

## Mass Save Community Education Grant

Considering applying for a Mass Save Community Education Grant? The following information will help you plan your application and gather the needed documents.

Grant Application Deadline:

June 15

### Applications MUST include:

- Project Description to include Town/City/Zip Code/Neighborhood to be served
- Budget (and confirmation of fiscal agent)
- Marketing Campaign
- Project Goals
- Project Timeline
- Project Partners
- Acknowledgments
- Indication of Additional Mass Save Sponsor Support
- Organizational W9

### The Application Includes the Following Information:

- Date
- Organization/Entity Type
- Program Name
- Address
- City/State/Zip
- Contact Name and Title
- Telephone
- Email Address
- Website
- Project Name
- Area(s) of Priority
  - Renters,  Landlords,  K-12 Students,  English Isolated customers  Low- and Moderate-Income Individuals
- Project Goals (include a high level description of tactics and strategy)
- Overview of Activities
- Amount Requested (Max \$25k)
- Number of people impacted/trained/recruited
- Beginning & Ending Date of Project
- Geographic Area to be served

### PROJECT DESCRIPTION

In no more than 400 words, provide a project description detailing how the requested funding will support either marketing, outreach, and/ or engagement to reach one or multiple priority populations (Renters, Landlords, K-12 Students, English isolated customers and Small diverse businesses, Low and Moderate Income customers) to increase awareness and participation in Mass Save programs.

## PROJECT GOALS

In no more than 200 words list your project's goals.

## MARKETING CAMPAIGN

Please describe your organization's marketing campaign. What methods are being used to advertise and create awareness around your grant proposal?

## PROGRAM TIMELINE

Please detail your timeline from program start up to completion.

## METRICS OF SUCCESS

Please detail what data metrics you will collect to demonstrate and support program success during implementation of program tactics.

## PROJECT PARTNERS

If applicable, list any external program partners and their role in this partnership.

## ACKNOWLEDGMENTS

How will you publicly acknowledge/publish the contributions of the Mass Save Sponsors?

BUDGET (Attach a Microsoft xls to your application using the file upload function.)

W9 (Attach a completed W9 for your organization or for your fiscal agent using the file upload function.)

Upload any other files you feel are needed for the review of your grant application.

## How to use the Grant Portal

1. Visit the website and click Apply
2. If you have already set up an account, simply log back in to your application. If you have not set up an account, follow the steps to set up an account. If you do not remember your password use the "forgot password" function. If you receive an error when creating an account, it is likely that an account already exists under that email address.
3. Complete the application and include all of the details needed.
4. Save the application often to be sure your work is saved.
5. Use the file upload function to upload the W9 and the Budget from your computer to the grant portal.
6. Be sure to hit submit (in the upper right hand corner) when you have completed your application and uploaded both required files (the W9 and the Budget).
7. If you need to return to your application, simply log back in using the credentials you created.