|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1) Ministry Information | | | | | |
| Ministry Name: |  | | | *Name of Point of Contact (POC):* |  |
| *Installation address (Village, municipality, area, country, including GPS coordinates if available):* |  | | | *POC Mailing Address:* |  |
| Office Phone: |  | E-mail: |  | *POC Email Address:* |  |
| Mobile Phone: |  | Website: |  | *Request Date:* |  |
| Project Type (School, Orphanage, Medical Clinic etc.): |  | | | *Estimated number of people impacted (please include demographic info, if available – number of children/adults, boys/girls, etc.):* |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 2) Stateside or Major Support Agency | | | |
| Name | Email | *Phone* | Website and/or Mailing Address |
|  |  |  |  |

|  |  |
| --- | --- |
| 3) Current Energy Costs *(quantify costs in a specific currency)* | |
| Equipment Expense (ex. generator and related equipment): |  |
| Grid Fees: |  |
| Maintenance: |  |
| Monthly Fuel: |  |
| Other (ex. cost/impact associated with not having electricity): |  |
| TOTAL: |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 4) Project Details / Electrical Load Analysis | | | | | | | | | |
| What would you like to operate with solar power? Specify quantity (Qty) of each. | | | | | | | **Other(s) (Fill-in)** | | |
| Lights | Refrigerators | Fans | | | Laptops | | *Microscopes* | | Centrifuges |
| Qty: | Qty: | Qty: | | | Qty: | | Qty: | | Qty: |
| Autoclaves |  |  | | |  | |  | |  |
| Qty: | Qty: | Qty: | | | Qty: | | Qty: | | Qty: |
|  |  |  | | |  | |  | |  |
| Qty: | Qty: | Qty: | | | Qty: | | Qty: | | Qty: |
| Additional Details | | | | | | | | | |
| Existing Electrical Grid Power | Is grid available? | | | Grid availability per day | | Grid quality: Are Volts and/or Hz consistent? | | | |
| Y/N | | | # Hours/Day: | | Y/N; Describe: | | | |
| Roof Type (please provide photos) | Concrete Flat | | | Pitched Wood | | Pitched Metal | | Other | |
| Y/N | | | Y/N | | Y/N | |  | |
| Water Pumping (if applicable) | | | | | | | | | |
| Depth of well: | | |  | | | | | | |
| Height of water tank above ground: | | |  | | | | | | |
| Gallons of water used/needed per day: | | |  | | | | | | |

|  |
| --- |
| 5) Method of Funding |
|  | |

|  |  |  |
| --- | --- | --- |
| 6) Proposed Project Timeline *(please describe under relevant box)* | | |
| Ready to Install | *Funding is necessary* | *Future Planning* | |
|  |  |  | |

**7) Additional Comments:**

Thank you for choosing SonLight Power for your solar energy needs. It is a blessing to partner with you. Please read, sign and return this agreement with your Project Request Form.

*SonLight Power follows a step-by-step process when scheduling specific dates to meet your project needs:*

***Step 1. Needs Assessment:*** *Your organization completes the attached Project Request Form and returns it along with related images/video to* [***ClayLuna@SonLightPower.org***](mailto:ClayLuna@SonLightPower.org)*. Once our project management team receives this form, you will be notified we have received it. Turnaround times are dependent on current workloads, so please allow up to two weeks to receive your initial quote.*

***Step 2. Agreeing to a Plan:*** *A SonLight Power team member will communicate a preliminary equipment list and budgetary estimate for your project. From there, we’ll will work with you to adjust the estimate as needed to meet the needs of your organization. Depending on the complexity of the project, a deposit may be requested.*

***Step 3. Securing Funds:*** *Once we agree on a design plan, final cost and projected return on investment for your project, we ask that you secure funds and make arrangements to transfer funds to SonLight Power. Once all funding is received by SonLight Power, we’ll proceed to Step 4. Methods of transfer include wire, check or credit card. Note that a 4% processing fee applies to credit card transactions.*

***Step 4. Mobilize a SonLight Power Team:*** *You’ve done the work of funding your project, now let us get to work on gathering a qualified team excited to serve alongside your organization. Typically, 4 to 6 months are needed to mobilize a qualified team before travel to the project site. Here’s why:*

* *We want to cover your project in prayer.*
* *Team members traveling with SonLight Power to partner on your project are generally self-funded. Our team members need sufficient lead time to block time in their personal/professional calendars and to engage with their networks about your project and raise the funds necessary to travel with us.*
* *Procuring the equipment necessary for your project and having it shipped/received internationally takes time. Post-pandemic timelines are still highly variable in most countries. Depending on the country and circumstances, it is not uncommon for import and customs processes to last multiple months.*

***Step 5. Agree to an Install Schedule:*** *Flexibility is key here. We typically schedule trips based on the order our partners complete Step 3. We strive to accommodate your schedule as much as possible and will communicate with clarity on the dates our teams are available to travel.*

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I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, as representative of

Print Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, understand the steps described above by SonLight Power.

Organization Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Title Date