SOLAR
BUSINESS DEVELOPMENT FUND

PRE-APPROVAL APPLICATION

If approved, Energy Trust of Oregon’s Business Development Fund reimburses trade allies for a portion of their training and marketing investment in promoting their businesses. Allies may use these funds for approved marketing pieces and training described in the Business Development Fund Guidelines found at [www.energytrust.org/businessdevelopment](http://www.energytrust.org/businessdevelopment).

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 select the qualified PPE purchased below:

- 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

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:

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

Type of marketing project (select one):

- Print ad
- Radio ad
- Television ad
- Online ad
- Yard sign
- Brochure
- Direct Mail
- Native Advertising/ Advertorials
- 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: ___________________________
Cost: ___________________________ Number of staff attending: ___________________________

SEND COMPLETED FORMS TO: ashley.prentice@energytrust.org
Call 503.459.4070

7/2020