

**Sustainable Energy Fund  
Request for 7% Financing Applications  
(2025)**

**Proposal Submission Deadline  
May 15, 2025**

## TABLE OF CONTENTS

	<u>Page</u>
BACKGROUND .....	3
FOCUS AREAS.....	3
Circular Energy .....	3
Agriphotovoltaics .....	4
LEVELS OF FUNDING.....	5
SUBMITTING A FUNDING REQUEST .....	5
Application Deadline and Submission.....	5
Proposal Format and Content.....	5
SEF MARKETING AND PROMOTION RIGHTS .....	6
APPENDIX A.....	8
Attachment A: Proposal Checklist .....	9
Attachment B: Proposal Overview and Signature .....	10
Project Proposal Guidelines .....	11

## BACKGROUND

The Sustainable Energy Fund (SEF) is a 501(c) 3 nonprofit organization dedicated to breaking down financial, educational, and regulatory barriers to a sustainable future. At our core, SEF's primary goal is to move towards a regenerative future. SEF's Essence is:

- ✓ Core Value: Revitalize living systems
- ✓ Core Process: Realize a regenerative energy future
- ✓ Core Purpose: Enable action

## FOCUS AREAS

Sustainable Energy Fund is seeking to identify projects that will support the deployment of Circular Energy and Agriphotovoltaics (APV) in a manner that will improve the economic and environmental health of communities within the PP&L service region.

The funding priorities for the 2025 funding cycle are:

- ✓ Circular Energy,
- ✓ Agriphotovoltaics (APV),

A more detailed description of these focus areas is provided below.

### CIRCULAR ENERGY

Definition of Circular Energy: Circular energy refers to an approach within the broader concept of the circular economy, where energy production, consumption, and waste management are designed to minimize environmental impact and maximize resource efficiency. The goal is to create a sustainable energy system that mimics natural cycles, where energy is used, reused, and recycled with minimal waste and environmental degradation.

An example of a Circular Energy project:

The Dickinson College Biodigester is an innovative project that converts organic waste

into biogas, a renewable energy source. This project uses spent grains from a local brewery, food waste from restaurants and the college, and manure from cattle to produce biogas. The biogas is then used in a combined heat and power generator, providing energy for the campus. After the biogas production, the remaining digestate, a nutrient-rich byproduct, is returned to the fields as fertilizer, supporting the growth of crops. This closed-loop system exemplifies sustainable practices by reducing waste, generating energy, and enhancing agricultural productivity.

## **AGRIPHOTOVOLTAICS**

Definition of Agriphotovoltaics: Agriphotovoltaics is an innovative approach that combines agriculture with solar energy production. The concept involves the dual use of land by installing solar panels above crops or agricultural land. This allows the same piece of land to be used for both farming and generating solar energy.

Benefits of Agriphotovoltaics:

1. **Land Efficiency:** It uses the same plot of land for both energy generation and livestock farming, maximizing land productivity.
2. **Cost Savings:** By allowing sheep to graze, maintenance costs for vegetation control are reduced, as there's less need for mechanical mowing.
3. **Animal Welfare:** The solar panels can provide shade and shelter for the animals, creating a more comfortable environment for grazing.
4. **Sustainability:** Combining solar energy production with livestock farming promotes a more sustainable agricultural practice by reducing reliance on fossil fuels and encouraging renewable energy.

## **LEVELS OF FUNDING**

**Financing Requests.** Sustainable Energy Fund's financing request is for a 7% loan with flexible terms to meet the project needs while assessing risk. While the SEF has not set a particular project ceiling or floor, most financing requests are anticipated to be in the \$50,000 to \$1,000,000 range. Applicants may want to consider contacting SEF prior to proposal submission to discuss the project in detail and begin providing the Fund with the necessary loan documentation to evaluate the funding request.

## **SUBMITTING A FUNDING REQUEST**

The SEF is a 501c(3) domestic non-profit organization. The SEF reserves the right to request additional information after proposals have been received to complete its due diligence process.

## **APPLICATION DEADLINE AND SUBMISSION**

The deadline for receipt of proposals is **4:00 PM (EST) on May 15, 2025**. Proposals submitted after the deadline will be returned to the applicant. A signed paper copy and a digital copy in an Adobe Portable Document Format (pdf) should be submitted to:

Scott DeStefon  
Vice President of Investments & Development  
4250 Independence Dr, Suite 100  
Schnecksville, PA 18078

## **PROPOSAL FORMAT AND CONTENT**

Applicants are required to submit their proposal on standard 8 1/2" x 11" letter-size paper with 1" margins. The font size must be 10 pt. or greater, and the line spacing should be single space or greater.

## **SEF Marketing and Promotion Rights**

As part of SEF's mission to educate and promote sustainable practices, SEF reserves the right to market, promote, and share information about all funded projects. By submitting a proposal, applicants agree to the following terms regarding SEF's use of project-related information for marketing and promotional purposes:

**1. Project Information and Content Use**

- SEF may use project descriptions, photographs, logos, videos, and other submitted materials for promotional purposes, including (but not limited to) SEF's website, newsletters, social media channels, press releases, and public presentations.
- SEF will work with the applicant to ensure that proprietary information or any sensitive details are protected and excluded from marketing materials, unless express permission is granted.

**2. Success Stories and Case Studies**

- Funded projects may be highlighted as success stories or case studies to showcase the impact of SEF funding on sustainable development and community well-being. SEF may request additional information from the project team to prepare these case studies and may conduct interviews or site visits as part of this process.
- Case studies will be used to demonstrate SEF's commitment to revitalizing living systems and enabling a regenerative energy future.

**3. Co-Branding Opportunities**

- SEF and funded project teams may collaborate on co-branded marketing materials that highlight both the project's achievements and SEF's support. This could include joint press releases, public announcements, or event partnerships to celebrate project milestones.
- Applicants are encouraged to acknowledge SEF's contribution in their own marketing materials and may use SEF's logo with prior approval.

**4. Annual Impact Reporting**

- SEF may feature funded projects in its annual report, shared with stakeholders and the broader public. This report highlights the progress

and impact of SEF-funded initiatives and supports SEF's advocacy for sustainable energy solutions.

#### **5. Public Events and Media Engagement**

- SEF may organize or participate in public events to share insights from funded projects. Project representatives may be invited to present their work or participate in discussions as part of SEF's ongoing efforts to educate the community on sustainable energy practices.

By participating in the SEF funding program, applicants grant SEF permission to use project-related information as outlined above to support its mission of promoting and advancing sustainable energy practices. Any questions regarding these terms may be directed to SEF's Vice President of Investments & Development.

#### **ADDITIONAL INFORMATION**

Additional questions should be forwarded to the SEF Vice President of Investments & Development. Questions should be submitted via e-mail to [sdestefon@thesef.org](mailto:sdestefon@thesef.org) or contact Mr. Scott DeStefon at (610) 264-4440.

## **APPENDIX A**

Appendix A contains the information needed from all applicants seeking funding for this round of SEF funding. The SEF reserves the right to return, without review, proposals that do not submit the required information in Appendix A.



## **ATTACHMENT A – PROPOSAL CHECKLIST**

Company Name \_\_\_\_\_

Project Title \_\_\_\_\_

Applicants should use this checklist to make sure their proposal is complete. The proposal is to be compiled and submitted in the following order:

### **ATTACHMENTS**

\_\_\_\_\_ ATTACHMENT A: PROPOSAL CHECKLIST

\_\_\_\_\_ ATTACHMENT B: PROPOSAL OVERVIEW & SIGNATURE

### **PROJECT PROPOSAL**

\_\_\_\_\_ Executive Summary (one page maximum)

\_\_\_\_\_ Statement of Work (six page maximum)

\_\_\_\_\_ Project Milestone (one page maximum)

\_\_\_\_\_ Project Performance Metrics (two page maximum)

\_\_\_\_\_ Project Finance (two page maximum)

\_\_\_\_\_ Letters of Support (encouraged, three letters maximum)

\_\_\_\_\_ Required number of copies (1 original + 1 digital copy)

## **ATTACHMENT B – PROPOSAL OVERVIEW AND SIGNATURE**

Date of Submission \_\_\_\_\_

Title of Proposal \_\_\_\_\_

Company Name \_\_\_\_\_

Company Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Anticipated Date of Project Completion \_\_\_\_\_

### **Project Budget Summary**

Applicant Funding (Cash) \$ \_\_\_\_\_

Applicant Funding (In-Kind) \$ \_\_\_\_\_

Other Project Partner Funding \$ \_\_\_\_\_

Requested SEF Funding \$ \_\_\_\_\_

**Total Project Funding** \$ \_\_\_\_\_

### **Primary Project Contact**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Proposal Approved by (Name/ Title):** \_\_\_\_\_

Authorized Representative

## PROJECT PROPOSAL GUIDELINES

Applicants are required to submit a project proposal that contains the following sections:

***Executive Summary***                      One (1) page maximum

The Executive Summary summarizes the proposed project's technical and financial aspects, the project timeframe, and the project participants.

***Project Benefit to Community***                      Two (2) page maximum

Applicants need to identify the proposed project's location and its potential to have a long-lasting positive impact on the community.

***Statement of Work***                      Six (6) page maximum

The Statement of Work is the main body of the proposal. It should describe the proposed project in detail, its participants, and how it will be completed and managed.

***Project Milestone***                      One (1) page maximum

The Project Milestone establishes the time schedule for accomplishing the work. The plan should include the project's key milestones in bar chart format and cover the complete period of performance.

***Project Performance Metrics***                      Two (2) page maximum

The Project Performance Metrics is to be used to quantify the project's energy, environmental, and economic aspects. A description of the energy generated/ saved (e.g., kWh of electricity, therms of natural gas, etc.) needs to be calculated and reported. SEF will enter project data in EPA's Greenhouse Gas Equivalencies Calculator to calculate the project's environmental impact. Other project performance metric data may include economic impact, community betterment, and educational contact hours for project-related outreach.

***Project Finance***                      Two (2) page maximum

Project Finance is to be used to document how the project is to be financed. The applicant is required to discuss project costs, the various funding streams used to complete the project, and financial projections and associated assumptions. The SEF reserves the right to ask that the applicant to provide their business plan, and any agreements (e.g. power purchase agreements, fuel supply agreements, etc.) that are deemed necessary for considering project funding. Applicants should have such information readily available in the event SEF requests these data.

***Biographical Sketches***                      One (1) page per person maximum

The Principal Investigator of the proposed project is required to submit a one (1) page vita. Each vita should include educational background, professional experience, honors and professional activities. Additional vitae can be submitted for key personnel.

***Letters of Support***

Three (3) letters maximum

Letter(s) of support are encouraged and should be included in the applicant's proposal packet.

***Additional Documentation Required***

Applicants must submit the following documents to SEF: personal tax returns and financial statements for all individuals holding 20% or more ownership in the business (for the past two years), the business's tax returns or audit reports for the last three years, and internally prepared interim financial statements. SEF reserves the right to request additional information if necessary.