

PROJECT DOCUMENT FOR THE ENERGY SMART FUND

RENEWABLE ENERGY FINANCE AND ENERGY EFFICIENT (LOAN) FACILITY [INSERT COMPANY NAME]

Instructions:

Eligible businesses, organizations, and companies seeking to apply for a loan from the Energy Smart Fund's **Energy Efficiency (EE) Retrofit and Renewable Energy (RE) Finance Facility** should prepare a Project Document utilizing this template. Add any additional columns and rows where necessary. Please delete instructions from the document before submission to EGFL.

This document presents the Project Idea for the application under the Energy Smart Fund for a loan under the EE Retrofit and RE Finance Facility.

1: CONTACT INFORMATION

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

2: BUSINESS DESCRIPTION

Briefly describe your business, including: the number of years your business has operated, type of operations, number of employees and annual revenue. Also indicate if your business is a small, medium or large sized business incorporated under the Companies Act, and the date of incorporation.

Note: Company size based on Gross Annual Sales or Revenue business size is as follows: Small (Up to \$2 million); Medium (Between \$2- \$5 million); and Large (Above to \$5 million).

RE and EE manufacturers/assemblers applying for Working Capital should include information on annual sales.

3: FUNDING REQUESTED

State total cost of projects, funding requested, and other sources of funding (BDS\$):			
Type of funding	Total project cost (a)	Total funding requested (b)	Balance (a-b)
Loan (Finance)		[Maximum allowed: BDS\$1.5 million]	
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:	
Building envelope:	
Roof size: <i>(applicable for proposed PV projects)</i>	
Year built/renovated:	
Land Size: <i>(applicable for proposed wind projects)</i>	
Annual electricity use (kilowatt hours-kWh):	
Electricity tariff (BDS\$/kWh):	

5: PROJECT DESCRIPTION

Energy Efficiency (EE) Retrofit and Renewable Energy (RE) Finance Facility

If you are applying for a loan, please fill in the following tables to the best of your knowledge (use information from an EE audit, where applicable). Please provide information for each EE and/or RE project. Include any relevant data sheets and technical specifications where practicable.

Energy Efficient Retrofits and Energy Conservation Measures	
EE retrofits/measures to be implemented:(add rows where needed)	
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.	
EE Retrofit 1 - (insert name e.g. Energy Efficient Lighting)	
Number of units (number)	
Technology type (specify type)	
Technical Specifications	
Size (where applicable)	
Lifetime (years)	
Unit cost (BDS\$, turnkey)	
Total Cost (BDS\$)	
EE Retrofit # - (insert name e.g. Air conditioners)	
Number of units (number)	
Technology type (specify type)	
Technical Specifications	
Size (where applicable)	
Lifetime (years)	
Unit cost (BDS\$, turnkey)	
Total Cost (BDS\$)	

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	Unit cost (BDS\$)	Units (#)	Total cost (BDS\$)	Annual energy savings (kWh)	Annual cost savings (BDS\$)	Payback period (years)
(e.g. LED Lighting retrofit)						
Total						

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).

RE Systems	
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: (insert name e.g. Wind system, PV System or Solar Water Heater)	
Number of units (number)	
Technology type (specify type)	
Size (kW, kW _{thermal} , or gallons)	
Lifetime (years)	
Installed cost (BDS\$, turnkey)	
Annual maintenance costs (BDS\$ per year)	
Est. annual output (kWh/kWh _{thermal} per year)	
Est. capacity factor (percent)	
Est. generation cost (BDS\$/kWh)	
Est. annual savings (BDS\$)	
RE system #n :	
Number of units (number)	
Technology type (specify type)	
Size (kW, kW _{thermal} , or gallons)	
Lifetime (years)	
Installed cost (BDS\$, turnkey)	
Annual maintenance costs (BDS\$ per year)	
Est. annual output (kWh/kWh _{thermal} per year)	

Est. capacity factor (percent)	
Est. generation cost (BDS\$/kWh)	
Est. annual savings (BDS\$)	
Summary of all RE systems	
Total size (kW, kW _{thermal} , gallons)	
Total installed cost (BDS\$, turnkey)	
Total annual maintenance costs (BDS\$ per year)	
Total est. annual output (kWh/kWh _{thermal} per year)	
Total est. annual savings (BDS\$)	
Explain the financial viability of proposed systems:	
Describe permitting/planning status of proposed systems (including any environmental impacts expected and, if any, actions to mitigate/reduce/avoid them):	

If you are applying for a loan for EE and/or RE working capital, please fill in the table to the best of your knowledge.

Working Capital				
Technical and financial feasibility of the technologies to be manufactured or assembled:				
Give brief background of the issue to be addressed; project justification; identify stakeholders and beneficiaries (where appropriate). Indicate if the Working Capital is to justify a special order or projected sales.				
Describe Technical and financial feasibility of the technologies to be manufactured or assembled:				
Material/equipment to be purchased:				
Material	Purpose	Unit cost (BDS\$)	Units	Total cost (BDS\$)
Total	NA	NA	NA	
Outputs expected to be manufactured or assembled using working capital requested (indicate type, size, and quantity of outputs):				
Expected performance of outputs manufactured or assembled (indicate energy savings or generation of outputs):				

6: Additional Information

Tick the information submitted along with the Project Document:

	A signed Letter of Intent
	Copies of electricity and gas bills for the last 12 months
	Energy Audit
	Relevant quotations, data sheets and/or technical specification documents
	Corporate documentation required by EGFL (Financial Statements etc.)
	Governmental approvals, permits and consents (e.g. Town Planning Approval)

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

Please be advised that the Smart Fund Technical Committee may require an Energy Audit to be conducted where necessary. Therefore, it is recommended that this be reserved for small and simple projects.