



Generating Hydropower's Future

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HYDROPOWER RESEARCH FOUNDATION PROJECT/PROGRAM DEVELOPMENT PROPOSALS

Background

The primary purpose of Hydro Research Foundation (HRF) is "advancing hydropower's role in our clean energy future through research and education." As such, the HRF encourages the development of projects and programs from within or related to the hydropower industry at all levels. For those projects/programs deemed to be within the mission of the organization, HRF offers to assist proponents in various ways on a case by case basis. Typically, HRF will not be the primary investigator or project/program manager, but will assist in the coordination of developing a viable program, identifying/recommending technical and/or funding partners, and as a conduit to facilitate the completion of projects/programs. For such services, HRF will require a fee to cover any staff time, direct costs, and indirect costs.

Through the years, the HRF has developed several projects and programs by several different approaches. These programs have ranged from multi-year, research and development projects like the Advanced Hydro Turbine System—involving federal/private cost-sharing mechanisms - to single year development projects like the website as a source of important industry links and news, that were supported by direct contributions and the engagement of a contractor to execute the project.

For efficiency and consistency, a codified structure for project and program development has been developed. This process will assist the HRF in developing and evaluating projects and programs that are generated from individuals, organizations, Advisory Board(s), and those proposals offered to the HRF for participation.

Definitions

Projects: Proposals up to \$50,000 are eligible for development by the HRF. Projects are designed to fund a single component of a larger program or for a one-time expense. An abbreviated project development process and reporting will be used for projects.

Programs: Proposals above \$50,000 are considered for development by the HRF under a more comprehensive development and review structure. Program development will involve the engagement of a Program Development Manger to foster the program through all phases of the process.

Research Proposals

The foundation seeks to advance knowledge about hydroelectric technology, including efficiency improvements and environmental mitigation. Industry research, particularly that conducted by third-party scientific partnerships, demonstrates that efficiency improvements to the hydropower resource is best achieved by applying state-of-the-art technologies to the prevention and mitigation of environmental and biological impacts. By sponsoring this type of research and development, HRF seeks to improve and stimulate the use of hydropower technology as part of our nation's renewable energy mix. Criteria for HRF Research Proposals include:

- 1) The project/program should seek to provide a solution to a scientific or institutional issue that requires unique investigation.
- 2) The project/program should be used to support a HRF strategic goal or a specific area of research of interest to the hydropower industry.
- 3) Projects/programs that are jointly conducted should seek to improve hydropower technology and it's applications as one of the key objectives.
- 4) Appropriate publicity and/or media relations should be a component of the project/program.

Education Proposals

The foundation seeks to build awareness of hydropower's many and diverse benefits. Programs are designed to educate students and educators, generate interest in careers in the hydropower industry, and in general, inform and educate the general public about the history of the resource, current and emerging technologies and promote hydropower as a clean, natural renewable technology. Criteria for HRF Education Proposals include:

- 1) The project/program should reach an audience outside of the hydropower industry.
- 2) The project/program should be used to support a HRF strategic goal or a specific message on an issue of interest to the hydropower industry.
- 3) Appropriate publicity and/or media relations should be a component of the project/program.
- 4) Projects/programs that produce a publication, brochure, or other materials should be accompanied by a distribution plan.

Process

The six-step process for development of a project or program involves the submission of a letter of intent; proposal; review and approval by the HRF Program Review Committee; securing of funding; execution; and final closeout.

1- Letter of Intent

- As a first step in this consideration process we ask for a letter of intent from an industry partner.
- This letter is an informal and short letter that would include:
 - A short proposal which explains the project scope
 - A description of who would benefit from the research
 - An estimate of what the project would cost and the financial contribution of each participant
 - A description of the partner's expectation of the Foundation's role in the project
 - Timeline of work
 - A definition of the final product(s)
- The Foundation Program Committee then reviews the letter of intent to establish whether the work fits in with the Foundation's Research or Education programs, and within the scope of the Foundation's overall organizational programs and priorities. Once the letter of intent is deemed viable as a part of one of those programs, a formal proposal could be considered.

2- Submission

Project and Program Proposals should be developed in the format as shown on Table 1.

The purpose of a standard proposal format is to adequately describe the project/program so that funding sources can be researched fully. Candidate ideas for Program Managers should also be presented as well as realistic budgeting and schedules.

Due to the HRF budgeting cycle, projects should be submitted no later than August 1 for consideration in the next fiscal year (January-December).

Programs can be submitted at any time – but must take into account the lead times for application for private and federal/state funding.

3- Review

Upon receipt of a proposal– the HRF Program Development Committee will:

- Review the proposal;
- Make a recommendation to the HRF Board to pursue the proposal, reject the proposal, or return it with suggestions for improvement;
- Assist in appointing Program Development Managers for those programs the Board approves;
- Make recommendations for sources of funding;
- Review and recommend the execution of grant documents by the HRF;
- Review progress reports and budgets of programs during the execution phase;
- Ensure the appropriate closeout of programs at completion.

4 - Funding

If approved by the HRF Board of Directors, HRF may assist the Project/Program Development Manager in securing funding. HRF will require remuneration in a mutually acceptable manner for staff time, direct costs, and indirect costs.

Funding priority for projects will be given to those proposals that, in the HRF's judgment: best support the goals of the foundation; can be viably funded; and have a measurable impact on a desired audience.

Programs that have secured additional funding or support from collaborating organizations will be given favorable consideration.

5 - Execution

If an application is accepted for funding and approved by the HRF, the HRF will execute the grant contract papers. An agreement with a Project/Program Development Manager will be executed, and the project/program will be executed within the parameters of the funding agency.

The HRF will require periodic (at least annual) reports on the progress of the project.

6 - Closeout

All HRF projects and programs must complete a final closeout report. The closeout report shall include:

- A detailed accounting of funds allocation with corresponding expense reports and/or invoices.

- A listing of participants in the program.
- A summary of how the program supported the goals of the HRF, and an evaluation of the program's efforts to reach the goal.
- An estimate of the target audience of the program and any feedback from audience and participants.
- Examples of media coverage generated by the program.
- Closeout documents from the grant source.

Table 1 HRF Project/Program Proposal Worksheet¹

Proposal Section	Content	Estimated Pages ²
Executive Summary: Summary of the entire proposal	Problem Solution Funding Requirements Why HRF?	1 page
Statement of Need: Why this project is necessary	Facts and Stats Previous work Model for others?	1 page
Project Description: Nuts and bolts of how the project will be implemented and evaluated	Objectives - measurable outcomes Methods - activities: how, when and why Staffing/administration - qualifications and roles Evaluation - measure product or process Schedule – the project plan	2 pages
Budget: Financial description of the project plus explanatory notes	Personnel Direct Expenses	1 page
Preliminary Funding Strategy What are the likely sources	Approach to securing funding What are the hydro angles? Who has been approached or can assist? Regional; National; University connections	1 page
Proponent or Candidate(s) for Program Development Manager	Who is proposed and brief biography	1 page

¹ ADAPTED FROM FOUNDATION CENTER SHORT-COURSE ON PROPOSAL WRITING WWW.FDNCTR.ORG

² PROJECT PROPOSALS CAN BE BRIEF.