

EDF CLIMATE CORPS: 2020 HOST APPLICATION

Thank you for your interest in EDF Climate Corps!

Please review and complete the following application and provide the appropriate signatures on the fourth page.
Once submitted, we will review your application and notify you if further documentation or information is required.

PART I: HOST INFORMATION		
Organization Name		
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? <input type="checkbox"/> Accessible by public transportation <input type="checkbox"/> 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	
PART II: PROJECT INFORMATION		
Proposed Fellowship Dates or Duration (Actual dates will be determined in conjunction with Fellow(s)' school schedule(s))		
Project Category (Select which category the project most closely fits) <input type="checkbox"/> Scaling Energy Efficiency <input type="checkbox"/> Renewables & Electrification <input type="checkbox"/> Supply Chain Sustainability <input type="checkbox"/> GHG Targets & Commitments <input type="checkbox"/> Other: _____		
Workplan Content (Briefly describe the projects the fellow(s) will work on over the summer. This information will be made available in summary form to all potential fellows so that they may indicate their preferred placements during the matching process. Any major changes to project scope after application submission are subject to EDF approval.)		

PART III: FELLOW PREFERENCES

Information collected here is used to inform the selection of your 2020 fellow. Please be as detailed as possible. All responses are confidential and used only to inform the selection of your EDF Climate Corps fellow. If you are unsure of any preferences, leave the response blank and we will follow up for additional information at a later time.

What preferred *skillsets and qualities* would you like your fellow to have? (e.g. self-starter, strong communicator, data analysis wiz, etc.) Whenever possible, please list them in ranking order.

What preferred *experience and proficiencies* would you like your fellow to have? (e.g. proficiency in excel, carbon accounting experience, etc.) Whenever possible, please list them in ranking order.

Is there a specific window in which your fellow must start and/or complete their fellowship? If so, please indicate the specific dates and time frame below. Typical Climate Corps engagements are 10-12 weeks, with fellows starting in June and completing their projects in August.

Are there any HR restrictions or processes specific to your organization that might prolong the fellow's onboarding process?

Do national security concerns limit access to your facilities to U.S. citizens? Are there other, legal reasons you are unable to work with an international graduate student or recent graduate?

Are there any additional matching criteria that we should be made aware of?

PART IV: PROGRAM DESCRIPTION

EDF Climate Corps Program Goals

EDF Climate Corps is designed to help Host Organizations accelerate their climate and clean energy projects and meet their goals. By enrolling in EDF Climate Corps, Host Organizations are matched with an EDF Climate Corps fellow(s) who will be placed onsite for 10-12 weeks in the summer of 2020. The fellow(s) provides Host Organizations with customized deliverables that can include strategy development, detailed project and cost analyses, and implementation recommendations. By participating in EDF Climate Corps, the Host Organization will gain access to a network of energy and climate professionals and to the events and resources made available to EDF Climate Corps hosts, fellows and alumni.

EDF will:

- Recruit and match a qualified fellow with the Host Organization OR integrate a fellow(s) independently selected by the Host Organization into the program (please consult with EDF for more information).
- Train the fellow in May 2020 on sustainability and climate strategies, best practices, resources and skillsets applicable to their Host Organization project.
- Assign an EDF engagement manager who will be available throughout the fellowship for support and guidance to both the fellow and Host Organization.
- 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.

The Host Organization will:

- Hire fellow(s) at a salary of at least \$1,250 per week for at least ten weeks, and provide fellow(s) with up to \$2,500 in reimbursement for travel, accommodations, and other expenses for the May training and to attend the fall EDF Climate Corps Summit event. **EDF cannot accept funds from private companies; companies must pay fellow(s) the above salary and reimbursement directly.**
- Provide fellow(s) a supportive high-level project sponsor, as well as an accessible day-to-day direct supervisor 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.
- Comply with all relevant state and federal labor laws, including, but not limited to the Fair Labor Standards Act and carry the fellow on its workers compensation insurance policy.
- Disburse fellow compensation according to its standard payroll procedures.
- 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.
- Provide EDF with project updates and the resulting savings periodically upon request 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 prior to starting work.
- Work with the Host Organization to review existing energy and sustainability data, identify potential energy-saving measures and associated savings, and complete the agreed upon project scope.
- BEFORE completion of the fellowship, deliver to the Host Organization and EDF a detailed deliverable, which may include:
 - A final report/presentation
 - A list of all energy and climate recommendations and associated cost savings, energy conservation, and CO2 reductions associated with each
 - An implementation plan
 - Supporting financial and environmental analysis
 - A summary of the fellow's project
- Present the deliverable to the fellow's direct supervisor, high-level sponsor, and any other staff at the Host Organization at a date and in a form as mutually agreed between all parties.

PART V: CONFIDENTIALITY & PUBLICITY

Confidentiality:

In order for EDF and the Host Organization to collaborate effectively, either party may disclose (the “Discloser”) certain confidential information to the fellow and to the other party (the “Recipient”) subject to the terms and conditions of this Application. 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 Discloser to the Recipient including the Recipient’s employees, agents, contractors, subcontractors or any affiliate(s), or to the fellow, under or in connection with this Application including, but not limited to, all technical and non-technical information, customer information, or plans, financials, business strategies, research and development, software and hardware, designs, proprietary formulae and algorithms (“Confidential Information”). Irrespective of any separate agreement entered into between the Fellow and the Host Organization, any Confidential Information generated by or on behalf of the Fellow for the Host Organization will be made available to EDF.

The restrictions in this Application 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 Recipient without breach of this Application; (iii) was lawfully received by Recipient from a third party without such restrictions; (iv) was known to Recipient, its employees or agents without such restrictions prior to its receipt from the Discloser; (v) was generally made available to third parties by the Discloser without such restriction; or (vi) is required to be disclosed by Recipient pursuant to judicial order or other compulsion of law, provided that Recipient will provide to the Discloser prompt notice of such order and comply with any protective order imposed on such disclosure.

Program Publicity:

Notwithstanding the Confidentiality section above, the Host Organization agrees and acknowledges that EDF may publicize the Host Organization’s participation in EDF Climate Corps. EDF may publish the Results (defined below) of the fellowship program only with the prior written consent and approval of the Host Organization. Results shall include but not be limited to a summary of the Fellowship, its impact on the Host Organization and associated cost, energy, and greenhouse savings identified by the Fellow (“Results”). Use of the Host Organization’s logo by EDF and EDF’s logo by the Host 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 from the Host Organization and EDF with respect to each other’s logo.

Indemnification:

As the Fellow is not an employee of EDF, the Host Organization agrees to indemnify and hold EDF harmless from any and all claims or damages arising out of (i) any disclosure of Confidential Information or Results by Fellow not authorized by Host and (ii) the behavior or performance of the Fellow while employed by the Host Organization.

By signing below, the Organization agrees to be a 2020 EDF Climate Corps Host Organization and to the responsibilities detailed in this application:

Host Organization:

EDF:

Signature of High-Level Sponsor

Signature of EDF Representative

Name of High-Level Sponsor (Print)

Name of EDF Representative (Print)

Title of High-Level Sponsor

Title of EDF Representative

Date

Date