



Clean Energy States Alliance Policy on Unsolicited Proposals

May 2005

INTRODUCTION

Clean Energy States Alliance (CESA) is a nonprofit association of the major clean energy state funds across the country (see www.cleanenergystates.org). CESA's Year Three Strategic Plan (found on the CESA website) provides a good synopsis of CESA's mission and current activities. Clean Energy Group (CEG), a separate nonprofit organization, manages and staffs CESA, assisting the funds to share information and develop initiatives and projects that serve to improve their performance, effectiveness and their missions.

From time to time, organizations, individuals, companies and other entities contact CEG and CESA staff with proposals or projects they would like CESA's members, as a whole, or as a subgroup, to consider supporting. The policy detailed below explains the process that CESA, through staff, will use to review, distribute, and accept or deny proposals for funding by CESA members, individually or collectively. CESA itself does not fund proposals, but the organization can be a useful vehicle for applicants to present proposals for consideration by CESA's members. Of course, an applicant is never precluded from submitting a proposal directly to a CESA member and is not required to submit proposals through CESA staff.

OVERALL APPROACH TO UNSOLICITED PROPOSALS

1. CESA will consider unsolicited proposals, especially those with innovative ideas to expand clean energy markets and with broad, generic benefits to CESA members. In some cases, more limited and specific proposals may be considered that are of interest to a significant subset of CESA's members. Proposals should involve activities that meet the eligibility criteria of CESA's members, contain cross-cutting features that have relevance and value to more than one CESA member fund, and create opportunities for more efficient and effective development of clean energy markets. CESA encourages creative proposals that are outside the scope of existing work projects pursued by CESA and its members.
2. CESA's role is to review and share with CESA's members those proposals that CESA staff consider to have merit for broader consideration by CESA's members. CESA assists its members by evaluating and commenting on proposals, but the ultimate decision to fund any proposal belongs to the CESA members. CESA staff is not responsible for any funding decision of an individual CESA member. Each CESA member will follow its respective procedures and criteria that govern its review of proposals and funding decisions. Each CESA member is responsible for making its own decision to support a proposal. Decisions regarding proposals for collective CESA member funding will be made through consensus-based decision-making of affected CESA members.

PROCEDURES FOR HANDLING UNSOLICITED PROPOSALS

1. Proposals submitted for consideration under this policy must be in writing and are limited to ten pages in length (excluding attachments).
2. Three complete copies of each proposal should be sent to:

Mark Sinclair
Clean Energy States Alliance
c/o Clean Energy Group
50 State Street, Suite 1
Montpelier, VT 05602

In addition, an electronic version of the proposal (in Microsoft Word or PDF format) should be sent by email to Mark Sinclair at:

MSinclair@cleanegroup.org

3. The content and format of proposal are flexible, but must contain the following:
 - a. the applicant's contact information, including telephone and email;
 - b. the objectives of the proposal;
 - c. a two paragraph explanation of how the proposal will benefit the mission of CESA members;
 - d. a clear description of the proposed work tasks to be performed, including deliverables and timelines; and,
 - e. a budget showing sources and uses of all funds for the project.
4. Proposals will be reviewed by CESA staff, who may contact the applicant with questions about the proposal. CESA staff will determine if the proposal should be shared with CESA's members, and if a favorable determination is made, the proposal will be distributed to CESA's members.
5. CESA staff will strive to complete their due diligence review of a proposal within 60 days of receipt. CESA staff will not entertain telephone calls about the status of a proposal once it has been submitted. CESA will notify the applicant of any action to be taken by the funds in a timely manner.
6. Proposals must not contain confidential or privileged information that cannot be shared with CESA's members. An applicant that submits a proposal is deemed to waive any claims that it might otherwise assert against CESA and its members for the use of the information contained within any proposal. Applicants further agree to hold CESA staff harmless for any subsequent use of information contained in a proposal, the consequences of any analysis and/or recommendation made by CESA staff, or any funding decision by CESA members.

7. If a proposal for services is accepted, funding is conditioned on certification by the applicant that all work product, research, reports and other materials generated from that funding is to pass into the public domain, and the applicant must agree to relinquish all present or future rights under copyright law in the work. As a condition of public funding, the applicant must agree that the work may be freely reproduced, distributed, transmitted, used, modified, built upon, and otherwise exploited by anyone for any purpose.
8. Submission of a proposal to CESA is deemed to be acceptance by the applicant of the terms and conditions stated in this policy.