Project step	NFP org	CORENA volunteers and management committee
Are you eligible?	• Not-for-Profit? • Providing community service? • Own your building (or long lease)? • Roof suitable? • Reasonable daytime electricity consumption? • Willing to promote project?	Field enquiries
↓		
If YES	• Gather the information below to fill out the EOI form on the website: http://corenafund.org.au/eoi-form/	
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Fill in the EOI form on the website	• Who has the authority to sign? • Who will liaise with us to promote the project? • Extra approvals? eg building owner or local Council? • Suitable building structure and electric wiring? • Electricity usage, roof direction and energy efficiency opportunities = cost-effective project? • Funding options, eg full or part CORENA loan?	Pursues any missing information Sends info to tech advisors
↓		
We help you get your project ready to go	• We might ask for more details • Loan agreement – 'in principle' approval from your board • We recommend size and type of installation • You get quotes and an idea of costs • We check that quotes meet our standards and price expectations • We calculate the expected savings and repayment schedule • You get board approval to proceed	Assess project suitability, recommend size and type of installation Check quotes Calculate savings and repayment schedule Approves project
↓		
Congratulations! you are in our funding queue	1. Wait for your project to reach the top of our queue… (we can advise roughly how long) 2. Then CORENA and yourselves promote the project widely… 3. Until it is fully funded.	Put on website Promotions and fundraising
↓		
Yeehah! You are funded!	4. We'll ask you to book the install date and sign the agreement... 5. We will send the money so you can pay the installer… 6. Finally, please send us photos.	Receive signed loan agreement from applicant Arrange for cheque signing Send money and signed contract