

EBSCO Solar

Re-energize Your Library... Go Solar with EBSCO

In August 2007, EBSCO installed a photovoltaic array on the roof of one of the buildings of its Ipswich, Massachusetts campus. At the time, the 192 solar panels made up one of the largest installations on the North Shore of Boston. Two more arrays were added to buildings on campus, and EBSCO now has more than 500 solar panels offsetting the amount of "brown power" the company buys from the grid and generating clean energy to reduce EBSCO's environmental footprint.

After seeing the benefits of "going green" on its own campus, EBSCO has created grants so libraries interested in adding their own solar arrays can do so...on us. EBSCO is soliciting grant applications to help libraries go solar. EBSCO is making two \$100,000 grants available to libraries to fund solar installations that will allow the winning libraries to reduce their utilities expenditures.

Think of the programs you could build at your library as you go through the process of transitioning your energy needs from "brown power" to green. Think of how your Environmental Studies students or Engineering students could benefit from seeing a solar plan go into place. Think of the example you could set in your community. Let EBSCO help your library make the move toward energy efficiency.

Submissions are due by April 28, 2017, and the winner(s) will be announced by June 23, 2017.

Learn more at www.ebsco.com/solar.

SUBMISSION CHECKLIST

Section I. Cover Letter

Section II. Summary Sheet

Section III. Local Rules and Restrictions

Section IV. Narrative (limit responses to five pages)

Section V. Attachments

Photos of the library including: the roof, images of any existing sustainability projects, or any images that may provide a sense of your goals and mission.

Financial attachments

Attachment 1. Board of Directors list. Include the following items for each board member:

Position(s) on the board (officer and committee positions)

Occupation and name of employer and/or affiliation(s)

City or county of residence

Term end date for each board member

Attachment 2. Proof of IRS federal tax-exempt status, dated within the last five years (if available).

Attachment 3. List of names and qualifications of key staff, including length of service.

Attachment 4. Annual report, if available.

**Questions may be submitted at ebcosolar@ebsco.com between January 21st and February 28th, 2017.
Completed submission forms and attachments should be sent to ebcosolar@ebsco.com by April 28th.**

Section I. Cover Letter

One page cover letter that includes information about the library, the community, the proposed solar project ("Project") and why it should be funded.

Section II. Summary Sheet

Legal Name of Library

This should be the exact wording from the IRS 501(c)(3) letter (for libraries in the United States).

dba – Doing Business As

The name that the library is widely known by if different from the legal name.

Geographic Area Served

The name of the city(ies), county(ies), region(s), neighborhood(s) or state(s) your library serves.

Tax Exemption Status

Examples of "Other than 501(c)(3)" include municipalities, counties, schools, special tax-exempt districts, other governmental entities, and religious organizations.

Number of Employees

Hours and Days of Operation

Name of the Project, and describe what the grant will be used for

Be brief and clear.

Director Signature

Section III. Local Rules and Restrictions

Is your library subject to any historical or deed restrictions that may impact this project?

Section IV. Narrative (limit responses to five pages)

QUESTION 1 | LIBRARY BACKGROUND

Provide a brief history of the library and its mission.

QUESTION 2 | GOALS

Describe the library's current sustainability goals, what the library plans to accomplish in the near future (next one to two years) related to sustainability. Describe how the Project will address the needs of the library and/or the community and the library's current environmental goals.

QUESTION 3 | EDUCATIONAL PROGRAMS

Provide a brief description of the library's current sustainability programs and how this Project will be incorporated into or foster programs, community engagement or educational opportunities. Include population and numbers served, as well as expected results. Indicate how you have chosen to deliver on the library's mission and goals.

QUESTION 4 | PROJECT REQUEST

Provide a summary of the plan for the Project. Include the issues and/or opportunities addressed, goals and objectives, activities, and desired timeline. Highlight the understanding of the concern that would be addressed by this Project, and the involvement of the city/town or university as a whole.

Provide information about the roof including:

- Type of roof (e.g., flat, pitched)
- Size
- Roof size facing south
- Age of roof and years until next scheduled replacement
- Need for repairs or date of most recent repairs or new installation
- Is there an infrared assessment available?

Provide information about electricity usage including:

- Annual electric expenditures and Kilowatt usage
- Last 12 months of electric bills
- Does the library pay separately for electricity or is it paid by the town or university?
- Does the library have a separate meter?
- Does your library share space with another municipal office or campus department?

QUESTION 5 | OPTIONAL

If there is additional information that is vital to convey in this proposal, do so here. If there is something pertinent to your proposal that has not been included in your responses to the other questions, and you believe it will strengthen the application, include it here.

Section V. Attachments

PHOTOS

Include:

- Photos of the library including the roof
- Images of any existing sustainability projects
- Any images that may provide a sense of your goals and mission

FINANCIAL ATTACHMENTS

Attachment 1. Board of Directors list (if available). Include the following items for each board member:

- Position(s) on the board (officer and committee positions)
- Occupation and name of employer and/or affiliation(s)
- City or county of residence
- Term end date for each board member

Attachment 2. Proof of IRS federal tax-exempt status, dated within the last five years (if available).

Attachment 3. List of names and qualifications of key staff, including length of service. Provide a listing with a short paragraph describing each key staff member's qualifications such as relevant work experience, key skills, education, specialized training, etc.

Attachment 4. Annual report, if available.