	<b>ENERGY EFFICIENCY AND CONSERVATION PROGRAM MANAGEMENT AND TECHNOLOGY PROMOTION DIVISION</b>		
	<b>QUALITY MANAGEMENT SYSTEM FORMS MANUAL</b>	Doc. ID	EPMPD-QF-01
		Effectivity date:	xx xxxx xxxx
Page no. 1 of 2	Document Name:  <b>CARE INSTITUTION PROJECT FUND APPLICATION FORM</b>  <b>(ANNEX G)</b>	Rev. no.	0

**CHECKLIST OF REQUIREMENTS FOR CARE FUND APPLICATION**

- ☐ Letter of Intent;
- ☐ One (1) Original Copy of Project Proposal (Annex H);
- ☐ One (1) Original Copy of Work and Financial Plan (Annex I); and
- ☐ One (1) Original Copy of Budgetary Requirements (Annex J)

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**CARE INSTITUTIONS FUND APPLICATION FORM**

**Name of Institution** : \_\_\_\_\_


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- A. Letter of Intent (*Please see attachment/s*)
- B. Project Proposal (*Please see attachment/s*)
- C. Work and Financial Plan (*Please see attachment/s*)
- D. Budgetary Requirements (*Please see attachment/s*)

**Assurances:**

By signing this application form and this set of assurances, I hereby acknowledge the following conditions of the Department of Energy (DOE) and agree to abide by them if this application is accredited.

1. I agree to submit complete requirement documents and to abide by the process of accessing the CARE fund.
2. I hereby authorize the DOE to make direct inquiries to any person, firm, or organization named in the application to verify the information submitted herein.
3. I hereby consent to the processing of our institution's information that will be collected and stored by the DOE in accordance with the Data Privacy Act and that the same will be shared with DOE as part of the processing of my accreditation for CARE Institution.
4. I further agree that if we provide false or misleading information on our application form or otherwise fail to demonstrate that we have sufficient experience or qualifications to perform as CARE Institutions, the DOE has the right to suspend without prior notice my accreditation from the DOE.

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5. I hereby warrant that I am duly authorized to represent \_\_\_\_ (Name of HEI) \_\_\_\_ by virtue of the power vested upon me by existing laws and/or issued document<sup>1</sup> (i.e., *Board Resolution, Special/Assignment Orders* and *etc.*) attached herein.
6. I, the undersigned, hereby apply for the accreditation with DOE and certify that, to the best of my knowledge, the particulars given in this application and all accompanying documents/information are true and correct.

NAME OF REPRESENTATIVE : \_\_\_\_\_

POSITION : \_\_\_\_\_

SIGNATURE : \_\_\_\_\_

DATE : \_\_\_\_\_

<sup>1</sup> *Board Resolutions* or *Special/Assignment Orders* may not be required if the HEI is represented by its President/Chairman.