

# Submitting A Grant Application To The Renewable Energy Council

## DISCLAIMER

This document contains information collected by the Industrial Commission to help interested parties prepare grant applications. The Renewable Energy Council (REC), Industrial Commission, nor any members of these organizations, make any warranty, expressed or implied, with respect to the use of the information or providing grant awards to any party whether or not any grant requests are submitted.

## Acknowledgments

This document is a reference source for parties interested in obtaining funds under the North Dakota Renewable Energy Program. The report contains suggestions and a collection of policies concerning grant applications.

The Renewable Energy Council is a volunteer, citizen, industry, and government group which provides advice to the Industrial Commission on policies and recommends research for funding under the program. The contributions of the members of the REC in recommending programs and reviewing proposals are appreciated.

## Foreword

Renewable energy is becoming a valuable energy resource for North Dakota and the nation. It is important to the economy of our State, and it is helping to create jobs in rural North Dakota.

We believe that the renewable energy industry will play an important role in our State's future.

"Submitting a Grant Application" was prepared to help potential applicants. We welcome your comments and suggestions on the documents and ways to improve the Program and the application process.

*Jack Dalrymple*  
Governor

*Wayne Stenehjem*  
Attorney General

*Doug Goehring*  
Agriculture Commissioner

## **Executive Summary**

In an effort to further develop the State's renewable energy resources and the industry, the 2007 Legislature created the Renewable Energy Council. The Mission of the Renewable Energy Council is to promote the growth of North Dakota's renewable energy industries through research, development, marketing, and education. The purpose of the Renewable Energy Council is to coordinate a program designed to foster the development of renewable energy, and related industrial use technologies including, but not limited to, wind, biofuels, advanced biofuels, biomass, biomaterials, solar, hydroelectric, geothermal, and renewable hydrogen through research, development, demonstration and commercialization; demonstrate to the general public the importance of the State's renewable energy industry, to promote environmentally sound production methods and technologies, to develop the State's renewable resources and to support research and educational activities concerning the renewable energy industry.

The objective of this document is to provide information that will help interested parties submit grant applications.

## **The Grant Application**

All grant applications must meet the provisions of Section 4 of the REC Policies. Information in this document, "Submitting a Grant Application", is merely provided to help the applicant and does not govern the grant application process. The grant application process is outlined in REC Policies <http://www.nd.gov/ndic/renew/info/renew-policies.pdf> and in Chapter 54-63 of the N.D. Century Code <http://www.legis.nd.gov/cencode/t54c63.pdf>.

An application form is available at: <http://www.nd.gov/ndic/renew/info/grant-app-form.pdf>

## **Who Can Submit an Application?**

An application may be submitted by any person, corporation, partnership, cooperative, association, cooperating agricultural producers organized through a limited liability corporation or cooperative, or other appropriate entity, or consortium of such parties.

## **When Can Grant Applications Be Submitted?**

Grant applications are accepted on dates set by the Industrial Commission. (See Section 4.02 of the REC Policies.) The REC Policies provide that applications must be delivered to the Industrial Commission or postmarked on January 1, May 1 or September 1 of each year. The Industrial Commission has reserved the right to establish additional grant grounds and set application deadlines for those rounds.

## **Where Should Grant Applications Be Submitted?**

Grant applications should be submitted to:

Karlene Fine, Executive Director  
North Dakota Industrial Commission  
State Capitol – 14<sup>th</sup> Floor  
600 East Boulevard Ave Dept 405  
Bismarck, ND 58505-0840  
[kfine@nd.gov](mailto:kfine@nd.gov)

## **What Is the Grant Application Format?**

The grant application form is available at: <http://www.nd.gov/ndic/renew/info/grant-app-form.pdf>. The application is limited to 15 pages in length and must include a transmittal letter signed by someone authorized to contract on behalf of the applicant. Each application must include a \$100 application contribution. Two paper copies of the application must be provided along with the application being provided in electronic format (Word or Adobe) to [kfine@nd.gov](mailto:kfine@nd.gov)

## **Can Confidential Information Be Submitted?**

Confidential information can be submitted if the submission conforms with North Dakota Century Code 54-63-02.

## **How Are Applications Reviewed?**

The applications are reviewed by the Industrial Commission and Technical Advisor to determine if they meet eligibility requirements and are complete. Those applications meeting eligibility and completion requirements are submitted to two or more peer reviewers for independent technical review. The Industrial Commission has reserved the right to waive the independent technical review process if it determines that funding is not available for the technical reviewers or a project is time sensitive.

The independent technical reviewers are selected by the Industrial Commission as authorities in the field. The identities of these peer reviewers are confidential. The comments and ranking of these anonymous reviewers are provided to the REC, Industrial Commission and grant applicants.

The REC meets to consider the application requests and technical reviewers' comments. The REC prepares and submits a recommendation for funding to the Industrial Commission. The Industrial Commission may approve or reject applications that have received a favorable REC recommendation. No application will be considered by the Industrial Commission unless it has received a favorable recommendation from the REC.

## **What Are the Funding Limits?**

Grants may not exceed the legislative appropriation and no one applicant may receive \$500,000. All projects must generate matching investment (see Section 3 of the REC Policies).

### **Who Owns the Information and Rights?**

The information contained in the application remains the applicant's, but the Industrial Commission will retain file copies. Except for confidential information, applications are public information. Rights to technical data and patents are covered in Section 6 of the REC Policies.

### **How Are the Funds Disbursed?**

The grantee must enter into a contract. The contract will include provisions for disbursement of funds and reporting requirements.

### **Priorities**

The Industrial Commission has established grant priorities for projects. See REC Goals at <http://www.nd.gov/ndic/renew/info/renew-goals.pdf>