**APPLICATION CHECKLIST**

*Use this checklist as a tool to ensure that you have all of the components of the application package. Please note, this checklist is for your use only and does not need to be included in the package.*

|  |  |
| --- | --- |
|  | Application |
|  | Transmittal Letter |
|  | Tax Liability Statement |
|  | Letters of Support (If Applicable) |
|  | Confidentiality Request |
|  | Business Plan (Appendix) |
|  | Historical Financial Statements (3 years) (Appendix) |
|  | Budgeted Projections (Appendix) |
|  | Loan/Loan Guarantee Application (if Applicable, Appendix) |
|  | Other Appendices (If Applicable) |

When the package is completed, send an electronic version to [sustainableenergy@nd.gov](mailto:sustainableenergy@nd.gov)

For more information on the application process please visit:

<https://www.ndic.nd.gov/grant-programs/csea/clean-sustainable-energy-authority-applicant-information>

Questions can be addressed to the Industrial Commission at 701-328-3722.

**Application**

**Project Title:**

**Applicant:**

**Date of Application:**

**Amount of Request**

**Grant:**

**Loan:**

**Total Amount of Proposed Project:**

**Duration of Project:**

**Point of Contact (POC):**

**POC Telephone:**

**POC Email:**

**POC Address:**

Clean Sustainable Energy Authority

North Dakota Industrial Commission

**TABLE OF CONTENTS**

*Please use this table to fill in the correct corresponding page number.*

|  |  |
| --- | --- |
| **Abstract** | **1** |
| **Project Description** | **2** |
| **Standards of Success** |  |
| **Background/Qualifications** |  |
| **Management** |  |
| **Timetable** |  |
| **Budget** |  |
| **Confidential Information** |  |
| **Patents/Rights to Technical Data** |  |
| **State Programs and Incentives** |  |
| **Loan/Loan Guarantee Application (if applicable)** |  |

**ABSTRACT**

**Objective:**

**Expected Results:**

**Duration:**

**Total Project Cost:**

**Participants:**

**PROJECT DESCRIPTION**

**Objectives:**

**Methodology:**

**Anticipated Results:**

**Facilities:**

**Resources:**

**Techniques to Be Used, Their Availability and Capability:**

**Environmental and Economic Impacts while Project is Underway:**

**Ultimate Technological and Economic Impacts:**

**Why the Project is Needed:**

**STANDARDS OF SUCCESS**

*The standards by which the success of the project is to be measured. This may include:*

* *Emissions reduction.*
* *Reduced environmental impacts.*
* *Increased energy sustainability.*
* *Value to North Dakota.*
* *Explanation of how the public and private sector will make use of the project’s results, and when and in what way.*
* *The potential commercialization of the project’s results.*
* *How the project will enhance the research, development and technologies that reduce environmental impacts and increase sustainability of energy production and delivery of North Dakota’s energy resources.*
* *How it will preserve existing jobs and create new ones.*
* *How it will otherwise satisfy the purposes established in the mission of the Program.*

**BACKGROUND/QUALIFICIATIONS**

*Please provide a summary of prior work related to the project conducted by the applicant and other participants as well as by other organizations.* ***This should also include summary of the experience and qualifications pertinent to the project of the applicant, key personnel, and other participants in the project.***

**MANAGEMENT**

*A description of* ***how*** *the applicant will manage and oversee the project to ensure it is being carried out on schedule and in a manner that best ensures its objectives will be met,* ***and a description of the evaluation points to be used*** *during the course of the project.*

**TIMETABLE**

*Please provide a project schedule setting forth the starting and completion dates, dates for completing major project tasks/activities, and proposed dates upon which the interim reports will be submitted.*

**BUDGET**

*Please use the table below to provide an* ***itemized list*** *of the project’s capital costs; direct operating costs, including salaries; and indirect costs; and an explanation of which of these costs will be supported by the financial assistance and in what amount. The budget should identify all other committed and prospective funding sources and the amount of funding from each source.* ***Please feel free to add columns and rows as needed.*** *Higher priority will be given to projects with a high degree of matching private industry investment.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Project Associated Expense** | **NDIC**  **Grant** | **NDIC**  **Loan** | **Applicant’s Share (Cash)** | **Other Project Sponsor’s Share** | **Total** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Total** |  |  |  |  |  |

*Please use the space below to justify project expenses and discuss whether the project’s objectives will be unattainable or delayed if less funding is available than requested.*

**CONFIDENTIAL INFORMATION**

A person or entity may file a request with the Commission to have material(s) designated as confidential. By law, the request is confidential. The request for confidentiality should be strictly limited to information that meets the criteria to be identified as trade secrets or commercial, financial, or proprietary information. The Commission shall examine the request and determine whether the information meets the criteria. Until such time as the Commission meets and reviews the request for confidentiality, the portions of the application for which confidentiality is being requested shall be held, on a provisional basis, as confidential.

If the confidentiality request is denied, the Commission shall notify the requester and the requester may ask for the return of the information and the request within 10 days of the notice. If no return is sought, the information and request are public record.

Note: Information wished to be considered as confidential should be placed in separate appendices along with the confidentiality request. The appendices must be clearly labeled as confidential. If you plan to request confidentiality for **reports** if the proposal is successful, a request must still be provided.

To request confidentiality, please use the template available at <http://www.nd.gov/ndic/CSEA-app-doc-infopage.htm>.

**PATENTS/RIGHTS TO TECHNICAL DATA**

*Any patents or rights that the applicant wishes to reserve must be identified in the application. If this does not apply to your proposal, please note that below.*

**STATE PROGRAMS AND INCENTIVES**

*Any programs or incentives from the State that the applicant has participated in within the last five years should be listed below, along with the timeframe and value.*

*\*Revised 5/10/2023*