

Duke Energy Foundation Enhanced Grant Application Guide

Thank you for your interest in applying for a Duke Energy Foundation grant. In the following document, you will find a preview of the Enhanced Grant Application accessible via <http://www.piedmontng.com/ourcommunity/ourfoundation.aspx>. This application is used for **requests of \$10,000 or more** in the investment priorities of Education - STEM, Education - Literacy, Environment, Workforce Development, Economic Development, and Community Involvement. Please note that all grants must be submitted through the online system.

Before you begin the application process, be sure to have the following documents and pieces of information on hand:

- Detailed organizational data (including Executive Director and Board of Directors information)
- Program budget
- Demographic reach of your proposed program/service (broken up into sections for ethnicity, gender, age, etc.)
- Previous year's operating budget as well as a list of the organization's funding sources

1. Grantee shall enter contact information for your organization. All fields are required unless otherwise indicated.

Contact Information:	Instructions:
Contact First Name	Enter your first name.
Contact Last Name	Enter your last name.
Contact Title	Enter the title for the contact.
Contact Address	Enter your organization's mailing address.
Contact City	Enter your organization's city.
Contact Zip	Enter your organization's mailing address zip.
Contact State	Enter your organization's state.
Contact Email	Enter the contact's email address.
Contact Telephone	Enter the contact's telephone number, starting with area code.
Contact Type	Select the contact type that best describes your role.

2. Grantee shall enter organizational information. All fields are required unless otherwise indicated. Asterisks represent conditional questions.

Organization Information:	Instructions:
Organization Legal Name	Enter your organization's legal name.
Organization Street Address	Enter your organization's street address.
Organization City	Enter your organization's city.
Organization ZIP Code	Enter your organization's ZIP code.
Organization State	Enter your organization's state.
President/Executive Director	Enter the full name of your organization's president or executive director. If you do not have an executive director, list highest ranking staff or board chair. For large institutions or Fiscal Agents: Please provide information most relevant to the requesting entity.
Staff or Board Changes	Have you had any major staff or board changes in the past 12 months? For large institutions or Fiscal Agents: Please provide information most relevant to the requesting entity.
If yes, please elaborate on the staff or board changes (not required)*	Explain with a short paragraph.

3. Grantee shall enter organizational detail information. All fields are required unless otherwise indicated. Asterisks represent conditional questions.

Organization Detail:	Instructions:
Organization Website Address (not required)	Enter your organization's website address. For large institutions or Fiscal Agents: Please provide information most relevant to the requesting entity.
Organization Facebook (not required)	Enter your organization's Facebook site. For large institutions or Fiscal Agents: Please provide information most relevant to the requesting entity.
Organization Twitter (not required)	Enter your organization's Twitter handle. For large institutions or Fiscal Agents: Please provide information most relevant to the requesting entity.
Year Organization was Established (not required)	Enter the year your organization was established. For large institutions or Fiscal Agents: Please provide information most relevant to the requesting entity.
Brief Description	Please provide a brief description of your organization. For large institutions or Fiscal Agents: Please provide information most relevant to the requesting entity.
Previous Funding	Have you previously received funding through the Duke Energy Foundation or Progress Energy Foundation? For large institutions or Fiscal Agents: Please provide information most relevant to the requesting entity.
Previous Funding Amount (not required)*	In the last five years, indicate the total funding received from the Duke Energy/Progress Energy Foundation. For large institutions or Fiscal Agents: Please provide information most relevant to the requesting entity.
Organization's Current Board Members (not required)*	Please provide a list of your current board members. For large institutions or Fiscal Agents: Please provide information most relevant to the requesting entity.
Employee Leadership or Volunteerism	Please provide names of Duke Energy employees who serve your organization in any type of leadership position or role. If Duke Energy employees volunteer at your organization, describe the level of engagement. If not applicable, please enter N/A. For large institutions or Fiscal Agents: Please provide information most relevant to the requesting entity.
Conflict of Interest Disclosure	Disclose any potential conflicts of interest. If not applicable, please enter N/A.
Areas served - County	Enter the counties served by your organization by state.
Areas served - State	Select the state served by your organization.

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4. Grantee shall enter programming information. All fields are required unless otherwise indicated.

Program Information:	Instructions:
Program Title	Title of the program.
Investment Priority Subcategory	Select the applicable investment priority subcategory to which your program aligns.
Organization Budget	Please enter your organization's annual budget.
Total Program Budget Amount	Total program budget amount.
Program Budget	Upload the program budget specific to the program for which you are requesting funding. Include income and expenses.
Requested Funding	Amount requested from the Duke Energy Foundation.
Other Funders	Include other funders of the program. Specify if support is confirmed, pending, potential, etc. Please include funding received from federated funds/campaigns (e.g., United Way, Federated Arts, etc.).
Funding to Serve per Person	Please calculate and enter the cost per person served by this program. If not applicable, please enter N/A.
Grant Summary	Enter a brief summary about your proposed grant.
Program Design	Describe the problem, issue or need the program is designed to address.
Program Goals and Benefits	Clearly identify your program goals and how you anticipate your efforts will benefit the target population.
Fund Use	Provide a brief narrative of how funds will be used.
Project Start Date	Enter the projected start date of your project.
Project End Date	Enter the projected end date of your project.
Supporting Documentation (not required)	Please provide us with additional information or supporting documentation, which will assist the Foundation in the evaluation of this grant request.

5. Grantee shall enter demographic information. All fields are required unless otherwise indicated. Asterisks represent conditional questions.

Demographics:	Instructions:
Which county does your grant primarily serve?	Enter the county that is primarily served by your program.
Select all counties served by this program	Enter all of the counties that are served by your program.
Does this program directly serve people? If no, please describe the benefit to the local community.*	Indicate whether or not the proposed program directly serves people. Describe how the program benefits the local community if it does not directly serve people.
What is the population of the region served?	Enter the number of people directly impacted by this program.
Ethnic breakdown of the population	Indicate the ethnic background of those served by this program. Enter whole numbers only, total must equal people served. If not applicable, please enter "0" (zero).
Gender breakdown of the population	Indicate the gender of those served by this program. Enter whole numbers only, total must equal people served. If not applicable, please enter "0" (zero).
Age breakdown of the population	Indicate the age groups served by this program (select all that apply). Enter whole numbers only, total must equal people served. If not applicable, please enter "0" (zero).
Federal Poverty Income Level (at or below 185%) breakdown of the population	Indicate the number of those served with incomes at or below 185% of the Federal Poverty Income Guideline Level. If not applicable, please enter "0" (zero).
Veteran or active military breakdown of the population	Indicate the number of veterans or active military served. If not applicable, please enter "0" (zero).

6. Grantee shall enter financial information. All fields are required unless otherwise indicated.

Financial:	Instructions:
Attach the organization's most recent operating budget	Attach a copy of your organization's most recent operating budget. For large institutions or Fiscal Agents: Please provide information most relevant to the requesting entity.
Please list the percentage of total contributions to the organization for the most recent fiscal year (not required)	Indicate percentage of total contributions received for the most recent fiscal year. Total must equal 100%. For large institutions or Fiscal Agents: Please provide information most relevant to the requesting entity.
Have you run a deficit within the past five years?	Indicate whether or not your organization has run a deficit (operated at a loss) within the past five years.

7. Grantee shall enter measurement information. All fields are required unless otherwise indicated.

Measurement:	Instructions:
Funding Priority/Priorities	Select funding priority/priorities that best align with your program.
Outputs	Select the outputs which apply to your funding proposal
What qualitative and quantitative (if not already indicated) measures do you plan to use to measure your success?	Describe how your project's projected outcome(s) will be monitored and measured before, during, and after the conclusion of your program.

***see attached 'Funding Priorities and Outputs Page' for specific investment priority information.**

8. Grantee shall enter donor recognition information. All fields are required unless otherwise indicated.

Donor Recognition:	Instructions:
Donor Recognition Plan	Describe how you will recognize Duke Energy for the support it may provide (The Duke Energy Foundation does not accept tangible benefits from grant recipients. Donor recognition should not include any tangible benefits).

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Funding Priorities and Outputs Page

Education - STEM

<i>Funding Priorities (Outcomes)</i>
Programs that provide learning opportunities inside and/or outside the classroom that build student interest/engagement in science, technology, engineering and math
Programs that provide hands on learning opportunities inside and/or outside the classroom that demonstrate the linkages between math and science, real-world applications and future careers
Programs that enhance the quality and effectiveness of K-12 educators in STEM disciplines
Programs that increase the number of students entering post-secondary education in STEM disciplines
Programs that increase the number of students interested in STEM post-secondary education or careers
<i>Outputs</i>
Number of students participating in in-school programs
Number of students participating in out-of-school programs (including science museums)
% of program graduates will enroll in college in STEM fields of study
Average number of science/math grade-level increase by students demonstrated in post-program assessments
Number of STEM core curriculum programs developed or implemented
Number of teachers attending energy career awareness and/or STEM skills/knowledge programs
Number of students that will be taught by teachers that completed training
Number of teachers that will complete training curriculum and implement in their classrooms
Other (ability for grantee to add additional outputs as applicable)

Education - Literacy

<i>Funding Priorities (Outcomes)</i>
Programs that support early reading skills assessment
Programs that build strong early reading skills
Programs that close grade-level reading gaps
<i>Outputs</i>
Number of students participating in in-school programs
Number of students participating in out-of-school programs
Average number of reading score improvement by students demonstrated in post-program assessments
Number of students who increased or maintained reading level
Other (ability for grantee to add additional outputs as applicable)

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Environment

<i>Funding Priorities (Outcomes)</i>
Programs that support land and wildlife habitat conservation efforts
Programs designed to enhance the protection of water-quality or water-related resources
Programs designed to enhance the protection of endangered/threatened species
Programs that build awareness for natural resource conservation

<i>Outputs</i>
Acres of land protected or conserved
Mileage of waterways protected (river basins, lakes, streams, etc.)
Square-footage of shoreline, river/stream bank protected
Number of wildlife habitats created or preserved
Number of endangered/threatened species impacted
Number of participants in natural resource conservation programs
Number of educational programs presented or implemented
Other (add additional outputs as applicable)

Workforce Development

<i>Funding Priorities (Outcomes)</i>
Programs or studies that identify and/or address skill set gaps in the regional workforce
Programs that focus on targeted training for the manufacturing and energy sector
Four-year university or community and technical college programs that prepare workers for energy careers or address the skills needed to attract or retain businesses
Programs that strengthen the transition from high school to post-secondary education for technical career paths
Programs that support adult remedial education, retooling and literacy programs to ready workers for GED testing, post high-school education and job entry
Programs that support reintroduction of veterans into the workforce
Programs that support regional entrepreneurship (incubators, accelerators, etc.)

<i>Outputs</i>
Number of workers trained
Number of students/workers placed within three months upon program completion
Number of students/workers placed within six months upon program completion
Average salary of workers employed upon program completion
Number of scholarships recipients
Program graduation rate
% of program participants who earned certifications or credentials
% Increase in number of students enrolled in technical programs
% Increase in awareness of technical careers
Number of small businesses that benefit from incubators, accelerator programs
Other (add additional outputs as applicable)

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Economic Development

<i>Funding Priorities (Outcomes)</i>
Programs that support community and state economic development strategies, clusters and marketing priority efforts
Programs that support state or regional site readiness (studies, etc.)
<i>Outputs</i>
Number of businesses attracted or retained
Number of jobs created or retained
Number of new industry opportunities defined
Number of site consultants who inquire about the state/region
Number of site readiness enhancements implemented
Reach of marketing/promotion programs
Other (add additional outputs as applicable)

Arts & Capacity Building

<i>Funding Priorities (Outcomes)</i>
Programs that enhance arts and culture education (e.g., curriculum, school programs, field trips, workshops, etc.)
Outreach efforts that bring arts and cultural programs to individuals and communities that otherwise could not access them (e.g., field trips, ticket subsidies, etc.)
Programs that enhance an organization's vitality (e.g., development capacity, board leadership, strategic planning/assistance, succession planning and retention, etc.)
Programs that provide disaster preparedness education/training or provide relief to areas affected by a natural disaster
<i>Outputs</i>
Number of individuals receiving/attending free or reduced arts and cultural experiences
Percentage increase in underserved populations in arts and cultural experiences
Number of arts and cultural outreach activities (e.g., field trips, performances, etc.)
Percentage increase in ticket sales or memberships
Number of staff/board trained
Number of people trained in disaster preparedness
Number of disaster preparedness kits/resources distributed
Other (add additional outputs as applicable)