how MBEP dollars will be used. List other financial sponsors if applicable. (MBEP funds cannot be used for food/beverages or speaker honorariums). Please refer to sample budget on page 2 for suggested format.

### **Submit to:**

Tania Howard  
Michigan Biomass Energy Program  
DELEG Bureau of Energy Systems  
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Lansing, MI 48909  
[howardt4@michigan.gov](mailto:howardt4@michigan.gov)

Applicants will be notified of the funding decision by letter. Funds will be dispersed only on a *reimbursement* basis. No later than **15 days** following the event, applicants must submit a payment request that includes proper backup documentation for expenses and match, along with a brief final report summarizing the workshop/event outcomes.

### **Questions?**

Contact Tania Howard at (517) 241-6223 or by email at [howardt4@michigan.gov](mailto:howardt4@michigan.gov)

Sample Budget

The itemized sample budget below is a suggested format for the submission of the application. Example line items include registration fees, sponsorship amounts, facilities rental costs, equipment costs, and printing/promotional costs, but may include other items as applicable. Total cost and unit price of each item should be listed. Please refer to application guidelines for specific exclusions from state funding.

<b>Item</b>	<b>Matching/ In-kind Funds</b>	<b>Partner Organization</b>	<b>State Funds</b>
<b><u>Revenue</u></b>			
<i>Subtotal</i>			
<b><u>Expenses</u></b>			
<i>Subtotal</i>			
<b>Total Budget</b>			