

Doris Duke Charitable Foundation
Environment Program
Request for Proposals on Energy Efficiency Retrofit Policies and Programs
April 15, 2010

Pre-proposal Guidelines

To submit a pre-proposal application, you will be asked to provide the following information on the application form. Please see FAQs at www.ddcf.org/retrofits for additional information.

Project Summary Statement. Please summarize the proposed project in one sentence.

Organizational Experience. In one paragraph, describe your organization's history and experience relevant to the proposed project.

Budget. Please provide the following budget *estimates*: 1) organization annual budget; 2) total project cost; 3) total DDCF funding request; 4) personnel costs (including fringe benefits); and 5) all cost items that exceed \$10,000. *Please note that indirect costs cannot exceed 12% and the annual request for support cannot exceed 25% of your organization's budget for that year.*

Key Project Personnel. List key project personnel and briefly describe their background as it relates to the proposed project

Other Sources of Project Funding, If Any. If the total project budget is anticipated to be greater than the request to DDCF, please list other sources or potential sources of funding.

State the Specific Problem To Be Addressed. In one paragraph, describe the specific problem or barrier the project will address. Include what segment of the building sector the project will address.

Work Plan, Expected Outputs and Expected Outcomes. In 1,000 words or less, describe the work plan for the project, expected outputs (e.g., publication, business plan, etc.), and expected outcomes (e.g., adoption of policy, sustainable changes in behavior, etc.).

What Are the Barriers to Implementation and Adoption? Describe the barriers to implementation or adoption of the proposed project.

Potential Direct Impact of the Project. In one paragraph, describe the potential impact of the project in terms of energy savings.

Scalability of the Approach. In one paragraph, describe how a successful outcome of the proposed work could lead to a model that is scalable to the state or federal level or, if it is locally based, to many localities.

List Any Partnerships. List any organizations you intend to partner with on the proposed project.