

# PROJECT DOCUMENT FOR THE ENERGY SMART FUND'S

---

## TECHNICAL ASSISTANCE FACILITY [INSERT COMPANY NAME]

### **Instructions:**

*Eligible businesses, organizations, and companies seeking to apply for a grant from the Energy Smart Fund's **Technical Assistance (TA) Facility** should prepare a Project Document utilizing this template. Add any additional columns or rows where necessary.*

This document presents the Project Idea for the application under the Energy Smart Fund for a Grant under the Technical (TA) Facility

### **1: CONTACT INFORMATION**

---

Name of applicant			
Address			
Contact person(s)			
Contact details	Phone:	Fax:	Email:

### **2: BUSINESS DESCRIPTION**

---

Briefly describe your business. Include:

- i. the size of the business<sup>1</sup>
  - Small business (gross annual sales or revenue up to BBD\$2 million)
  - Medium-sized business (gross annual sales or revenue between BBD \$2 and 5 million)
  - Large company (gross annual sales or revenue above BBD\$5 million)
- ii. the category of the business, e.g. agro-processing, accommodation services, etc.
- iii. the number of years the business has operated
- iv. whether the business is incorporated under the Companies Act and if so, the date of incorporation
- v. the number of employees
- vi. the business' annual revenue

---

<sup>1</sup>Company size is based on Gross Annual Sales or Revenue. Large companies are ineligible for grants under the TA Facility

--

**3: FUNDING REQUESTED**

State total cost of project(s), funding requested, and other sources of funding if applicable (BBD \$):			
Type of funding	Total project cost (a)	Total funding requested (b)	Balance (a-b)
Grant (feasibility study)		[Maximum allowed: BDS\$50,000]	
Grant (pilot project)		[Maximum allowed: BDS\$50,000]	
State whether funding is available to cover the remaining balance, and indicate source of such funding:			

**4: GENERAL SITE INFORMATION**

Location 1: <i>(If they are multiple sites please provide the following information for each, where possible.)</i>	
Occupancy:	
Number of floors:	
Total floor area:	
Type of roof: (flat, gable, etc.)	

Roof material: (perma-clad, concrete, shingles, etc.)	
Roof size: <i>(applicable for proposed PV projects)</i>	
Year built/renovated:	
LandSize: <i>(applicable for proposed wind projects)</i>	
Car port size: <i>(applicable for proposed PV projects)</i>	
Annual electricity use (kilowatt hours–kWh):	
Electricity tariff (BBD \$/kWh):	
Location 2: <i>(If they are multiple sites please provide the following information for each, where possible.)</i>	
Occupancy:	
Number of floors:	
Total floor area:	
Type of roof: (flat, gable, etc.)	
Roof material: (perma-clad, concrete, shingles, etc)	
Roof size: <i>(applicable for proposed PV projects)</i>	
Year built/renovated:	
LandSize: <i>(applicable for proposed wind projects)</i>	
Car port size: <i>(applicable for proposed PV projects)</i>	
Annual electricity use (kilowatt hours–kWh):	
Electricity tariff (BBD \$/kWh):	

## 5: PROJECT DESCRIPTION

---

### Technical Assistance (TA) Facility

Please indicate if you are applying for a grant to conduct a feasibility study (EE audit or RE study) or Pilot Project (you can apply for a grant for both as long as you do not exceed BBD\$50,000). Please describe the project you are requesting the grant for in the relevant box below. **Section A:- EE audit box and/or RE feasibility studies box; Section B - EE Pilot or RE Pilot Project.**

### A. Feasibility Studies

#### EE Audits

Describe the facilities to be audited (including types of equipment), number of audits, estimated cost of each audit, estimated number of man hours to perform each audit, the entity or individual who will do each audit (indicate the Smart Fund Partner).

Description of Facilities (Including Types of Equipment)	No. of Audits	Cost of Audit	Labour Hours Per Audit	Name of Auditor (Indicate Smart Fund Partner)

**RE Feasibility Studies**

<b>Description of Technologies to Be Investigated</b> (Solar PV, Solar Water Heating, Etc.)	<b>Type of Study</b>	<b>No. Studies</b>	<b>Estimated Cost of each Study</b>	<b>Entity/Individual Conducting Study</b> (Indicate Smart Fund Partner)

## B. EE and/RE Pilot Project

<b>Energy Efficient Retrofits and Energy Conservation Pilot Project</b>	
EE retrofits/measures to be implemented: <i>(add rows where needed)</i>	
<i>Give brief background of the issue to be addressed; project justification; identify stakeholders and beneficiaries (where appropriate). Briefly describe the type of measures to be introduced to resolve the problem.</i>	
EE Retrofit 1 - (insert name e.g. Energy Efficient Lighting)	
Number of units: (number)	
Technology type: (specify type)	Other, please specify
Technical Specifications (attach data sheet):	
Site Plan (attach google map or other relevant photo)	
Wattage:	
Lifetime: (years)	
Unit cost: ( BBD\$, turnkey)	
Total Cost: (BBD\$)	
EE Retrofit #2 - (insert name e.g. Air conditioners)	
Number of units: (number)	
Technology type: (specify type)	Other, please specify
Type of Refrigerant:	
Technical Specifications (attach data sheet):	
Site Plan (attach google map or other relevant photo)	
Size: (where applicable)	
Lifetime: (years)	
Unit cost: ( BBD\$, turnkey)	
Total Cost: (BBD\$)	

*Please provide information for each EE Retrofit in the boxes above. Add additional boxes where necessary.*

EE Retrofits/Measures Summary Table:						
EE Retrofit or measure (e.g. LED Lighting retrofit)	Unit cost (BBD\$)	Units (#)	Total cost (BBD\$)	Annual energy savings (kWh)	Annual cost savings (BBD\$)	Payback period (years)
<b>Total</b>						

*If you are applying for a loan to implement a RE system, please fill in the following table to the best of your knowledge (use information from a RE feasibility study, if there is one).*

<b>RE Pilot Projects</b>	
RE technologies to be implemented (indicate solar, wind, or waste resource potential available):	
<i>Give brief background of the issue to be addressed; project justification; identify stakeholders and beneficiaries (where appropriate). Briefly describe the type of measures to be introduced to resolve the problem.</i>	
RE system #1: (e.g. PV System -no larger than 24kw-, Wind System or Solar Water Heater)	
Number of units: (number)	
Technology type:( indicate solar water heater, solar photovoltaic, wind, biomass or waste resource potential)	Other, please specify
Mounting structure: (roof, ground, car port, etc)	Car
Type of connection: (on-grid, hybrid, off-grid)	Off-grid
Size: (kW, kW <sub>thermal</sub> , or gallons)	
Technical specification: (attach data sheet):	
Site Plan (attach google map or other relevant photo)	
Lifetime: (years)	
Installed cost: (BBD\$, turnkey)	
Annual maintenance costs: (BBD\$ per year)	
Est. annual output: (kWh/kWh <sub>thermal</sub> per year)	
Est. capacity factor: (percent)	
Est. generation cost: (BBD\$),/kW <sub>thermal</sub> )	
Est. annual savings: (BBD\$)	



RE system #2: (e.g. PV System -no larger than 24kw-, Wind System or Solar Water Heater)	
Number of units: (number)	
Technology type: (indicate solar water heater, solar photovoltaic, wind, biomass or waste resource potential)	Other, please specify
Mounting structure: (roof, ground, car port, etc)	Car
Type of connection: (on-grid, hybrid, off-grid)	Off-grid
Size:(kW, kW <sub>thermal</sub> , or gallons)	
Technical specification: (attach data sheet):	
Site Plan (attach google map or other relevant photo)	
Lifetime:(years)	
Installed cost: ( BBD\$, turnkey)	
Annual maintenance costs: (BBD\$ per year)	
Est. annual output: (kWh/kWh <sub>thermal</sub> per year)	
Est. capacity factor: (percent)	
Est. generation cost: (BBD\$/kWh)	
Est. annual savings: (BBD\$)	
RE storage system	
Technology type: (electrical, chemical, mechanical, thermal)	Thermal
Brand/Model:	
Rating: (KWh)	
Quantity/Size:	
Summary of all RE systems	
Total size: (kW, kW <sub>thermal</sub> , gallons)	
Total installed cost: (BBD\$, turnkey)	
Total annual maintenance costs: (BBD\$ per year)	

Total est. annual output: (kWh/kWh <sub>thermal</sub> per year)	
Total est. annual savings: (BBD\$)	
Explain the financial viability of proposed systems:	

<b>Electric Mobility Projects</b>	
<b>Electric mobility project to be implemented: <i>(add rows where needed)</i></b>	
<p><i>Give brief background of the issue to be addressed; project justification; purpose and beneficiaries (where appropriate). Briefly describe the type of vehicles to be procured.</i></p> <p><i>- Note only bicycles, scooters, motorcycles, golf carts are eligible for pilot project.</i></p> <p><i>Electric cars, buses, and vans are NOT eligible for grants.</i></p>	
<b>Details on Vehicle(s) to be replaced if applicable:</b>	
Model Year /Type/Brand	
Engine Size	
Odometer reading to date	
Annual Cost of fuel (BBD\$)	
Value	
Use(s)	
<b>Electric Vehicle Type 1 (eg. electric bicycles, motorcycles, golf carts)</b>	
Number of Electric Vehicles (number)	
Brand/Type	
Model Year of Vehicle	
Technical Specifications (attach data sheet):	
Battery - Type and Size	
Battery - Expected Range	
Type of Charging	
Charger Specifications	
Warranty	
Battery Life (years)	
Unit cost ( BBD\$, turnkey)	
Total Cost (BBD\$)	
<b>Electric Vehicle Type #2 (eg. electric bicycles, motorcycles, golf carts)</b>	
Number of Electric Vehicles (number)	
Technology (Brand/Type)	

Technical Specifications (attach data sheet):	
Size (where applicable)	
Lifetime (years)	
Unit cost (BBD\$, turnkey)	
Total Cost (BBD\$)	
Does building have solar PV system? If yes, indicate the size.	
Is a solar PV carport being proposed? If yes complete section on RE Measures.	

*Please provide information for each EE Retrofit in the boxes above. Add additional boxes where necessary.*

## 6: Additional Information

---

Tick the information submitted along with the Project Document:

<input type="checkbox"/>	A signed Letter of Intent
<input type="checkbox"/>	Certificate of Incorporation
<input type="checkbox"/>	Copies of electricity and gas bills for the last 12 months
<input type="checkbox"/>	Corporate documentation required by EGFL (Financial Statements etc.)

*If you are applying for a pilot project and you have **NOT** submitted an energy audit please ensure that the relevant technical information is provided not only on the proposed technologies but also on the **existing equipment to be retrofitted** (this should include details on: equipment type, specifications, energy use, amounts etc.).*

## 7: SIGNATURE

---

\_\_\_\_\_  
**Name of Client**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Name of Smart Fund Partner**

\_\_\_\_\_  
**Signature**

Version dated:        September 2022