



## Illinois Clean Energy community foundation

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### K-12 Solar Schools—Grant Overview

The Illinois Clean Energy Community Foundation (ICECF) offers support to all K-12 Solar Schools grantees. Field Representative, Glen Kizer, will contact the school to schedule a visit. Mr. Kizer helps the grantee pick a location for the installation, assist in bidding out the project and selecting an installer, and more.

#### **Preparation: Phase One - Picking a Location**

The first reporting requirement is the **Site Location Approval Form**. This form can be found on your online account. Submit the Form to ICECF after acquiring signatures from Mr. Kizer and the installer.

**Failure to submit the form prior to installation, and receiving approval from ICECF, may result in termination of your grant.** If you fill out this form prior to your visit with Mr. Kizer, keep these requirements in mind:

- The panels should face south and must not be shaded or obstructed by any tree, building, or landscape feature
- The panels must be highly visible to students on a regular basis.

#### **Preparation: Phase Two – Picking an Installer**

- Include the Principal, IT Department and Facilities in meetings with the installer
- Make sure your school will be able to pay the installer. ICECF grants are reimbursement grants.
- Save a copy of your contract and warranties for the panels, inverter, and data system.
- **You/your installer must obtain an interconnection agreement from your electricity provider.**

#### **The Installation**

The installation will take 1-3 days to complete.

#### **After the Installation**

All reporting requirements are on your online account. You will receive reminders via e-mail to submit the requirements. ICECF will only pay a grant once all the requirements below have been fulfilled:

- Site Location Approval Form (Completed **BEFORE** beginning the installation)
- Interim Report (Completed 6 months into the grant period)
- Final Report Form with attached invoices, cancelled checks, interconnection agreement, and curriculum materials related to renewable energy (**you must incorporate the solar PV system and renewable energy into the curriculum beginning with the upcoming school year**).
- **It is highly recommended, and specified in the grant agreement, that your organization create an account to which \$150 is added annually for regular maintenance and unexpected repairs for the solar panels, inverter, and/or data system. The Foundation will not fund repairs as they are the responsibility of your organization.**

#### **Workshops**

Two teachers from your school will be invited to attend a Teacher Training Workshop. There are Level 1 and Level 2 workshops – you must attend Level 1 workshops before Level 2. Glen Kizer will send more information about the workshops at a later date.

#### **If you need an extension...**

Send an e-mail to ICECF Staff **before** the end of the grant period including:

- a) A summary of work that has been accomplished

- b) A timeline for the project with estimated end date
- c) Reason for the extension
- d) Date to which you need to extend your grant

ICECF will notify you if your extension has been granted.

**Funding Sources and Payment:** The chart below assumes that the final project cost is \$7,222. The ICECF grant would pay 90% or \$6,500, whichever is less, if the school/district pays for the installation through allocated budget funds or raises funds by holding a fundraiser or accepting community donations. **The final project cost is affected through donations or discounts of any kind from the Installer. Discounts or donations from the installer may also reduce the grant award as shown in the chart below. Invoices and cancelled checks must be provided with the Final Report.**

<b>Funding Source Examples:</b>	<b>Final Project Cost</b>	<b>ICECF Grant Award (90%)</b>	<b>School Pays (10%)</b>
School Fundraiser (\$722 raised)	\$7,222	\$6,500	\$722 (raised)
Solar Star Foundation grant (\$722 grant) *	\$7,222	\$6,500	\$722 (grant)
Donation or pledges from community (\$722 donated)	\$7,222	\$6,500	\$722 (donated)
Installer donates money or provides a discount (-\$722, 10% of project cost)	\$6,500	\$5,850	\$650
Installer donates equipment or labor (-\$722, 10% of project cost)	\$6,500	\$5,850	\$650

\* The Solar Star Foundation grant may be up to \$1,000. \$722 was used as an example for consistency. \*

**Contact your Field Representative if you need help with the installation/data/curriculum materials:**

Glen Kizer: [Glen@LearnEnergy.org](mailto:Glen@LearnEnergy.org)

**Contact ICECF Staff if you have questions about payment or your grant:**

Gabriela Martin, Program Director: [GMartin@IllinoisCleanEnergy.org](mailto:GMartin@IllinoisCleanEnergy.org) or call (312)372-5191.