



Hawai'i Energy

CO-OP EVENT FUNDING GUIDELINES

Funding is limited and is available on a first come, first served basis from July 1, 2020 to June 30, 2021.

Certified Clean Energy Allies in good standing may apply for the **Clean Energy Ally Co-Op Event Funding Program**, which can subsidize the cost of hosting a technical training, Hawai'i Energy program training or customer-focused event. Allies are eligible for 50% reimbursement on approved event costs up to a maximum of \$25 per head, per event. Approved event costs include food, non-alcoholic beverage items and venue costs. Please read the instructions carefully; restrictions may apply and the program is subject to change without notice. Your co-op reimbursement request will be processed within 6-8 weeks. Unused co-op funds do not carry over to the next program year.

EVENT ELIGIBILITY

Events must be one of the following types:

- **Technical training for staff or customers** – education on the qualities and characteristics of energy efficient equipment.
- **Hawai'i Energy program training** – instruction on the Hawai'i Energy program incentives and processes. A Hawai'i Energy team member can assist with presenting this type of training.
- **Customer-education focused event** - educating commercial electric utility customers on energy efficient technologies (i.e., lighting, HVAC, VFD's for compressed air equipment, etc.) or distribution channel.

In all events, a Hawai'i Energy representative must be allowed speaking time presenting a segment on the Hawai'i Energy program.

APPLICATION PROCESS

Prior to event:

- **Submit application for pre-approval prior to event date.**

Events must be pre-approved to qualify for reimbursement. Complete and submit the co-op event funding application no later than 14 days prior to the planned event date to desiree.sumaoang@leidos.com. Hawai'i Energy will notify you of approval or required format changes.

During event:

- **Distribute and collect the required Hawai'i Energy post-evaluation survey.** The survey template is included as part of the application packet.

After event:

- Collect and submit the following no later than 3 days after event date:
 - a. **Itemized receipts** for any food, beverage or venue costs
 - b. **Any event collateral (such as hand-outs) and/or PowerPoint presentations** for documentation
 - c. A **list of all attendees**, including name and company affiliation
 - d. A copy of your current W-9 tax form (the W-9 form should be the most current from the IRS website).

For questions or assistance with the application process, contact Desiree Sumaoang at desiree.sumaoang@leidos.com or 808-848-8583.



Hawai'i Energy

CO-OP EVENT FUNDING APPLICATION FOR REIMBURSEMENT

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ALL OF THE FOLLOWING REQUIRED MATERIALS MUST BE SUBMITTED FOR REIMBURSEMENT:

- 1) Completed *Application for Reimbursement*, 2) copy of paid invoice(s) and 3) current W-9 tax form

CONTACT INFORMATION

Company Name:		
Submitted by:		Date:
Business Address:		
City:	State:	Zip:
Email:	Phone:	Fax:

PAYMENT INFORMATION

Make Check Payable to:	Tax I.D. #:
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EVENT INFORMATION

Event Date:	Venue Name:
Venue Address (city, state):	
Event type: <input type="checkbox"/> Technical Training Workshop/seminar <input type="checkbox"/> Hawai'i Energy program training <input type="checkbox"/> Customer education-focused	
Event time(s):	
Estimated attendance (if this is a new event, number of invitees):	
<i>Please provide a brief summary of your event below, including your goal(s) and an explanation of how you plan to measure your event's success/effectiveness.</i>	
Total food and non-alcoholic beverage cost:	
\$	
Total venue cost:	
\$	
Co-op amount requested:	
\$	
FOR HAWAI'I ENERGY ONLY: Co-op amount approved	
\$	

AGREEMENT CLAUSE

I hereby apply for the reimbursement indicated above. I have read and understand the Hawai'i Energy Co-op Funding Guidelines and agree to abide by them. I certify that all information provided on this form is true and correct to the best of my knowledge.

Applicant Signature: _____ Date: _____

SEND COMPLETED FORMS TO:

Hawai'i Energy / Leidos, Inc.
Email: desiree.sumaoang@leidos.com | Phone: (808) 848-8583 | Fax: (808) 521-1446

Event Evaluation

Name of Event: _____ Event Date: _____

1. Overall, how would you rate the event? 1 2 3 4 5 6 7 8 9 10

2. How helpful/valuable was the content presented? 1 2 3 4 5 6 7 8 9 10

3. How engaging was the speaker? 1 2 3 4 5 6 7 8 9 10

4. In terms of your career development, how valuable were the networking opportunities at the event? 1 2 3 4 5 6 7 8 9 10

5. What energy efficiency projects do you have underway that the content presented at the event may apply to?

a. _____

b. _____

c. _____

d. _____

6. In a sentence or two, please describe how you might tie in what you learned at this event to move your project(s) forward and/or leverage the success of your project.

7. How likely will you be to continue using techniques and knowledge learned in this workshop?

a. Definitely b. Likely c. Neutral d. Not likely e. Will not use this material

8. Do you think the event was too long, too short or about right? _____

9. How likely is it that you would recommend an event of this type to a colleague or friend? 1 2 3 4 5 6 7 8 9 10

10. How would you rate the qualities of the facilities where the event was held? 1 2 3 4 5 6 7 8 9 10

11. Would you like a Hawai'i Energy Advisor to follow-up with you to discuss potential projects? YES NO

If yes, please provide your contact information:

Name: _____ Email: _____

Company: _____ Phone: _____

Industry: _____

