

## EBSCO Solar 2023

### EBSCO Solar 2023 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](http://www.ebsco.com/solar).

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

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

## EBSCO Solar Submission Form

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### Section I: Contact Information

- 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

### 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.

- Geographic Area Served - The name of the city(ies), county(ies), region(s), neighborhood(s) or state(s) your library serves.
- Number of Employees
- Hours and days of operation

Name of the Project:

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. Describe how the Project will address the needs of the library and/or the community and the library's current or future environmental goals.
- **Project Request:** Provide a summary of the plan for the Project. Include the issues and/or opportunities addressed, goals and objectives, activities, and desired timeline. Highlight the understanding of the concern that would be addressed by this Project, and the involvement of the city/town or university as a whole. List your financial request in US dollars.
  - Provide information about the roof including:
    - Type of roof (e.g. flat, pitched)
    - Size
    - Roof size facing south
    - Age of roof and years until next scheduled replacement
    - Need for repairs or date of most recent repairs or new installation
    - Is there an infrared assessment available?
- 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?
- List your financial request in US dollars.
- **Optional Question:** If there is additional information that is vital to convey in this proposal, do so here. If there is something pertinent to your proposal that has not been included in your responses to the other questions, and you believe it will strengthen the application, include it here.

### Installation Type and Roof Information

- What is your planned installation type for solar panels?

- If installing on your roof, what type of roof do you have?
- What type of material is your roof made out of? (N/A if not installing on roof)
- What is the total size of your roof (please list in square feet) (N/A if not installing on roof)
- What is the size of your roof facing south? (please list in square feet) (N/A if not installing on roof)
- What is the age of your roof?
- When was your roof installed? (N/A if not installing on roof)
- Is your current roof scheduled to be replaced, if so, when? (N/A if not installing on roof)
- If there is no scheduled replacement for your current roof, is there a certification for the longevity of your roof? If yes, what is the expected life span? (N/A if not installing on roof)
- Is there an infrared assessment available?

### **Electricity Usage**

- List your annual electric expenditures
- List your annual Kilowatt usage
- 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?
- Please upload your most recent electric bill

### **Cover Letter**

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Please upload a one page cover letter that includes information about the library, the community, the proposed solar project (“Project”) your financial request and why it should be funded.

### **Upload Attachments: Photos**

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Include:

- Photos of the library including the roof
- Images of any existing sustainability projects
- Any images that may provide a sense of your goals and mission

### **Upload Attachments: Financial Attachments**

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- Attachment 1. List of names and qualifications of key staff, including length of service. Provide a listing with a short paragraph describing each key staff member’s qualifications such as relevant work experience, key skills, education, specialized training, etc.
- Attachment 2. Annual report, if available.

### **Attachments**

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- Optional

## Logo

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- Optional