



The Energy Foundation China

Grant Application Manual

April, 2016



Table of Contents

| | |
|---|----------|
| A. Introduction | 2 |
| B. Grant Application..... | 2 |
| 1. Project Inquiry | 2 |
| 2. Submission of application documents | 2 |
| 3. Document approval and modification | 4 |
| 4. Project approval | 4 |
| C. Attachments | 4 |
| Attachment 1 Proposal | 4 |
| Attachment 2 Budget | 4 |
| Attachment 3 Pre-grant Inquiry | 4 |
| Attachment 4 Grantee Organization Bank Wire Information | 4 |
| E. Contact info..... | 4 |

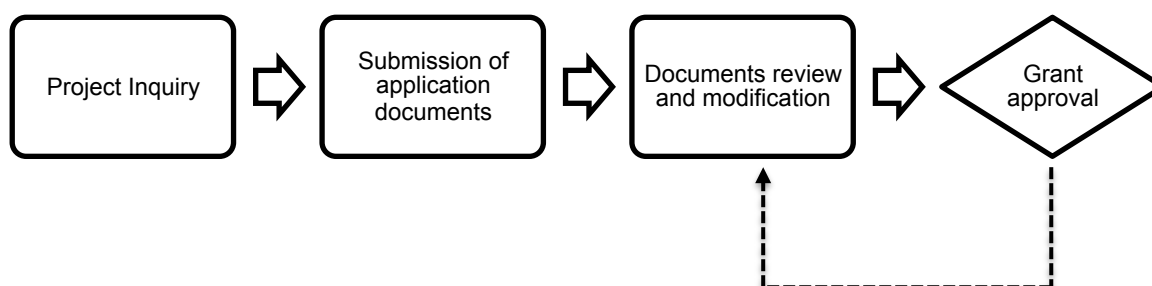
A. Introduction

This document is a grant application manual for those applying for grant with the Energy Foundation China, so as to help them better understand the application procedures.

Should you want to understand the overview, grant scope, principle and grant management of the Energy Foundation China (hereinafter referred to as the Foundation), please visit the official website (<http://www.efchina.org/>), official brochure or grant implementation manual (which you may ask from staff of the Foundation).

B. Grant Application

Grant Application Flow Chart



1. Project Inquiry

Any interested applicant may contact with the Foundation's staff and communicate the initial project concept in either verbal or written form. Staff of the Foundation will identify and confirm whether the project concept meets the program strategy and support initiatives.

2. Submission of application documents

After accepting the project concept, staff of the Foundation will inform the applicants to prepare application documents. Applicants are kindly advised to prepare the application documents based on the following notes and submit to staff of the Foundation for review.

Note: All the application documents should be sent from organizational email address rather than personal email address.

Application Documents list:

1) Project-related materials:

- a) Proposal (see Attachment 1 for the template)

The Proposal shall cover the following parts, namely project background, project analysis and technical roadmap, project goal, main activities/work plan and schedule, main deliverables, implementation organization, and project communication plan. Specifically,

project background shall indicate the background, the current situation and the main problem(s) that this project will address; **project analysis and technical roadmap** shall describe the main policies or measures that can remedy these problems, and describe what is your strategy and project technical roadmap and what the primary means/tactics you will use; in **project goal** please describe the main goal this project which should include policy outcomes or implementation impact, and potential energy saving and CO2 emission reduction; **main activities/work plan** shall include duration and please describe your work plan and schedule (month/year - month/year) for securing the implementation. And how are the tactics linked to the strategy; **main deliverables** shall brief the main deliverables/outcome of this project; **implementation Organization** shall include main parties/organizations/institutions involved in to implement the project, team leading and participant members, consultant name list and resumes of key personnel; **project communication** shall be integrated into work plan, such as communication, publicity and promotion of project delivery and outcome during the start, proceedings and conclusion of the project. Please refer to the template in Attachment 1 for the specifications of the Proposal.

Note: according to the financial and annual budget operation mechanism of the Foundation, the cycle of project supported by the Foundation is mainly within 12 months. Grantee shall identify the project implementation period based on the contents and activities thereof.

b) Budget (see Attachment 2 for the template)

Grantee shall propose a reasonable budget plan based on the contents and activities of the project. The currency of budget is US dollar. Grant of the Foundation may support the following types of fees, including grantee's personnel salaries and wages, consulting fees, expenses of conferences, workshops, seminars and meetings, international/domestic travel expense (except travel to U.S.), printing cost, translation fee, and office costs. Expenses of travel to U.S. cannot supported by grant but could covered by FIP. Among others, the reference standard for personnel salaries and wages and consulting fees is: no more than US\$350/day for special expert(top experts) (who enjoys special allowance of the country), no more than US\$260/day for senior research fellow; no more than US\$180/day for intermediate researcher, and US\$50-90 for elementary or administrative staff.

Please note that the Energy Foundation is unable to fund equipment purchases such as copiers or computers, and couldn't be used to purchase, renovate and decorate buildings. All expenses must be for charitable, public purposes; no funds can be used for private gain or for lobbying purposes. Please see Attachment 12 Grant Spending Guidelines for more specific direction on how expenses are required to be tracked and reported on all Energy Foundation grants.

2) Grantee-related materials:

- a) Pre-Grant Inquiry (see Attachment 3 for the template)
- b) Grantee Organization Bank Wire Information (see Attachment 4 for the template)
- c) Business License/Registration Certificate (photocopy)
- d) Audited financial report of the previous year (if any, photocopy)

Grantee shall submit project-related materials first, and then grantee-related material after

gaining approval of project-related materials from staff of the Foundation. Projects applied by a same applicant may use shared grantee-related material, which shall be updated on a yearly basis.

The Proposal and Budget may be submitted electronically. Pre-Grant Inquiry and Grantee Organization Bank Wire Information shall attach the original copy signed by the legal person or authorized representative thereof; and in the latter condition, the authorization of the legal person shall be provided simultaneously. Other application materials (Business License/Registration Certificate and audited financial report of the previous year) shall be photocopies attached with company chop.

3. Document approval and modification

Staff of the Foundation will normally review the complete application materials, and put forward feedback or modification opinions within 20 business days. Grantee shall modify the application correspondingly after receiving the modification opinions; and is advised to submit the modified version to staff of the Foundation within 15 business days in case of no special conditions until the application meets relevant requirements.

4. Project approval

After the application materials pass review, staff of the Foundation will inform the applicant, and submit the application materials to the Management Team and the Board of Directors of the Foundation for approval, which will examine and approve based on the following criteria: correlation with the strategy and initiatives, project feasibility, potential reducing CO2 emission, possibility of facilitating the release of target policies, and grantee capacity. The grant approval normally takes about 30-40 business days.

C. Attachments

Attachment 1 Proposal

Attachment 2 Budget

Attachment 3 Pre-grant Inquiry

Attachment 4 Grantee Organization Bank Wire Information

E. Contact info

Energy Foundation (U.S.) Beijing Office

Address: CITIC Building, Room 2403
No. 19, Jianguomenwai Dajie
Beijing 100004 P.R. China
Tel.: (86-10) 8526-2422
Fax: (86-10) 6525-3764
Email: china@efchina.org

Energy Foundation San Francisco Office

301 Battery Street, 5th Floor, San Francisco, CA 94111, U.S.A

(1-415) 561-6700

(1-415) 561-6709

china@efchina.org

Address: 301 Battery Street, 5th Floor, San Francisco, CA 94111, U.S.A

Tel.: (1-415) 561-6700

Fax: (1-415) 561-6709

Email: china@efchina.org