

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.

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

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: _____

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

SEND COMPLETED FORMS TO:

solarfund@energytrust.org

Call 1.866.365.3526