**Note: This is a copy of the online application form and is provided as an aid to writing your application.**

**This is NOT an application form and will not be accepted for review.**

Climate Change Innovation and Technology Framework (CCITF) Programs are designed to support and enhance the clean innovation ecosystem, to improve Alberta’s ability to reduce greenhouse gases (GHGs) emissions, promote economic diversification, and transition to a lower carbon economic system. Expressions of Interest (Stage 1) and Applications (Stage 2) will be evaluated based on their potential to achieve the targeted CCITF outcomes.

Building upon the success of the Alberta Small Business Innovation and Research Initiative (ASBIRI), a dedicated Clean Technology Commercialization program has been developed.

Alberta Innovates manages a number of high-demand technology commercialization programs for the Province of Alberta with a continuously increasing number of subscribers to such programs. These programs are competitive and Alberta Innovates searches for high value Investments with a strong focus on commercialization that will provide economic and social benefits for Alberta.

Alberta Innovates takes a holistic view of each EOI (Stage 1) and Application (Stage 2). The decision to invest is based on the evaluation of the Applicant, the Project, the technology, the market, the impact of the Project to the Province of Alberta, the clarity, structure and compliance with Program requirements, and the funding history between Alberta Innovates and the Applicant.

**Part 1 Application Instructions**

### The Clean Technology Commercialization Application process has a three Stage format. Applicants may apply to a Challenge by submitting an EOI (Stage 1), accessed through the [Alberta Innovates Applicant Portal](https://proposals.albertainnovates.ca/UREF128144617180133879/WD1_Login/A11180133927). If your EOI is approved, the Application (Stage 2) will be made available to you by Alberta Innovates, and will require specific and detailed information. Stage 3 is the development of the Project Plan in cooperation with the Industry Partner.

We advise that you write your answers in a Word document first so that you have an editable copy of your application responses which you can then paste into this form. A PDF of your form can be printed by clicking the "Create PDF" button on the "Summary" page (Step 5) at any time during the creation of the EOI (Stage 1) and/or Application (Stage 2). It will be emailed to the email address that you provided during registration.

It is essential the Applicant Representative reads and understands the Clean Technology Commercialization Program Guide (the "[Guide](https://albertainnovates.ca/wp-content/uploads/2018/03/Clean-Technology-Commercialization-PROGRAM-GUIDE-Final-March-22-2018.pdf)") before completing this Application.

Alberta Innovates will only provide copies of the EOI (Stage 1) , the Application (Stage 2) and the Project Plan, including any attachments, to the Applicant Representative.

All capitalized words or terms which are not defined within this EOI (Stage 1) and/or Application (Stage 2) have the respective meaning as set out in the Agreement. In this EOI (Stage 1) and/or Application (Stage 2), the terms “**you**” and “**Applicant**” are used interchangeably. You can view a copy of our Agreement template on our website.

Text boxes within this form are simple text only and cannot accommodate images, graphs or tables. Such additional information can be attached in Step 4 with the Attachment type 'Other'. All questions must be answered within the text boxes provided. *Text boxes with only "see attached" will not be accepted.*

For clarity, "Industry Partner" is the entity that identified a Challenge and is partnering with Alberta Innovates to find a solution through Alberta's SMEs to that Challenge. "Challenge Sponsor" means the third party funding entity that wishes to co-fund with Alberta Innovates on this Challenge.

The EOI (Stage 1) and/or Application (Stage2) and project Plan will be reviewed by experts from any or all of Alberta Innovates, Economic Development & Trade, Challenge Sponsor (where applicable), the Industry Partner, and/or experts who are Arm’s Length from those organizations. The review process will begin only after the complete EOI (Stage1) and/or Application (Stage 2) or Project Plan, and all required supplemental information is received by Alberta Innovates. Incomplete EOIs (Stage 1) and/or Applications (Stage 2) will not be considered or reviewed.

These experts will provide their recommendations to Alberta Innovates, and may also voluntarily provide constructive feedback meant for the Applicant. In the case of the EOI (Stage 1) and the Application (Stage 2), the recommendation will be to either invite the Applicant to submit the next stage, or to decline the EOI (Stage 1) and/or Application (Stage 2). In the case of the Project Plan, the recommendation will be whether or not to make the Investment. Alberta Innovates will make the final determination regarding approval of the EOI (Stage 1) and/or Application (Stage 2) and any subsequent Project Plan, and may at any time request an interview with the Applicant.

Alberta Innovates will use its reasonable commercial efforts to inform the Applicant of the determination made in respect of an Application within four (4) weeks following each deadline, for a total of sixteen (16) weeks from the launch date to the final result of the Project Plan evaluation. Any failure to inform the Applicant of the determination regarding the EOI, Application or Project Plan will not result in any obligation or liability of Alberta Innovates to the Applicant or any other interested party. Alberta Innovates may also, in its sole and absolute discretion, forward to the Applicant the constructive feedback, but will not provide any information regarding an expert’s personal information. Applicants are not entitled to access any information regarding the experts, including personal information, nor are they entitled to access or review the expert’s recommendation.

All Investment determinations made by Alberta Innovates (including declining an Investment) are final, non-appealable and binding on the Applicant and Industry Partner. Pursuant to the EOI (Stage 1) and/or Application (Stage 2), Alberta Innovates may provide certain information relating to the Challenge or the Industry Partner to the Challenge Sponsor for the purposes of the Challenge Sponsor determining whether they wish to fund the Challenge with Alberta Innovates. Any investment determination by the Challenge Sponsor is wholly within its sole discretion and Alberta Innovates assumes no liability for any determinations made, including the Challenge Sponsor declining to invest in the Challenge.

Alberta Innovates has the right, as determined in its sole and absolute discretion, to impose a life-time limit on the number of Applications an Applicant may submit.

Important information regarding deadlines and other updated details for each Challenge can be found by clicking [here](https://fund.albertainnovates.ca/Fund/CommercializationServices/AlbertaSmallBusinessInnovationandResearchInitiative.aspx).

If you require assistance in completing your Application, please email inbox\_grants@albertainnovates.ca

**Part 2 Freedom of Information and Protection of Privacy Act (Alberta) (“FOIP”)**

Alberta Innovates is governed by FOIP. This means Alberta Innovates can be compelled to disclose the information received under this Application, or other information delivered to Alberta Innovates in relation to a Project, when an access request is made by anyone in the general public.

In the event an access request is received by Alberta Innovates, exceptions to disclosure within FOIP may apply. If an exception to disclosure applies, certain information may be withheld from disclosure. Applicants are encouraged to familiarize themselves with FOIP. Information regarding FOIP can be found at [http.//www.servicealberta.ca/foip/](http://www.servicealberta.ca/foip/).

**The response time for section navigation will vary based on each user's bandwidth and network connection type (e.g.WiFi vs. "hard wire"). The site has been optimized for Microsoft Internet Explorer® (v9), Mozilla Firefox® (v30.0), Apple Safari® (v6), and Google Chrome® (v35).**

**Stage I – Expression of Interest**

**STEP 1 of 5: PROJECT TITLE**

**STEP 2 of 5: NON-CONFIDENTIAL ABSTRACT (limited to 1000 characters)**

Please provide a brief non-confidential summary of the project and the related product and/or service that you are planning to commercialize. This summary should discuss how the requested funding from Alberta Innovates will be used and how the funding will accelerate commercialization.

Restricted to 1000 charracters.

**STEP 3 of 5: ADDITIONAL APPLICANT AND PROJECT INFORMATION**

**Applicant Contact Information**

Identify the Challenge as named on the Alberta Innovates website, to which you are responding.

Proposed Project Start Date (dd/mm/yy):

Help Text

*The Proposed Project Start Date may differ from the actual Project Start Date depending on the time required to process and execute an Agreement.  To avoid this, we recommend that the Project should start at least 6 months from the Application submission date if approved.*

**TDA Contact.** Did you work with a Technology Development Advisor (TDA) or any other Alberta Innovates representative prior to completing this application?

Yes/No

If you answered YES to the above question, please select the name of the individual.

Bob Hall

John Stroh

Kara Johnston

Lindsay Spadavecchia

Matt Cornall

Michael Kerr

Mike Hrabowiecky

Mike Riou

Rick Davidson

Robert Landers

Stephan Zuberec

Other

If you selected ‘Other’, provide the name of the individual and her/his position within Alberta Innovates.

Legal Name of Applicant

Trade Name of Applicant (if applicable)

Division involved with the Project (if applicable)

Department involved with the Project (if applicable)

Civic Address line 1

Civic Address line 2 (if applicable)

City, Province/State, Country, Postal Code/Zipcode

If the address above is not in the Province of Alberta, insert the address of the Applicant’s physical presence in Alberta and identify the nature of its physical presence in Alberta

Applicant’s Office Phone Number

Applicant’s Website (if applicable)

**Authorized Applicant Representative**

Salutation

Mr.

Ms.

Dr.

Mrs.

First Name, Middle Name (if applicable), Last Name

Position within the Applicant’s Organization

If the Representative’s mailing address is different from the Applicant’s civic address, provide that address.

Direct Business Telephone Number

Cell Number (if applicable)

Business Email Address

**Applicant Funding History**

Has the Applicant previously applied to any Alberta Innovates funding program, including the former *Alberta Innovates – Technology Futures* (AITF), *Alberta Innovates – Health Solutions* (AIHS), *Alberta Innovates – Bio Solutions* (AI-Bio), or *Alberta Innovates – Energy and Environment* (AI-EES)? Yes\No

If you answered YES to the above question, explain which funding program(s) you applied into, which were approved, and when and how much was received.

Has the Applicant received funding or other support from the Industry Partner or the Challenge Sponsor (if applicable). Yes\No

If you answered YES to the above question, explain the manner and timing of this support.

If you have worked with Alberta Innovates, (including the heritage corporations AITF, AIHS, AI-Bio, AI-EES), the Industry Partner, or the Challenge Sponsor (where applicable) under a different name, please provide information regarding this activity.

**Applicant Information**

Jurisdiction of Incorporation of the Applicant

Incorporated and existing in Alberta

Extra-provincially incorporated company which is registered in and has legal status to operate in Alberta

Federally incorporated company which is registered in and has legal status to operate in Alberta

General Partnership registered in Alberta

Limited Partnership registered in Alberta

Limited Liability Partnership registered in Alberta

If "Extra-provincially incorporated company which has legal status to operate in Alberta" was selected in the above list, state provincial jurisdiction of incorporation.

Business Number (B/N): *The Nine digit number provided by the Canadian Revenue Agency (CRA)*

Percentage (%) of Alberta ownership

Incorporation Date (dd/mm/yy)

Is the Applicant a publically traded company? Yes\No

Do you self-identify as a start-up? Yes\No

Provide your Annual Gross Revenue for the year preceding the current calendar year.

Indicate your gross sales revenue for the last 3 fiscal years. For each year, specify the percentage(%) of exports outside of Alberta and outside of Canada.

Number of T4 Salaried Employees residing in Alberta

Number of T4 Salaried Employees residing outside of the Province of Alberta

**Baseline Business Metrics**

Project Sector

Aerospace & Defense

Agriculture

Banking & Insurance

Biotechnology

Construction

Education, Research & Training

Engineering

Environmental Products & Services

Food

Geomatics

Health

Information & Communications Technologies (ICT)

Manufacturing

Mining

Oil & Gas

Petrochemicals & Biochemicals

Pipelines

Real Estate

Retail & Consumer Products

Tourism, Recreation & Leisure

Transportation Logistics

Utilities

Other

If you selected 'Other', specify Sector

Platform Area

Information and Communication Technology

Nanotechnology

Omics

Other

Help Text

*Omics is the term used to describe a range of disciplines in the field of biology including genomics, metagenomics, metabolomics, glycomics and proteomics.*

If you selected 'Other', specify Platform area (*limit 80 characters*)

Keywords - Provide 1 to 3 other identifying keywords describing the technology or innovation sector for the Project.

Project Term in months

Help Text

*Estimated timeline to market-ready*

Investment Request through this Challenge

Help Text

*This is the Alberta Innovates Investment amount being requested*

**Technology Solution Section**

*The objective of this section is to identify and characterize the relationship between the Challenge and the*

*solution being proposed.*

Descibe how your technology will address the WestJet Challenge

Describe the process used by your technology to produce biofuel.

Has your technology successfully produced biofuel and/or jet fuel? If so, at what scale?

Describe the compatible feedstock sources, and the supply of these sources in Alberta/Western Canada.

Will the fuel generated meet jet fuel specifications (freezing point, thermal stability and energy content)? What is the likelihood the fuel will achieve ASTM certification requirements?

Describe the development hurdles needed to commercialize the technology, and the requirements to make the technology market-ready.

Technology Ownership and Intellectual Property (IP) Strategy: Identify the owner of this innovative solution. If you’re not the owner, identify if you have the right to use the innovative solution. Please provide any agreements associated with this innovative solutions (i.e.: license agreements). Also, clearly articulate your IP Strategy and reference any relevant patents awarded or pending (i.e. application and/or patent numbers).

**The Market**

*The objective of this section is to ensure that the innovative solution has been adequately identified, characterized, and quantified against existing solutions and those that are in development.*

Market Potential: What is the global market potential for your innovative solutions? What is your realistic market penetration within the next 5 years? Be sure to highlight your underlying assumptions and cite any relevant sources of information.

Competitive Landscape: Describe the competitive landscape including direct competitors and substitutes, as well as their estimated developmental stage. Include information on barriers to entry and how you would overcome them.

Competitive Advantage: What is the competitive advantage over direct and indirect competition and/or substitutes?

**Alberta Impact**

*The objective of this section is to understand the potential impact upon the successful commercialization of this innovative solution.*

Economic Impact for Alberta: Describe the economic impacts to Alberta should this innovative solution be commercialized. Be sure to forecast and describe assumptions on the potential for revenue generation, diversification/strengthening of the Alberta economy, job growth, and follow-on investment. Information provided should be specific, quantitative, and attached to expected timelines.

Greenhouse Gas Reduction impact in Alberta: Describe the GHG reduction impacts to Alberta should this innovative solutions be commercialized. Information provided should be specific quantitative, and attached to expected timelines.

Social Impact for Alberta: Describe the social impact to Alberta should this innovative solution be commercialized.

**STEP 4 of 5: Attachments**

**The following attachment is mandatory:**

* Detailed Technical Description – must include the stage of development, feedstock required, conversion process, certification received, patent details, device COGS.

You have the option to attach any relevant supporting documentation/evidence you wish, to substantiate your innovation solution and business operations; examples may include:

* Business Plan
* Investment Pitch Deck
* Graphs or Images
* White Papers
* Independent Market Assessments
* Quantitative test results
* Letters of Reference/Support
* Partnerships, joint ventures, research collaborations
* Any revenue generated agreements such as, sales and/or distribution agreements
* Other

**STEP 5 of 5: Summary**

Please ensure that the Application is complete and accurate before pressing “Submit”. Sections and questions hyperlinked in blue in Step Five indicate a missing answer and any missing answer will prevent you from submitting this Application. A PDF Summary can be printed from this Summary page prior to submitting your application, for your own review purposes, by clicking the button at the top of this page. Once an application has been submitted, you will receive the same PDF Summary, however, **revisions and re-submissions cannot be made once submitted.** The summary will be emailed to the email address that you provided during registration.

**Part 3 Publication of Non-Confidential and Aggregate Information by Alberta Innovates:**

Alberta Innovates may (1) publish and/or disseminate in the public domain certain information contained within this Expression of Interest (Stage 1) as a way to promote success stories about innovation in the Province of Alberta and/or (2) use certain information contained within this Application as a way to verify information contained herein. On these bases, Alberta Innovates deems the following information in this Application to be non-confidential and subject to disclosure by Alberta Innovates in its sole discretion at any time:

Stage I: STEP 1 - Project Title

Stage I: STEP 2 - Non-confidential Abstract

Stage I: STEP 3 - Applicant Contact Information

Legal Name, Trade Name, Incorporation Date

Identify the Challenge as named on the Alberta Innovates website, to which you are responding,

TDA or Alberta Innovates Contact Name

Is the Applicant a publically traded company?

Applicant Representative - First & Last Name

Baseline Business Metrics (Stage I) - Project Sector, Technology Platform, Keywords

Investment Request through this Challenge

Challenge / Solution Relationship - Project Term in months

Alberta Innovates may aggregate the remaining information contained within this EOI (Stage 1) for the purposes of reporting or dissemination to the public domain. For clarity, ‘aggregate’ means removal of personal identifiers such as names, locations and addresses of the Applicant and employees, and combining such information with that of other Application submitted by Applicants.

Alberta Innovates is a provincial Crown Corporation owned by the Government of Alberta with one of its primary mandates being to support the development and commercialization of new and innovative technologies for the benefit of Alberta and Albertans. For that reason, Alberta Innovates is required to report to the Government of Alberta on the use of grant funding to ensure the mission and mandate of Alberta Innovates are achieved. Accordingly, Alberta Innovates may provide the Expression of Interest in its entirety to the Government of Alberta on a strictly confidential basis.

**Consent and Declaration of Applicant**

By submitting this EOI (Stage 1), including any supporting documentation, I, in my capacity as the authorized representative of the Applicant, legally represent for and on behalf of the Applicant that:

1. the Applicant acknowledges, understands and agrees to the disclosure of non-confidential information and aggregate information as identified in Part 3, by Alberta Innovates in its sole discretion;
2. the Applicant Representative is legally authorized to submit this EOI (Stage 1) for and on behalf of the Applicant and has the requisite power to legally bind the Applicant;
3. the Applicant Representative has read and understands the [Guide](https://www.albertainnovates.ca/wp-content/uploads/2018/03/Clean-Technology-Commercialization-PROGRAM-GUIDE-Final-March-22-2018.pdf), and understands the information provided specific to the [Challenge](https://fund.albertainnovates.ca/Fund/CommercializationServices/AlbertaSmallBusinessInnovationandResearchInitiative/CHOPSMethaneChallenge.aspx);
4. if the financial statements attached to this EOI (Stage 1) are unaudited internally prepared financial statements, the Applicant certifies that financial statements prepared on an audited or review engagement basis were never prepared for the period ended as at the immediately prior fiscal year end of the Applicant;
5. the Applicant understands the Guide and the instructions and information provided at the beginning of this EOI (Stage 1);
6. the Applicant meets all the eligibility requirements for an Investment under the Clean Technology Commercialization Program as set out in the Guide;
7. all information contained in this EOI (Stage 1) including but not limited to the Project and supporting documentation, is true and accurate;
8. the Applicant acknowledges that failure to provide true and accurate information in this EOI (Stage 1) will result in automatic rejection of the EOI (Stage 1);
9. submission of this EOI (Stage 1) does not obligate Alberta Innovates to make an Investment in the Project and Alberta Innovates has sole and absolute discretion in making its Investment determination, and
10. if this EOI (Stage 1) is approved, and the ensuing Application (Stage 2) and Project Plan (Stage 3) are also approved, Alberta Innovates, the Applicant and the Industry Partner(s) must execute a Clean Technology Commercialization Investment Agreement which provides additional contractual terms and conditions governing the Investment made by Alberta Innovates to the Project before Alberta Innovates will advance funds.