
PROGRAM GUIDE: THE CLEAN TECHNOLOGY NETWORKS PROGRAM

Part of the Climate Change Innovation and Technology Framework

PROGRAM OVERVIEW

Background

In December 2017, the Government of Alberta (GOA) published the Climate Change Innovation and Technology Framework (CCITF) as the overarching guide for the government's investments in innovation and technology to reduce greenhouse gas (GHG) emissions, while preparing our province for the lower carbon economy of tomorrow. Alberta Innovates, on behalf of Economic Development & Trade, is offering five programs: Clean Technology Development, Clean Technology Networks, Clean Technology Commercialization, Clean Technology Business Innovation Vouchers, and Clean Technology Facilities Support.

The emerging clean technology sector faces challenges – often impactful projects are not able to attract direct industry funding because of their early stage of development or other barriers, and more broadly, these sectors do not have the support systems and networks needed to advance these projects and technologies.

Alberta Innovates designed the **Clean Technology Networks** program to inspire and evolve Alberta's support systems by providing strategic funds to entities that can provide networks, partnerships or collaboration in the following priority sectors:

- Cleaner oil and gas
- Methane emissions reductions
- Low carbon electricity
- Waste to value added
- Green buildings
- Energy efficiency.

Program Details

This is a program with agreements for one-time investments up to \$250,000 or agreements up to \$200,000 per year for no more than three years. The program is intended to create new or support existing clean technology partnerships, and is open to not-for-profit organizations, post secondary institutions and industry associations.

Examples of proposals might include:

- Development of industry/government consortia to advance next generation carbon conversion and utilization technologies.
- Support for programs that provide a mentoring and training network for a cross-section of clean technology researchers/developers, entrepreneurs, and Small and Medium Size Enterprises (SMEs) plus access to capital for growth beyond start-up.
- Multi-jurisdictional strategic partnerships that advance business-to-business clean technology development or pilots for new policy or program tools.
- Initiatives designed to connect Alberta SMEs to significant global clean technology opportunities.
- Develop a technology community of practice in one of the priority sectors for “sandbox”, pilot, demonstration, or projects to de-risk technology adoption.

Key network and partnering opportunities support consortia, strategic partnering, SME training and mentoring networks to facilitate GHG emissions reduction in Alberta while supporting economic growth and diversification, energy transition, and increased innovation capacity.





HOW THE PROGRAM WORKS

Eligibility

This program is open to a wide variety of organizations including consortia, innovation clusters, post-secondary institutions, not-for-profit, and innovation system service providers.

(a) Applicant Eligibility Criteria - To qualify as an Applicant, the partner(s) is (are) required to satisfy the following criteria:

- be a legal entity:
 - incorporated in Alberta; or
 - incorporated federally or in another jurisdiction AND extra-provincially registered in Alberta; or
 - a General Partnership, Limited Partnership or Limited Liability Partnership AND registered in Alberta;
- demonstrate the relationship between the Alberta Innovates, the Applicant and/or the Partner(s) does not create a conflict of interest; and
- have no outstanding balance or otherwise owe money to Alberta Innovates or its subsidiaries.

(b) Submission Eligibility Criteria

To qualify for funding, all submissions must:

- start after the execution of the investment agreement between Alberta Innovates, the Applicant, and the Partner(s), and must be stepped with critical “go/no go” milestones;
- be comprised of organizations that have a significant presence in Alberta (including staff, operations, and investments);
- submit to other criteria that Alberta Innovates may develop from time to time.

Performance Management and Evaluation

Over the life of a project, Alberta Innovates employs an active project management philosophy, regularly monitoring performance and supporting the Applicant and Industry Partner to reach their outcomes. Funding is tied to outcomes and achievement of results and submission of progress and performance reports. For this reason, Alberta Innovates funds on a milestone completion basis. This means the Applicant and Industry Partner are expected to complete a task and submit a progress report before Alberta Innovates advances the next tranche of funds. Failure to complete annual performance reporting will also impact fund release.

All investment agreements outline the intended outcomes of the program and the corresponding performance indicators (measures) that will be tracked over the course of the project. Specific performance indicators will also be developed at the level of the individual project given the uniqueness of each project. The Applicant is responsible for annually reporting on all required indicators to Alberta Innovates.

The annual performance reports are used to inform program planning and performance management. The Program level performance results will be communicated back to Applicants, key stakeholders and the public.

Once projects are completed, Alberta Innovates continues to monitor performance for an additional five-year period to accurately evaluate the economic, environmental and social benefits realized for Albertans and our province.

A results-focused organization, Alberta Innovates uses a performance management framework to monitor and evaluate the outcomes and impacts of its investments. The Applicant is responsible for annually reporting on all required indicators to Alberta Innovates.

The Networks Program contributes to the strategic outcomes of the Climate Change Innovation and Technology Framework (CCITF).

CCITF Vision: *By year 2030, Alberta's use of innovation and clean technology ("Clean Innovation") will accelerate the shift to lower carbon economy, generating significant environmental and economic benefits.*

Short, mid and long-term program outcomes and a sample of key performance indicators are highlighted in the following diagram.

Pathway to Outcomes



SME BENEFITS

- Respond to **carbon emissions reduction** pressures
- Profitably evolve toward **low carbon** economy
- Innovate to find **new market growth opportunities**
- **Funding de-risk** for technology and commercialization development
- Access to financial **resources**, relationships and mentorship
- Increased global **competitiveness**

SHORT TERM PROGRAM OUTCOMES

- Active alignment and intentional networks, partnerships and collaboration amongst innovation system actors

SAMPLE OF PERFORMANCE INDICATORS

- # & type of networks, partnerships & collaborations
- # of innovators/entrepreneurs and SME's accessing program supports
- Standardized assessment of client satisfaction with the innovation ecosystem and raised awareness of GHG reducing products & the companies that provide these products



ALBERTA STRATEGIC OUTCOMES

- **Environmental Performance – GHG Emission Reductions**
- **Lower Carbon Diversified Economy**
- **Lower Carbon Energy Transition**
- **Innovation System Performance**

MID/ LONG TERM PROGRAM OUTCOMES

- Increased supply & use of clean technology, products & practices

SAMPLE OF PERFORMANCE INDICATORS

- # of potential reduced GHG emissions from projected deployments
- \$ invested per MT potential GHG emissions and reductions
- # actual GHG emission reductions from new clean technology deployment

How Funding Works

(a) Project Funding

The maximum allowable funding from Alberta Innovates is \$600,000.00. Applicants are encouraged to leverage funding from other sources. A government funding (municipal, provincial, federal) stacking limit from Alberta Innovates will not apply to this extra funding, though limits may exist with other funders. Funding will be dispersed to successful Applicants at the end of each milestone based on milestone proof, over the maximum three-year project.

Alberta Innovates encourages co-funding of projects with other funding agencies, and does not limit the amount of stacking towards the applicant's contribution. However, it is important to note that many funding agencies do employ a stacking limit and applicants should be aware of these stacking limits.

(b) Eligible and ineligible expenses

Alberta Innovates funds expenses directly attributable to the performance of agreed upon projects. All costs incurred must be critical to the performance of the project, as outlined in the application.

Alberta Innovates only funds reasonable costs incurred as defined in the investment agreement after it has been executed.

For a high-level summary of eligible and ineligible expenses please refer to the chart in Appendix A.

HOW TO APPLY

The Clean Technology Networks Program has three phases.



PHASE 1 Application

Applications are submitted to the CCITF Clean Technology Networks program.

Alberta Innovates will not accept partial or incomplete submissions. Required content must be provided in the application in to consider the submission complete.

For current Competition timelines, please see the [CCITF landing page](#).



PHASE 2 Application Evaluation

The application will undergo a merit review and be forwarded to a recommendation team.



PHASE 3 Agreement Execution and Project Management

For approved applications, the applicant will execute an agreement with Alberta Innovates.

Agreement expectations will include:

- participation in project management activities;
- reporting on progress to milestones and budget on a bi-yearly basis during the term of the Agreement; and
- reporting on progress to outcomes on an annual basis during the term of the Agreement and annually for five years after that term.

Project payment is tied to milestone, progress and performance reporting.

APPLICATION REVIEW PROCESS

During the different phases of the program, Alberta Innovates leverages internal staff and external expert reviewers to evaluate applications submitted. Alberta Innovates retains the sole right to determine the evaluation process, and does not disclose the names of its external reviewers to ensure their objectivity and impartiality. All external parties are subject to confidentiality, intellectual property management and conflict of interest policies set by Alberta Innovates.

All decisions are at the sole discretion of Alberta Innovates.

TERMS AND CONDITIONS

This Program Guide is intended as a high-level overview of the CT Networks program. It provides interested parties with a roadmap of what to expect over the lifecycle of a project, from the application stage, during the project and post-completion. Should you have any questions about this guide or what is expected, please contact Alberta Innovates. Please be aware Alberta Innovates may modify this guide from time to time in keeping with any changes to the Clean Technology Networks program, or the Climate Change Innovation and Technology Framework.

Once we have evaluated and approved an application for funding, Alberta Innovates will require the participants to sign our standard form investment agreement. The investment agreement sets out in detail the roles, responsibilities and obligations of the various parties to ensure a successful project. Alberta Innovates will not provide any funding until the investment agreement has been signed by all parties.

CONTACT INFORMATION

To request an application form or for specific questions regarding this guide, please contact Rollie.Dykstra@albertainnovates.ca

For more information about Alberta Innovates and how we can help you navigate Alberta's innovation ecosystem, contact intake@albertainnovates.ca to connect with one of our [Technology Development Advisors](#).

APPENDIX A

Summary of Eligible and Ineligible Expenses

Category	Eligible Expenses	Ineligible Expenses
Labour	<ul style="list-style-type: none"> ✓ Salary and benefits for individuals who are specifically working on the project 	<ul style="list-style-type: none"> ✗ Overhead costs charged to employee labour rates ✗ Professional training & development ✗ Professional fees unless directly related to the project
Materials	<ul style="list-style-type: none"> ✓ Reasonable material costs 	
Capital Assets & Software	<ul style="list-style-type: none"> ✓ Capital improvements ✓ Capital equipment ✓ Software or information databases <p><i>Note: Eligible costs will be pro-rated to the project time frame based on the asset's expected economic life</i></p>	<ul style="list-style-type: none"> ✗ Acquisitions of land or buildings ✗ The undepreciated value of eligible capital costs which extends beyond the project timeframe
Travel		<ul style="list-style-type: none"> ✗ Costs relating to meals, entertainment, hospitality and gifts ✗ Passport or immigration fees ✗ Reimbursement for airfare purchased with personal frequent flyer programs ✗ Commuting costs between place of residence and place of employment ✗ Travel, including mileage, airfare, and accommodation
Sub-contractors	<ul style="list-style-type: none"> ✓ Services or products of another entity 	<ul style="list-style-type: none"> ✗ Costs associated with applying for government grants and programs ✗ Provisions for contingencies, technical or professional journals ✗ Routine testing and maintenance
Other	<ul style="list-style-type: none"> ✓ Costs which Alberta Innovates pre-approves in writing as an eligible expense 	<ul style="list-style-type: none"> ✗ Collection charges, allowance for interest on debt, fines and penalties ✗ Federal and provincial income taxes, goods and services taxes ✗ Expenses for projects or activities outside the approved Project