



# PROGRAM COST ASSISTANCE FUND

## COMMUNITY PARTNER

### PREAPPROVAL APPLICATION

Energy Trust of Oregon's Program Cost Assistance Fund reimburses enrolled community partners for costs related to Community Partner Funding program needs, training, certifications, equipment, consulting services and marketing investments **up to \$2,000 per calendar year**. For a detailed description of eligible costs, please review the Community Partner Program Cost Assistance Fund guidelines found at [www.energytrust.org/community-partner-funding](http://www.energytrust.org/community-partner-funding).

Preapproval is required for reimbursement except for personal protective equipment (PPE). Prequalification confirms product and services eligibility but does not reserve funds; funds are on a first-come, first-served basis.

### FORM SUBMISSION

Please send this application for pre-approval and any other required documents to [homesfund@energytrust.org](mailto:homesfund@energytrust.org). Reach out to a regional account manager with any questions or call **1.866.365.3526** for more information.

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### APPLICATION

Please complete the following information and any relevant subsections below:

Community Partner name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### EQUIPMENT, PRODUCTS AND SERVICES

Select equipment, product(s) and/or service(s) below and provide a detailed description of the program or organizational need for requested products or services. Please allow a minimum of two weeks for product and services review. **For products or services not listed below please submit pre-approval application for consideration.**

#### Home Energy Assessment equipment (select all that apply):

Tablets/laptops	Tape measures/rulers	Voltage testers
Ladders	Basic hand tools (screwdrivers, etc.)	Tarps (floor coverage when opening attic hatches)
Flashlights	Personal carbon monoxide monitor	

#### Other equipment, products or services (select all that apply):

Software (business/accounting/bidding/project management)	Legal fees	Office/building maintenance
Certification/recertification	Payroll services	Office/building expansions
Consulting (financial/business/marketing)	Printing supplies	Other _____
Licensing	Website development	
Insurance	Personal protective equipment (PPE)	

Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Program need/purpose: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated cost: \$ \_\_\_\_\_ Quantity: \_\_\_\_\_

### MARKETING PROJECTS

If you are interested in creating marketing materials, Energy Trust may be able to support you with their development, including messaging consulting, graphic design, social media strategy, targeted marketing and more. Reach out to your regional account manager to discuss and learn more.

If your marketing project is already finalized, program cost assistance funds can offset related costs. Email a draft of your project for pre-approval with this completed form (contact information above). Please incorporate the Energy Trust Logo and Messaging Guidelines into your piece. Please allow a minimum of two weeks for marketing review. Projects requiring revisions must be edited and resubmitted for final approval. Pre-approval is required for reimbursement. For marketing projects not listed below, please submit pre-approval application for consideration.

Print ad

Radio ad

Television ad

Online ad

Yard sign

Brochure

Direct mail

Business cards

Other \_\_\_\_\_

Description: \_\_\_\_\_

Estimated cost: \$ \_\_\_\_\_ Quantity/impression: \_\_\_\_\_

Date(s) in the market: \_\_\_\_\_ Estimated size: \_\_\_\_\_

Counties in Oregon or Washington where your marketing project will be distributed: \_\_\_\_\_

\_\_\_\_\_

Other: \_\_\_\_\_

If you have additional expenses that you would like Energy Trust to consider for reimbursement, please describe them below for consideration:

\_\_\_\_\_

### Community Partner Program Cost Assistance Fund Terms and Conditions

By submitting this Energy Trust Community Partner Program Cost Assistance Fund Application ("Application"), the trade ally/company/community partner agrees to the following terms and conditions. Limited to one Energy Trust Community Partner Program Cost Assistance Fund application per reimbursement request. Additional eligibility requirements may apply,

- See applicable Community Partner Program Cost Assistance Fund guidelines for more information. This application is subject to the terms and conditions of the trade ally enrollment agreement between trade ally/community partner and Energy Trust. Energy Trust must receive all requested documentation by communicated due dates to enable payment processing; failure to deliver all requested information may result in payment delay or cancellation. Final determination of eligibility for Energy Trust funding rests solely with Energy Trust. Energy Trust is not responsible for any tax liability imposed on trade ally applicant as a result of payment of any funds in connection with this application. Energy Trust is not providing tax advice, and any communication by Energy Trust is not intended or written to be used, and cannot be used, for the purpose of avoiding penalties under the Internal Revenue Code.

Under no circumstances shall Energy Trust be liable to Applicant for any direct or indirect losses, costs or damages arising from or related to any request under this Application, including any equipment, good(s), service(s) or other item(s) received obtained, or performed related to Applicant's request(s) under this Application. Applicant will indemnify, reimburse, hold harmless and defend Energy Trust, as well as its directors, officers and employees, agents and other consultants from any claims of any kind arising out of or connected in any way with any request under this Application, including any equipment, good, service or other items received, obtained or performed related to Applicant's request(s) under this Application.