



# Florida Renewable Energy and Energy Efficient Technologies Grant Program Application

## BIOENERGY PROJECTS Instructions

The grant application process is divided into two stages: 1) the Preproposal Application, and 2) the Full Proposal.

All eligible applicants are asked to submit a Preproposal first. After review and ranking, applicants whose preproposals are accepted for further consideration will be asked to provide a Full Proposal and present their project to the review team.

All applications require Part I (Cover Letter) and Part II (Applicant Affidavit) to be completed and submitted. Details regarding the Preproposal can be found in Part III and details regarding the Full Proposal can be found in Part IV of this document.

The application must not exceed the specified page limits, where applicable, when printed using standard 8.5" by 11" paper. For the purpose of complying with page limits, one page is equivalent to one side of paper.

Applicants are strongly encouraged to format their application with no less than 1" margins (top, bottom, left and right) with font no smaller than 11 point. Applicants are strongly encouraged to print the application double-sided and bind with a staple in the upper left-hand corner. Please do not use three-ring binders, folders or other bindings.

Submit six (6) hard copies of the completed application form and one (1) electronic copy on CD-ROM via certified mail or hand delivered to:

Florida Energy and Climate Commission  
ATTN: Renewable Energy and Energy-Efficient Technologies Grant Program -  
Bioenergy Projects  
600 South Calhoun Street  
Holland Building, Suite 251  
Tallahassee, FL 32399-0001

Acceptable formats for electronic versions are Microsoft Word for Windows versions 5.0 or higher, and Rich Text Format.



# Florida Renewable Energy and Energy Efficient Technologies Grant Program Application

## BIOENERGY PROJECTS

### PART I – COVER LETTER

PROPOSAL INFORMATION					
Proposal Title:					
Project Type:		<input type="checkbox"/> Demonstration Project		<input type="checkbox"/> Commercialization Project	
		<input type="checkbox"/> Research Project		<input type="checkbox"/> Development Project	
Project Location:					
Proposer (Organization):					
Proposer FEID No:					
TECHNICAL CONTACT INFORMATION					
Technical Contact Name:					
Organization:					
Address Line 1:					
Address Line 2:					
City:		State:		Zip:	
Email:					
Phone:		Fax:			
BUSINESS CONTACT INFORMATION					
Business Contact (if any):					
Organization:					
Address Line 1:					
Address Line 2:					
City:		State:		Zip:	
Email:					
Phone:		Fax:			
FUNDING REQUEST AND COST SHARE					
1. Total Amount of Grant Funds Requested:					
2. Total Cost Share (Provided by applicant and project partners):					
3. Total Project Cost (Add amounts in 1 and 2):					
4. Cost Share Percentage (Divide amount in 2 by amount in 3):					
CERTIFYING OFFICIAL					
Certifying Official's Signature					
Certifying Official's Name (printed):					
Title:					
Organization:					

**PART II – APPLICANT AFFIDAVIT**

State of Florida

County of \_\_\_\_\_

Before me, the undersigned authority, personally appeared \_\_\_\_\_ [Person's Name] who first being duly sworn deposes and says:

1. Affiant is employed by \_\_\_\_\_ [Company Name], in the capacity of \_\_\_\_\_ [Title]. Affiant's duties primarily involve \_\_\_\_\_ [Insert Primary Duties].

2. Affiant has personal knowledge and is personally familiar with the operations and business practices of \_\_\_\_\_ [Company Name] and has personal knowledge of the application for the Florida Renewable Energy and Energy Efficient Technologies Grant Program.

3. Affiant attests to the fact that \_\_\_\_\_ [Company Name] does not have a pending civil, criminal or administrative action alleging that the applicant has committed violations of Florida Statutes or the rules promulgated thereunder; or

4. Affiant attests to the fact that, \_\_\_\_\_ [Company Name] has not failed to satisfy a fine, penalty or other judgment arising out of any civil, criminal or administrative action brought by any governmental agency based upon violation of Florida Statutes or the rules promulgated thereunder.

Further Affiant sayeth naught.

\_\_\_\_\_  
(Signature)

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2008, by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ (type of identification) \_\_\_\_\_ as identification and who did take an oath.

\_\_\_\_\_  
NOTARY PUBLIC

## PART III – PREPROPOSAL NARRATIVE

The following sections have page limit restrictions. The application must not exceed the specified page limits when printed using standard 8.5” by 11” paper. **Start each section on a new page.** One page is equivalent to one side of paper.

### **SECTION I: Project Overview** (Limit: 1 page)

The project overview must contain a summary of the proposed activity suitable for dissemination to the public. At a minimum, it should contain the following:

- Description of the project
- Objectives to be achieved
- Methods to be employed
- List of major participants (for collaborative projects)

Please do not include any information you wish to claim as proprietary, sensitive, or exempt from public records.

### **SECTION II: Review Criteria Discussion** (Limit: 3 pages)

Describe how the proposed project meets the following review criteria as described in Section 377.804 (4), Florida Statutes.

- **Economic Development:** The degree to which the project stimulates in-state capital investment and economic development in metropolitan and rural areas, including the creation of jobs and the future development of a commercial market for renewable energy technologies.
- **Florida Grown Biomass:** The project produces bioenergy from Florida-grown crops or biomass.
- **Energy Efficiency:** The degree to which a project demonstrates efficient use of energy and material resources.
- **Fostering Awareness:** The degree to which the project fosters overall understanding and appreciation of renewable energy technologies.
- **Expand Agribusiness:** The project has a reasonable assurance of enhancing the value of agricultural products or will expand agribusiness in the state.
- **Market Potential:** Preliminary market and feasibility research has been conducted by the applicant or others and shows there is a reasonable assurance of a potential market.

In addition, describe how proposed project meets the following review criteria:

- **Scientific Merit:** The extent to which the proposed project has scientific merit based on pilot project demonstrations, laboratory testing, scientific modeling, or engineering or chemical theory that supports the proposal.

**SECTION III: Biographical Sketches** (Limit: 1 page per person)

Provide a biographical sketch for each key person proposed, including subawardees and consultants if they meet the definition of key person. A key person is any individual who contributes in a substantive, measurable way to the execution of the project. The biographical information for each person must include:

- *Education and Training.* Undergraduate, graduate, and postdoctoral training; provide institution, major/area, degree, and year.
- *Professional Experience:* Beginning with the current position list, in chronological order, professional/academic positions with a brief description.
- *Publications.* As appropriate, provide a list of no more than 10 publications authored. For each publication, identify the names of all authors (in the same sequence in which they appear in the publication), the article title, book or journal title, volume number, page numbers, year of publication, and website address if available.

**SECTION IV: Commitment Letters from Third Parties** (Limit: Not applicable)

If a third party (for example, a party other than the organization submitting the application) proposes to provide all or part of the required cost sharing, the applicant must include a letter or award document from the third party indicating that it is committed to providing a specific minimum dollar amount of cost sharing. Letters should identify the proposed cost sharing (for example, cash, services, and/or property) to be contributed. Letters and award documents must be signed by the person authorized to commit the expenditure of funds by the entity.



Applicants whose PREPROPOSALS are accepted for further consideration will be asked to provide a FULL PROPOSAL as discussed in Part IV.

## PART IV – FULL PROPOSAL NARRATIVE

The following sections have page limit restrictions. The application must not exceed the specified page limits when printed using standard 8.5” by 11” paper. **Start each section on a new page.** One page is equivalent to one side of paper.

### **SECTION V: Project Description** (Limit: 3 pages)

Provide a detailed description of the work to be performed for the project. Include maps, graphs, charts, etc. to support project activities. Project descriptions should consist of a list of major tasks for accomplishing the project with specific sub-activities detailed within each task heading. (Project can include more or less than five tasks as shown here.)

- Task 1:
- Task 2:
- Task 3:
- Task 4:
- Task 5:

Using the table format below, identify the month of the project each task will start and be completed (for example, Task #1 might start in month 1 and be completed by month 6). Identify outputs/ deliverables to result from this project (for example, progress reports, draft project report, final project report, manuals, videos, maps, Best Management Practices installed, meetings, etc.) Identify in which months of the project (for example, month 12) the outputs/deliverables will be accomplished.

No.	Task/Activity Description	Start	Complete	Deliverables/ Outputs	Deliverable/ Output Due Dates
1					
2					
3					
4					
5					

### **SECTION VI: Measures of Success** (Limit: 1 page)

Identify factors that can be used to evaluate project performance/ outcomes to support project success. Include appropriate timelines for conducting reviews. Measures should consider Project Objectives (Section III) and Review Criteria (Section V).

**SECTION VII: Budget Summary** (Limit: Not applicable)

Summarize the project budget by Funding Category and Project Task using the format in the following two tables. Project Tasks should correspond to the "Project Description" section.

Funding Category	Grant Funds Requested	Cost Share: Matching Funds and Other In-Kind Contributions	
		Funding	Source of Funds
Salaries:			
Fringe Benefits:			
Equipment:			
Travel:			
Contractual:			
Supplies/Other Expenses:			
Indirect:			
Totals:			
Total Project Cost:		= Grants Funds Requested + Cost Share	
Cost Share Percentage:		= Cost Share / Total Project Cost	

Project Task*	Grant Funds Requested	Cost Share: Matching Funds and Other In-Kind Contributions	
		Matching Funds	Source
1			
2			
3			
4			
5			
Totals:			
Total Project Cost:		= Grant Funds Requested + Cost Share	

\* Should match the list of tasks identified in **Section IV: Project Description**.

**SECTION VIII: Budget Detail** (Limit: Not applicable)

Provide a detailed budget using the worksheet format shown here. Use additional lines if necessary. A description of what is required for each budget category follows this table.

<b>Personnel</b>							
Salaries (Name/Title/Position)		Hourly Cost (\$)		Hours		Totals (\$)	
						*	=
						*	=
						*	=
<b>Total Salaries</b>							=
Fringe Benefits (Rate% * Total salaries applicable)		Rate (%)		Salaries		Total (\$)	
						*	=
<b>Total Personnel Expenses</b>							=
<b>Equipment</b>							
Description		Unit Cost (\$)		Quantity		Totals (\$)	
						*	=
						*	=
						*	=
<b>Total Equipment</b>							=
<b>Travel</b>							
Purpose/Destination	Days	Per Diem	Fare/Rate (\$)	Mileage	Totals (\$)		
( )	*	( )	+	( )	*	( )	=
( )	*	( )	+	( )	*	( )	=
( )	*	( )	+	( )	*	( )	=
<b>Total Travel</b>							=
<b>Contractual</b>							
Name or Services		Fee/Rate (\$)		Hours		Totals (\$)	
						*	=
						*	=
						*	=
<b>Total Contractual</b>							=
<b>Supplies and Other Expenses</b>							
Description		Unit Cost (\$)		Quantity		Totals (\$)	
						*	=
						*	=
						*	=
<b>Total Supplies and Other Expenses</b>							=
<b>Overhead/Indirect</b>							
Base of Calculations		Rate (%)		Base (\$)		Total (\$)	
						*	=
<b>Total Budget</b>							=
<b>Total Budget</b>							=

- Personnel - Salaries* - Identify the persons to be compensated for work on this project by name (if known), position, and title. Show the hourly cost and total hours to be charged for each person or position. Divide annual salaries by 2080 hours and nine month academic salaries by 1560 hours, to find the hourly rate. *Fringe Benefits* - Multiply the rate by the total salaries to which fringe benefits apply. If the rate is variable, explain and show calculations.

- *Equipment* - List non-expendable personal property/equipment valued at \$1,000 or more by description, unit cost, and quantity. Computers and data-processing equipment should be described in detail.
- *Travel* - List trips by their purpose and/or destination. Indicate the number of days for each trip and the per diem. DEP can only pay for travel at the approved State rate (Section 112.061, Florida Statutes). Use "Fare/Rate" for mileage rate and multiply by "Mileage", or for travel fare and leave "Mileage" blank.
- *Contractual* - Subcontractors should provide the same information required by this budget table, with the following exceptions: (a) when professional services are provided at a pre-existing approved rate or fee shown on the budget; or (b) the subcontract is to be obtained competitively. For either (a) or (b), show an estimated maximum amount.
- *Supplies & Other Expenses* - List expendable supplies by category description, unit costs and quantity. List other expenses not included in any of the above categories. Examples would be printing, copying, postage, communications, etc. Non-expendable equipment valued at less than \$1,000 may be listed also. Include only expenses directly related to the project, not expenses of a general nature.
- *Overhead/Indirect* - Indicate the approved overhead/indirect cost rate, the dollar amount of the base to which it is applied, and the resulting total. Identify the base (cost categories) to which the rate is applied on the line indicated.
- *Total Budget* - Show the total of all categories.