

BUSINESS DEVELOPMENT FUND

COMMERCIAL & INDUSTRIAL LIGHTING, EXISTING BUILDINGS, EXISTING MULTIFAMILY, NEW BUILDINGS AND PRODUCTION EFFICIENCY

PRE-APPROVAL APPLICATION

Energy Trust of Oregon's Business Development Fund reimburses trade allies for a portion of their training and marketing investment. Allies may use these funds for approved marketing projects and trainings described in the Business Development Fund Guidelines.

Trade ally/company name: _____ Date: _____

Contact name: _____ Phone: _____ Email: _____

Personal Protective Equipment (PPE)

Energy Trust will reimburse qualified PPE purchased from March 1, 2020 to December 31, 2020. Please include **an itemized** copy of your invoice that lists the items purchased along with the cost. **Qualified PPE purchases do not require preapproval but please include this application with your invoice for processing.**

Please choose which program this marketing project is promoting:

Wearable PPE:

- Disposable gloves
- Disposable masks
- Disposable booties
- Disposable coveralls

Sanitizing and prevention:

- Hand sanitizer
- Disinfecting wipes
- Hand wash station
- Thermometer

Social distancing equipment:

- Social distance signage
- Social distance marking tape

Marketing Projects

Send a draft of your project for pre-approval with this completed form (contact information below). You will hear back from us within three business days of submission. Please allow a minimum of two weeks for marketing review. Projects requiring revisions must be edited and resubmitted for final approval. **Pre-approval is required for reimbursement.**

Please choose which program this marketing project is promoting:

- Commercial & Industrial Lighting
- Existing Buildings
- Existing Multifamily
- New Buildings
- Production Efficiency

Type of marketing project (select one):

- Print ad
- Online ad
- Direct Mail
- Radio ad
- Yard sign
- Native Advertising/ Advertorials
- Television ad
- Brochure
- Website (URL _____)

Description: _____

Estimated cost: \$ _____ Quantity/impression: _____ Date(s) in the market: _____

Estimated size: _____

Oregon or Washington counties where your marketing project will be distributed: _____

Training

Send a description of your training for pre-approval with this completed form (contact information below). Please allow three business days for application review. **Pre-approval is required for reimbursement.**

Course title: _____

SEND COMPLETED FORMS TO:

commercialfund@energytrust.org

Call 1.866.365.3526