

EBSCO Solar 2025 Submissions Guidelines

- Optimal candidate will have newer roofs that have a lifespan consistent with a new solar system or space for a ground installation.
- Library should be able to support an array large enough to offset a significant portion of the library's electricity costs.
- Library must be a current EBSCO customer.

Optimal candidates:

- Libraries looking to introduce alternative energy programs to their community.
- Libraries with an existing sustainability program and plans to involve patrons/students and the community.

For more information, visit www.ebsco.com/solar.

Visit us on social media for real-time updates on EBSCO Solar:

- #EBSCOSolar
- <https://x.com/EBSCO>
- <https://www.facebook.com/EBSCOInfoServices>
- <https://www.linkedin.com/company/ebsco-information-services>
- <https://www.instagram.com/ebscoinformationservices/>

EBSCO Solar Submission Form

Section I: Contact Information Name

- Name
- Institution
- Job Title
- Phone Number
- Email Address
- Additional Contact Person – Name
- Additional Person – Email
- Additional Person – Title
- Additional Person Phone Number
- Main Contact Mobile Number
- Additional Person Mobile Number
- Mailing Address (include country)

Section II: Summary Sheet

- Legal Name of Library

- dba – Doing Business As: The name that the library is widely known by if different from the legal name.
- Number of Employees:
- Number of libraries/branches served:
- Name of the Project: (optional)
- Describe what the grant will be used for. Be brief and clear.

Section III: Local Rules and Restrictions

List all state and local permits required other than a local Building permit.

Is your library subject to any historical or deed restrictions that may impact this project?

Section IV: Narrative

- Library Background: Provide a brief history of the library and its mission.
- Goals: Describe the library's current sustainability goals or what the library plans to accomplish in the near future (next one to two years) related to sustainability.
- Project Request: Summarize your proposed plan, including the issues that it addresses, your objectives and desired timeline. Highlight the main concern the Project aims to address and how/if the community and the institution will be involved. Explain how the Project will meet the needs of the library or community and support the library's current or future environmental goals.
- Community Goals: Describe the impact this will have on your library's community and the issues this project will address at your library.

Logistics Planning (please provide answers to the best of your ability)

- Please list the amount of money you are requesting in USD. Total award amount is divided amongst multiple grant winners.
- Have you previously applied for an EBSCO Solar grant?
- How far along in the process are you?
- What is your anticipated installation date?
- Are you a 3rd party contractor submitting on behalf of a library?

Installation Type and Roof Information

Provide information about the roof including:

- Type of roof (e.g. flat, pitched)
- Roof size (in square feet or square meters)
- Age of roof and years until next scheduled replacement
- Need for repairs or date of most recent repairs or new installation o Is there an infrared assessment available?

Electricity Usage

Provide information about electricity usage including:

- Annual electric expenditures and Kilowatt usage
- Last 12 months of electric bills
- Does the library pay separately for electricity or is it paid by the town or university?
- Does the library have a separate meter?
- Does your library share space with another municipal office or campus department?

Additional Documents

Requested documents to upload: Electricity bill, cover letter, photos, financial statements, list of list, annual report, and more.