



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.

- For in-person events, 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.
- For virtual events, Allies are eligible for a 100% reimbursement toward a one-month video conferencing software subscription or license. License must be utilized in the month of the event.

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 and may be distributed in an electronic format (i.e. Zoom, SurveyMonkey, email, etc) if hosting a virtual event.

After event:

- Collect and submit the following no later than 3 days after event date:
 - a. **Itemized receipts** for any food, beverage, venue, or video conferencing 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.



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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 ID #:
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EVENT INFORMATION

Event Date:	Venue Name/Webinar Platform:
Venue Address (city, state)/Meeting URL:	
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:	\$
Total webinar platform 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: _____