

ENERGIZE DELAWARE administers the **Energy Efficiency Investment Fund for Non-Profits** (EEIF for Non-Profits) to support non-residential facilities to install energy-efficient equipment, systems, and controls. EEIF for Non-Profits grants are available to Delaware non-profit organizations that do not pay Public Utility Tax (PUT) for electricity and gas.

## PATHS FOR PARTICIPATION

### ✓ **PRESCRIPTIVE IMPROVEMENT GRANTS**

Covers common lighting, food service appliances and HVAC, which includes natural gas heating and water heating equipment. If you install qualifying equipment, you can submit for the grant after installation.

- ✓ **CUSTOM IMPROVEMENT GRANTS** (Pre-Approval must be obtained **BEFORE** beginning work)  
Custom Improvement Grants apply to more complex measures that are not included or are more comprehensive than the equipment funded by Prescriptive Improvement Grants. An energy savings estimate must be submitted, which the EEIF for Non-profits staff will review. You must apply for the Custom Improvement Grant **BEFORE** work starting so we can verify whether your project qualifies. Please contact us at (888) 735-1510 for details.

## APPLICATION CHECKLIST

Here's what you will need to get started:

- ✓ Fill out this application form (Steps 1 through 5), including utility account numbers.
- ✓ Verify the equipment you install meet the eligibility requirements listed in the Appendices.
- ✓ Complete the Application Energy Calculator(s) applicable to your project.
- ✓ Itemized quotes, estimates, or proposals
- ✓ Recent electric and/or gas utility bill(s) for your project location (within past 3 months).
- ✓ Sign and date application (Step 6) to accept EEIF for Non-Profits terms and conditions.
- ✓ For Prescriptive Improvement Grants, include copies of paid project invoices.
- ✓ Copy of completed W-9 Form.

## COMPLETE APPLICATION CALCULATOR(S)

Download and complete the Application Energy Calculator(s) applicable to your project,

- Lighting
- HVAC and water heating
- Foodservice

Download the calculators from the [Energize Delaware EEIF for Non-profits](#) webpage, where you can find additional information about the program.

## SUBMIT YOUR APPLICATION

Email the checklist items (recent utility bills, estimates or proposals, W-9, invoices, etc.), completed Calculator(s), and this signed application to:

**EEIF for Non-Profits Program**  
[aeg-energizede@icf.com](mailto:aeg-energizede@icf.com)

## NEED HELP WITH THE APPLICATION?

Please contact us at (888) 735-1510 or [aeg-energizede@icf.com](mailto:aeg-energizede@icf.com).

If your facility does pay the Public Utility Tax (PUT), you may be eligible for Department of Natural Resources and Environmental Control (DNREC)'s EEIF Program. For more information, visit <https://dnrec.delaware.gov/climate-coastal-energy/efficiency/energy-efficiency-investment-fund/>.

## TERMS AND CONDITIONS

### Application process

1. Equipment must be new, purchased and installed before the grant payment can be issued.
2. Project pre-approval is required prior to any equipment purchase or any services completed for all grant applications.
3. Commitment of grant is subject to availability of program funds.
4. Applicant is fully responsible for providing a complete application and supporting documents.

### Project Eligibility

5. All qualifying systems must be installed in accordance with the standards and specifications of the manufacturers of the components in the system, in compliance with all federal, state, and local safety, building and environmental codes and ordinances and these guidelines. The applicant agrees, as a condition of participation in the program, to remove and dispose at its sole cost and expense any and all equipment or materials that are replaced or removed in accordance with all applicable laws, rules, and regulations.
6. All equipment must be tested to Underwriters Laboratory ("UL") standards and be UL listed and installed per manufacturer's instructions.
7. Full 3-year warranty against component failure, malfunction and premature output degradation on all equipment is required. ENERGIZE DELAWARE neither expressly nor implicitly warrants the performance of installed equipment.
8. ENERGIZE DELAWARE does not endorse any particular manufacturer, product, or system in promoting this program.

### Payment

9. The applicant may assign the incentive payment to the contractor. Incomplete or missing information will delay the processing of the application and incentive payment.
10. The Fund will not pay more than 60% of the total project cost for any proposed project as detailed on itemized invoices. Energy savings calculations are subject to revisions to baseline determination.
11. ENERGIZE DELAWARE reserves sole discretion to accept or reject any applications. ENERGIZE DELAWARE makes no commitment to provide grant payment prior to final application approval.

### Site inspection

12. ENERGIZE DELAWARE may conduct an on-site visit prior to installation to inspect the facility's existing equipment or conduct a post-installation visit.
13. The applicant agrees to allow ENERGIZE DELAWARE or its program evaluator to conduct on-site inspections to verify that the incentivized measures are installed and to conduct other measurement and verification activities to assess the amount of energy savings achieved.
14. The applicant further agrees to allow ENERGIZE DELAWARE or its program evaluator to have access to the awarded facility's energy use data for a period of at least five years following installation of the incentivized measures, including, but not to be limited to, signing an authorization form for utility usage history.

### Tax Liability

15. The applicant is responsible for any tax liability imposed as a result of the payment of grants. Please contact your tax professional for more information.

### Changes to the Program

16. ENERGIZE DELAWARE may change the program, the terms and conditions, program guidelines, and operational procedures at any time without notice. Pre-approved applications will be processed to completion under the program terms and conditions, program guidelines and procedures in effect at the time of the approval by ENERGIZE DELAWARE.

**STEP 1: APPLICANT INFORMATION**

\_\_\_\_\_  
Company name

\_\_\_\_\_  
Organization type

\_\_\_\_\_  
Mailing address

\_\_\_\_\_  
Contact name

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Email Phone

**STEP 2: PREMISE SITE AND BUILDING DETAILS**

\_\_\_\_\_  
Site name

\_\_\_\_\_  
County

\_\_\_\_\_  
Street address

\_\_\_\_\_  
Electric company and account number\*

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Gas company and account number\* (if applicable)

\_\_\_\_\_  
Building square footage Number of floors

\_\_\_\_\_  
Building type Year built

\_\_\_\_\_  
Annual hours of operations

\_\_\_\_\_  
Heating type

\*Please include a copy of your electric and/or natural gas bill with your application (within past 3 months).

**STEP 3: PAYMENT INFORMATION**

**Send rebate check to:**

Premise address Mailing address Third Party

All rebate checks will be made payable to account holder unless authorization is completed below.

**Payment reassignment**

I am authorizing this payment of my improvement grant to the designated third party ("Payee") and I understand that I will not be receiving the rebate check from Energize Delaware. I also understand that my release of the payment to the third party does not exempt me from the requirements outlined in this application.

\_\_\_\_\_  
Signature and Date

**Make rebate check payable to:**

\_\_\_\_\_  
Payee: Company/Individual name

**Mail rebate check to:**

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip

