

RESIDENTIAL BUSINESS DEVELOPMENT FUND

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 found at www.energytrust.org/homesbdf.

Trade ally/company name: _____ Date: _____

Contact name: _____ Phone: _____ Email: _____

Personal Protective Equipment (PPE)

Energy Trust will reimburse qualified PPE purchased from January 1, 2021 to December 31, 2021. 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

Email a draft of your project for pre-approval with this completed form (contact information below). 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.** Prequalification confirms project and training eligibility but does not reserve funds; funds are on a first-come, first-served basis.

Type of marketing project (select one):

- Print ad
- Radio ad
- Television ad
- Online ad
- Yard sign
- Brochure
- Direct mail
- Website (URL _____)

Description: _____

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

Estimated size: _____

Counties in Oregon or Washington 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: _____

Date: _____ Cost: \$ _____ Number of staff attending: _____

SEND COMPLETED FORMS TO:

homesfund@energytrust.org

Call 1.866.365.3526 option 4 for more information.