



Washington Gas Environmental Innovator Grant

Request for Proposal

Purpose

Washington Gas has long been an industry leader and advocate of helping educate our customers and the public about how to conserve energy. Through this grant opportunity, the company seeks to promote programs that encourage practices among residential households to improve energy efficiency; raise awareness of natural gas as a clean and efficient fuel; and influence actions targeting the reduction of total energy consumption thereby reducing greenhouse gas emissions.

The company is currently seeking to award a grant in the amount of \$50,000 to a qualifying organization that demonstrates a commitment to improving quality of life in these areas. Washington Gas seeks to engage a non-profit organization in a capacity building opportunity to strengthen their long-term ability to achieve their missions, goals and core works that are compatible with the **“Washington Gas Environmental Innovator Grant”** goals.

Proposals are not limited to, but may focus on, a range of initiatives that place an emphasis on programs that:

- Educate citizens about energy efficiency and the environmental benefits of natural gas over other energy sources
- Promote energy assistance programs that employ “Eco-Sensible” approaches to help low-income residents heat and cool their homes, while achieving economic and ecological benefits
- Provide economic benefits that could spur green job initiatives

Washington Gas reserves the right to renew the grant pending program outcomes.

Background

Washington Gas promotes the efficient use of clean natural gas and renewable energy to improve our environment for the benefit of our customers, investors, employees, and the communities we serve.

As a conscientious company with a clean product, we are fortunate to provide to our customers the most environmentally beneficial of all fossil fuels. Natural gas is essential to the future of our region and nation. We have worked to educate the community about

the advantages of natural gas, advocating with our government leaders for sound and balanced supply policies, and planning for the future of our region with facilities to serve ever growing energy needs consistent with efficiency and environmental objectives.

Program initiatives should serve the Washington Gas communities that include: the District of Columbia, six counties in Maryland (Calvert, Charles, Frederick, Montgomery, Prince George's and St. Mary's), and eight jurisdictions in northern Virginia (the cities of Alexandria and Winchester, and the counties of Arlington, Clarke, Fairfax, Frederick, Loudoun and Prince William).

For more than 160 years, Washington Gas has been providing safe and reliable gas service to the metropolitan area and is an integral part of the growing community. As a responsible corporate citizen, Washington Gas has developed a year-round Charitable Giving Program that is designed to make a meaningful and lasting impact on the communities it serves through contributions, in-kind support and volunteer resources.

Guidelines

- An organization requesting support must have 501(c)(3) status.
- Support is provided for specific programs rather than for general funding.
- Support is not provided to religious organizations for sectarian purposes, political associations or to organizations with strictly a sports focus.
- Support is not provided to individuals or to capital or endowment campaigns.
- Support is provided to organizations serving residents of Washington, D.C., Maryland and/or Virginia only.

How to Submit a Proposal

Requests should be sent in the format outlined below and must include the:

- Application date
- Organization's name and contact information
- Copy of requesting organization's 501(c)(3) IRS exemption letter
- Contact person's name, title and contact information
- Signature of executive director
- Organization Chart

- Short Bios of Senior Leadership team
- Brief history and mission of the organization
- Describe current programs and activities, and recent organization accomplishments
- Dollar amount of funding request
- Period this funding request will cover
- Financial statements:
 - a. For previous fiscal year: program budget v. actual, for both revenue and expenses (using categories below)
 - b. For current fiscal year: program budget v. actual, for both revenue and expenses (using categories below)
 - c. If this application is being made during the last quarter of the organization's fiscal year, provide the program's projected/proposed/draft budget for the next fiscal year
- Revenue Categories: For each category, list specific amounts requested from foundations, corporations, and other funding sources for this proposal, as well as the status of those requests (pending or committed).
 - 1. Grants/Contracts:
 - a. Local/State/Federal Governments (please list source(s))
 - b. Foundations
 - c. Corporations
 - d. United Way/Combined Federal Campaign and other federated campaigns
 - e. Individual donors
 - f. Other (specify)
- Expense categories: Include the total amount for each category relevant to your organization. Skip categories where you have no expenses. Please show two columns – one listing the total expense and one listing the specific costs requested in this grant proposal.
 - 1. Salaries (total salary budget, number of positions, and whether full – or part time)
 - 2. Payroll Taxes
 - 3. Fringe Benefits
 - 4. Consultants and Professional Fees (itemize type(s) of consultant(s) and fees)
 - 5. Travel
 - 6. Equipment

7. Supplies
8. Printing and Copying
9. Telephone and Fax
10. Postage and Delivery
11. Rent and Utilities
12. Maintenance
13. Technology (if budgeted separately – specific hardware/software capital spending, maintenance, and /or training)
14. Evaluation
15. In-kind expenses
16. Other (specify)
17. Total Expenses

- Detailed description of the program to be funded. If for a new program, how was the program approach developed?
- Purpose of this funding request, including target population, number of individuals, and geographic areas(s) that will benefit from this proposal
- Projected budget by all program activities, including personal and non-personal services
- Explanation as to why Washington Gas is considered to be an appropriate donor and how the local community will benefit from the program.
- What do you hope to accomplish (outputs and/or outcomes)? What is the plan for implementation? (Narrative, table, or logic model format is acceptable). What existing community resources (e.g., facilities, people) will be used? If applicable: what is the target population's involvement in this program's development and implementation?
- What resources (financial, personnel, partnership, etc.) will be needed to sustain this effort over time? How will those resources be secured?
- Methodology for measuring and evaluating program success. If for an on-going program, what measurable outcomes have been achieved over the past year during this grant period?
- Description of public awareness campaign plan for the program or event
- How you intend to accomplish the above? How does this program fit into the work of your organization?

Prohibited Submissions

- Requests from organizations that are not 501(c)(3) approved
- Requests from private businesses or profit making ventures
- Requests to fund educational scholarships
- Film or video projects
- Projects that fund capital campaigns for land or buildings
- Funds that will support electioneering for political purposes or those seeking public office
- Programs that support direct union organizing

Where to Submit Request for Funding Proposals

Please submit your electronic request to:
RFP@washgas.com

Key Dates

The deadline to submit RFP's is **May 21, 2010 at 5:00 p.m.**

Interested Stakeholders may participate in bidder conference calls* scheduled for:

April 22 from 10:00 a.m. – 11:00 a.m.

Dial: 202-639-2775 or 1-800-845-0030

Enter Participant Code: 580379

April 22 from 1:00 p.m. – 2:00 p.m.

Dial: 202-639-2775 or 1-800-845-0030

Enter Participant Code: 860291

May 12 from 10:00 a.m. – 11:00 a.m.

Dial: 703-750-7550 or 1-800-317-6200

Enter Participant Code: 677593

May 12 from 1:00 p.m. – 2:00 p.m.

Dial: 703-750-7550 or 1-800-317-6200

Enter Participant Code: 898347

*Conference calls are limited to the first 20 participants