



**Historically Black Colleges and Universities
Community Development Action Coalition**

**Historically Black Colleges and Universities Community Development Action Coalition
2018 Clean Energy Scholars Grant Program Guidelines**

Founded in 2010, the Historically Black Colleges and Universities Community Development Action Coalition (CDAC) is a national non-profit resource that promotes, supports, and advocates for historically black colleges and universities (HBCU), minority serving institutions (MSIs) and community development corporations (CDCs), in their work to build healthy and sustainable communities. In January 2017, CDAC was selected to administer the Historically Black Colleges and Universities Clean Energy Initiative (CEI) which was established pursuant to a Memorandum of Understanding between CDAC and the United States Department of Energy. The CEI was established to expand access to clean energy in low-income communities where HBCUs are located by catalyzing HBCUs resources and relationships to connect with low-income individuals and families.

CDAC, through the CEI, seeks to expand access to clean energy, specifically solar energy, on the campus of Morgan State University and in surrounding communities. In support of this broad objective, CDAC is pleased to announce the 2018 Clean Energy Scholars Grant to support students in their academic pursuits of science, engineering, technology, and mathematics (STEM) degrees, with a focus in clean energy. Clean Energy Scholars will advance CEI activities on campus and in communities surrounding through education, outreach and awareness activities. Grant applicants will be notified of grant decisions approximately 14 days after the application deadline and grantees receive funds approximately 30 days after submitting signed Terms and Conditions.

GRANT AMOUNT

CDAC may provide grants of up to \$10,000 to support a minimum of three (3) Clean Energy Scholars from July 1, 2018 through February 2019.

IN-DIRECT COSTS

Of the \$10,000, up to 10% may be used for indirect costs and up to 10% may be used to support Clean Energy Liaisons efforts related to the CEI.

USE OF GRANT FUNDS

Grant funds may be used at the discretion of participating institution to support Clean Energy Scholars in a variety of ways, including supporting work study, providing tuition assistance, offering book scholarships, or providing stipends.

IN-KIND CONTRIBUTION

Participating institutions are encouraged to match grant award to maximize the number and experience of Clean Energy Scholars.

APPLICANT QUALIFICATIONS

The Clean Energy Initiative (CEI) will consider grant applications from participating HBCUs who have made a commitment to the CEI by signing the required Terms and Conditions Memorandum of Agreement, which includes a commitment to support, by leading one or more of CEI pilot projects on campus and/or in their surrounding communities and supporting the CEI Strategic Planning Grant activities.

SUBMITTING AN APPLICATION AND ACCEPTANCE PERIOD

Mini-Grant applications are available on Community Development Action Coalition CDAC's website at www.hbcucoalition.com or by emailing hbcucleanenergycoalition@gmail.com. To be considered, a complete application must be submitted to hbcucleanenergycoalition@gmail.com by 11:59 p.m. on May 31, 2018.

GRANT DEADLINE

May 31, 2018

NOTIFICATION DATE

June 15, 2018

GRANT APPLICATION

The 2018 Mini-Grants Program Guidelines and required templates are available for download at www.hbcucoalition.com. Once on the website, click on "**Clean Energy Initiative**" tab in the "**Menu**" for information about the Clean Energy Initiative. Hover over "Clean Energy Initiative" and it will trigger the drop down tabs for the "**Grant Guidelines**" and the "**Grant Application**". All information can be downloaded as a PDF.

Once you are on the website, you can preview the current grant application. Applications that do not adhere to the Mini-Grants Program Guidelines will not be considered for funding.

ALL APPLICATIONS MUST INCLUDE:

- A completed signed application
- Resume of student scholars
- A short description of how the applicant institution will support CEI activities
- Confirmation of participating institutions CEI projects for targeted focus

Applicants should refrain from including materials not requested by the Grant Application, as they cannot be considered during the review process and inclusion may result in your application not being considered.

PROCESS

CDAC staff pre-screens and reviews all applications. Only complete applications are forwarded to the Mini-Grants Review Committee ("Committee"). The Committee is made up of CDAC staff, including selected board members.

On occasion, CDAC staff may request additional information to assist the Committee in the evaluation process. After thoughtful deliberation, the Committee will make funding recommendations to the CDAC CEO. CDAC Board of Directors makes the final decisions on grant awards. CDAC staff is available to address questions about the process or status of your application.

GRANT AWARD

Written notification of grant decisions are sent to applicants within 15 days of the close of the grant round. Grant funds will be dispersed in a single payment. Successful applicants are required to sign a grant contract and agree to comply with its terms and conditions prior to the release of funds. While the Mini-Grant program requires the submission of a final report, a site visit may also be required. However, we encourage you to update CDAC on the project(s) that was funded.

We ask that donor recognition be provided to CDAC, which may consist of CDAC's name and/or logo being included in news releases, newsletters, websites, etc.

QUESTIONS? CONTACT US

CDAC staff is available to assist you throughout this process and welcomes your questions and comments. Please contact Natasha Campbell, Clean Energy Initiative Program Director, via email, hbcucleanenergyinitiative@gmail.com.

Carefully review and adhere to the Mini-Grants Program Guidelines for eligibility requirements and program details.

- Download the application from www.hbcucoalition.com.
- Your application is a conversation with the Mini-Grants Review Committee ("Committee"). Be sure to provide enough detail to adequately inform the Committee.
- Refrain from including materials not requested by the Grant Application, as they cannot be considered during the review process.

APPLICATION SUBMISSION

- Email to hbcucleanenergycoalition@gmail.com
- Submit by 11:59 p.m. by the application deadline
- Be sure to include all attachments
- You will receive an email indicating receipt of your application within three business days. Please follow-up with CDAC staff if an email is not received
- Respond to CDAC requests for additional information