2015 EDF CLIMATE CORPS HOST APPLICATION

PART I: HOST INFORMATION		
Organization Name (the "Organization")		
Headquarters Address		
City	State	ZIP Code
Fellowship Location (if different from Headquarters Address) - if multiple, please list all here		
Is the fellowship location accessible by public transportation or will a private vehicle be required? ☐ Accessible by public transportation ☐ Private vehicle required		
Name of High-Level Sponsor, Title, Department	High-Level Sponsor Email & Telephone	
Name of Direct Supervisor, Title, Department	Direct Supervisor Email & Telephone	
Name of HR Contact	HR Contact Email & Telephone	
Name of Press Contact	Press Contact Email & Telephone	
Proposed Fellowship Dates (Actual dates will be determined in conjunction with Fellow(s)' school schedule(s))	Fellowship Duration (weeks)	
Workplan Content (Briefly describe the projects the fellow(s) will research and analyze over the summer. Please include any special considerations or accommodations of which EDF should be aware. This information will be made available in summary form to all potential fellows for matching purposes. Any changes to the work scope after application submission are subject to EDF approval.)		
Funding modifications (For selected public-sector and nonprofit hosts, EDF has limited funding available to pay fellows' salaries. Awarding of this funding is at the discretion of EDF and is based on pre-defined selection criteria. Organizations may be asked to share costs with EDF. Please describe funding arrangements discussed with your EDF representative.)		

How did you hear about EDF Climate Corps?				
☐ Colleague	☐ Conference Presentation	☐ Journal or Magazine	☐ Social Media	☐ Other: _____

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PART II: PROGRAM DESCRIPTION

EDF Climate Corps Program Goals

Environmental Defense Fund created EDF Climate Corps to help Organizations overcome barriers to implementation of effective energy management practices. By enrolling in EDF Climate Corps, the Organization will be assigned an EDF Climate Corps fellow(s), who will be placed onsite for 10-12 weeks in the summer of 2015. The fellow(s) will provide the Organization with a detailed energy management plan outlining opportunities to save money and reduce greenhouse gas emissions at the Organization's facility(ies). Finally, by participating in EDF Climate Corps, the Organization will gain access to a network of energy management professionals in other organizations, and to the events and resources made available to EDF Climate Corps hosts, fellows and alumni.

Roles and Responsibilities

EDF will:

- Recruit and match a qualified fellow with the Organization OR integrate into the program fellow(s) independently selected by the Organization (please consult with EDF for more information).
- Train the fellow in May 2015 on building energy efficiency and financial analysis, organizational change, advanced energy management practices, and communications.
- Assign an EDF engagement manager who will be available throughout the fellowship for support and guidance.
- Aggregate and publicize the total energy and cost savings identified by all EDF Climate Corps fellows in order to maximize the impact of the program.
- For selected public-sector and nonprofit organizations, provide funding for fellow salaries.

The Organization will:

- Hire fellow(s) directly at a salary of at least $1,250 per week for at least ten weeks, and provide fellow(s) with $2,500 to be used for travel, accommodations, and other expenses for the training and fall network events. (*Organizations that opt out of EDF Climate Corps after submitting this completed application may still be liable for their assigned fellow's salary and travel costs.*)
  - For selected public-sector and nonprofit hosts, the total financial contribution will be $2,500 (paid to EDF); EDF funded projects are 10 weeks.
- Provide a supportive high-level project sponsor, as well as an accessible day-to-day manager for the duration of the fellowship.
- Provide fellow(s) with suitable office space and equipment, and facilitate support from relevant departments (e.g., facilities management, purchasing). All HR paperwork for fellow(s) must be completed prior to the start of the fellowship.
- Make relevant records and information available to fellow(s) (e.g., energy bills, facilities records). Share relevant data with EDF to facilitate fellowship deliverable completion in accordance with confidentiality agreement.
- Make resources available to identify potential energy-saving opportunities, such as past energy audits or utility bill information; or conduct an energy audit prior to fellowship.
- At the discretion of the organization, implement fellow recommendations.
- Provide EDF with updates on investments made in energy efficiency and the resulting savings at 6 months and 18 months after fellowship completion.

The fellow will:

- Provide documentation that they are either a U.S. Citizen OR authorized to work in the U.S. over the summer
- Work with the Organization to review existing energy use data, identify potential energy-saving measures and analyze their financial and environmental implications.
- Two weeks after the start of the fellowship, submit completed Smart Energy Diagnostic to EDF.
- BEFORE completion of the fellowship, deliver to the Organization and EDF an energy investment or energy management plan (the "Deliverable"), which will include:
  - A written final report
  - A list of recommended energy management measures and the cost savings, energy conservation, and CO2 reductions associated with each
  - An implementation plan
  - Supporting financial and environmental analysis
  - An approved web summary of the fellow's project
- Present the energy management plan to the fellow's direct supervisor, high-level sponsor, and any other staff at the Organization at a date and in a form as mutually agreed.

Publicity for EDF Climate Corps

EDF's objective through EDF Climate Corps is to cut energy use and greenhouse gas emissions in organizations nationwide, by highlighting the financial and environmental gains from smart energy management strategies, and by sharing best practices and cost-effective ways for organizations to save energy. To that end, EDF will publicize the aggregate cost savings, energy savings and greenhouse gas reductions identified by EDF fellows. If desired, EDF will assist in publicizing compelling stories from host organizations, throughout the year.

EDF will make public the fact that the Organization is a participant in EDF Climate Corps, but will not refer to the results of the fellowship without prior written approval from the Organization. Use of the Organization's logo by EDF and EDF's logo by the Organization is restricted to representation of participation in EDF Climate Corps. Use of logos for any other purpose, including endorsement of activities, is strictly prohibited without prior written approval.

Confidentiality

In order for EDF and the Organization to collaborate effectively, the Organization may disclose certain Confidential Information (as that phrase is defined in Appendix A to this Application) to the fellow and to EDF, and the fellow may disclose to EDF the Organization's Confidential Information for the purpose of completing the Deliverables for the fellowship. For the purpose of selecting a qualified fellow, EDF will share with fellow applicants the information contained within the 'Workplan Content' field of this host application. EDF will provide the Organization with the Confidentiality Agreement that is the attached Appendix A and will inform the fellow that he or she will be required to sign and comply with the terms of a nondisclosure agreement in a form acceptable to the Organization as a condition of the Organization providing the fellow access to its Confidential Information.

_____ (name of Organization) agrees to be a 2015 EDF Climate Corps Host as described in this application:

Date	High-Level Sponsor Name
Title	Signature

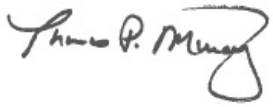
APPENDIX A:
AGREEMENT ON INTELLECTUAL PROPERTY AND CONFIDENTIAL INFORMATION
Environmental Defense Fund (EDF) and the Organization

This Agreement is effective as of _____

In order for EDF and the Organization to collaborate effectively, the Organization may disclose certain confidential information to the fellow and to EDF subject to the terms and conditions of this Appendix. Confidential information means and includes any and all documents, information and materials provided or made available (directly or indirectly), whether visually or orally, by the Organization to EDF including EDF's employees, agents, contractors, subcontractors or any affiliate(s), or to the fellow, under or in connection with this Agreement including, but not limited to, all technical and non-technical information, the Organization's energy information (such as its energy usage data), the location of the Organization's servers, product information, pricing, customer information, or plans, financials, marketing plans, business strategies, data, research and development, software and hardware, designs, proprietary formulae and algorithms ("Confidential Information"). Irrespective of any agreement entered into between the Fellow and the Organization, any data, reports and deliverables generated by or on behalf of the Fellow for the Organization will be made available to EDF.

EDF will: (a) hold the Confidential Information in confidence; (b) restrict disclosure of such Confidential Information to those of its employees, agents, advisors, or other representatives with a need to know such information and who have previously agreed (e.g. as a condition to their employment or agency) to be bound by terms respecting the protection of confidential information which are substantially similar to those of this Appendix and which would extend to the Organization's Confidential Information; (c) use such Confidential Information only for the purposes of this Agreement; and (d) not modify, reverse engineer, decompile, create other works from, or disassemble any such Confidential Information unless otherwise specified in writing by the Organization.

The restrictions in this Appendix will not apply to Confidential Information to the extent it (i) was in the public domain at the time of disclosure; (ii) became publicly available after disclosure to EDF without breach of this Agreement; (iii) was lawfully received by EDF from a third party without such restrictions; (iv) was known to EDF, its employees or agents without such restrictions prior to its receipt from the Organization; (v) was generally made available to third parties by the Organization without such restriction; or (vi) is required to be disclosed by EDF pursuant to judicial order or other compulsion of law, provided that EDF will provide to the Organization prompt notice of such order and comply with any protective order imposed on such disclosure.

Date:	
Signature:	
Name	Tom Murray
Title	Vice President, Corporate Partnerships Environmental Defense Fund