

For all applicants

- Full LEGAL name:** This should be the name in which the organization is incorporated under the State of Maryland. To confirm, go to the Maryland Department of Assessments and Taxation's website at <http://sdatcert3.resiusa.org/UCC-Charter/>
If your organization has a registered trade name (d/b/a), include this name as well.
- Certificate of Good Standing:** Attach copy of the certificate from the State of Maryland.* If you have questions about obtaining a Certificate of Good Standing, instructions are available at <http://www.dat.state.md.us/sdatweb/COSinfo.html>.
- 501(c)(3) letter:** Attach copy of IRS determination letter.*
- DUNS number:** If you do not have one, request DUNS (no fee involved). For more information on how to request a DUNS, visit http://www.grants.gov/applicants/request_duns_number.jsp.
Tip: If you call to request DUNS, tell representative you are a federal grant applicant. There is a simpler process for getting DUNS for grant applicants.
- Authorized signatory:** Due to nature of grant, this should be the name and title of organization's Board President (or Chair), Vice-President or Treasurer. **Can list Executive Director** – to do so, attach organization's by-laws or similar legal documentation granting Executive Director the authority to sign documents on behalf of the Board.
- Contact Info:** Include at least 2 contacts. For type 1 and 2 applicants, include contact information of person involved in building maintenance/operations. For type 3 applicants, include contact information of person who will manage project.

* Scan copy of document to include electronically with the application. Can be included in same document as application or as a separate document.

Additional Checklist Items

Check for additional items related to the application for which you intend to submit.

Type 1 Application Energy Audits	Type 2 Application Upgrades/retrofits for facilities and/or equipment	Type 3 Application Energy Savings Education and Outreach
<ul style="list-style-type: none"> <input type="checkbox"/> Attach estimate and scope of work for an energy audit from a professional auditor. See FAQs for information on how to find energy auditors. <input type="checkbox"/> Identify person who will manage the project. This person should be committed to working with the energy auditor, including scheduling the audit, providing full access to the property, answering questions about the property and other issues. If another person has more knowledge of your facility, he/she should be prepared to be involved in the audit. <p>Include project manager's information in #6 on application form.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Own or lease (long term – 5 years min) building and pay utility bills. See FAQs for more details. <input type="checkbox"/> Attach energy audit or feasibility assessment reporting calculated energy savings. <input type="checkbox"/> Contact BGE Smart Energy Savers Program to determine incentives you do qualify. If you qualify, secure scope of work and project budget from contractor(s).* <input type="checkbox"/> Get quotes from contractors for scope of work. Include project budget with line items and timeline in #11 on application form or as attachment. <p><i>* May require using a BGE approved program contractor</i></p>	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm project will target Baltimore City residents. <input type="checkbox"/> Identify and list where project will be implemented (e.g. neighborhoods). <input type="checkbox"/> Calculate energy savings by program participants and include in #4 on application or as attachment. <input type="checkbox"/> Include project budget with line items and timeline in #9 on application form or as attachment.