MUNICIPAL COMMUNITY GENERATION CHALLENGE

**LETTER OF INTEREST (LOI) APPLICATION**

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| **APPLICATION FORM overview** |
| This Letter of Interest (LOI) form will be used to identify your interest in participating in the Municipal Community Generation Challenge supported by Alberta Innovates (AI) and the Municipal Climate Change Action Centre (MCCAC). Applicants must complete the form in its entirety. Applicants that fail to use this LOI template and do not complete all sections will not be considered. * Completed LOIs should be submitted by email to **Inbox\_grants@albertainnovates.ca****.**
* The deadline for submission of LOIs is May 10, **2019 at 4:00 PM Mountain Daylight Time.**
* Late submissions will not be accepted.

LOI decision notifications are anticipated in **June 2019**. Note that AI and MCCAC at their sole discretion reserve the right to alter or cancel the program or change timelines. AI and the MCCAC are not responsible for the costs incurred by the applicant in the preparation and submission of any application. |

**Parties**

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| 1. **Municipality applicant Information**

The Applicant must be an Alberta municipality. Municipalities are defined as: all designated municipalities within the Province of Alberta that meet the definition of “municipality” as per Section 1(1)s of the [Municipal Government Act](http://www.qp.alberta.ca/1266.cfm?page=M26.cfm&leg_type=Acts&isbncln=9780779808861).* Regional partnerships where multiple neighboring municipalities combine to submit a joint application are permitted.
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| **Municipality Name:** |       |
| **Municipality Location:** |       |
| **Status Type** | [ ]  City [ ]  Town [ ]  Village[ ]  Summer Village[ ]  Special Area | [ ]  Municipal District[ ]  Improvement District[ ]  Regional Services Commission[ ]  Specialized Municipality [ ]  Special Area |  |
| [ ]  Other, Specify       |

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| 1. **Lead APPLICANT Information**
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| **Applicant Representative Name & Title:** |       |
| **Street Address:** |       |
| **Postal Code:** |       |
| **Phone Number:** |       |
| **Email Address:** |       |
| **Website:** |       |

**3. Transaction**

[ ]  As the representative of the Applicant, I am declaring my intent to participate in the Municipal Community Generation Challenge which includes three successive due diligence stages:

* STAGE ONE – Municipality Letter of Interest
* STAGE TWO - Network Formation And Expression of Interest Development
* STAGE THREE - Full Project Proposal Development

1. **Terms**

This LOI is non-binding and is only intended as a reflection of the intention of the Municipality to participate in the Challenge, and neither this Letter nor its acceptance shall constitute or create any legally binding or enforceable obligation on any Party. Alberta Innovates takes a holistic view of each Letter of Interest (Stage One), Network Formation and Expression of Interest Development (Stage Two) and Full Network Proposal Development (Stage Three). The decision to invest involves a comprehensive analysis of numerous factors. By accepting this LOI, Alberta Innovates is under no obligation to fund the Applicant or invest in the Project.

Municipalities may withdraw from the Challenge at any stage in the due diligence process. It is essential that the Applicant Representative reads and understands the [Municipal Community Generation Challenge Program Guide](https://albertainnovates.ca/wp-content/uploads/2019/03/Municipal-Challenge-Program-Guide.pdf) (the “Guide”) before completing this LOI, or the Stage Two or Stage Three applications.

1. **Conditions**

[ ]  ***I understand and agree to the project eligibility criteria***

* The community generation facility must meet the definition of a “community generating unit” as per the Small Scale Generation Regulation.
* The community generation project must be in Alberta.
* The project must produce a quantifiable GHG emission reduction.
* The project must produce a significant community benefit that is formally documented in an Alberta Utilities Commission (AUC) approved Community Benefits Agreement (CBA) or Community Benefits Statement (CBS).
* The project must develop, submit and agree to participate in knowledge transfer plans and activities.
* The project must submit a completed application template with well-defined outputs and milestones.
* Submit to other criteria that Alberta Innovates and the Municipal Climate Change Action Centre may develop from time to time.

**Should your Application be successful in the LOI process, do you Agree for Alberta Innovates and the Municipal Climate Change Action Centre to share this LOI, and any other supplemental material/information submitted as part of this LOI, with other successful LOI Applicants to encourage (but not require) collaboration among Applicants moving to the Network Partnership Stage?**

Please indicate response: Choose an item.

***Should your Application be successful in the LOI process, do you Agree for Alberta Innovates and the Municipal Climate Change Action Centre to share this LOI, and any other supplemental material/information submitted as part of this LOI, with potential Network partners?***

Please indicate response: Choose an item.

1. **signatures**

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| **Publication of Non-Confidential and Aggregate Information by AI and MCCAC** AI and MCCAC may (1) publish and/or disseminate in the public domain certain information contained within this LOI to promote success stories about innovation in the Province of Alberta and/or (2) use certain information contained within this Application to verify information contained herein. On these bases, AI and MCCAC deem the following information in this Application to be non-confidential and subject to disclosure by AI and MCCAC in their sole discretion at any time: Applicant and Applicant Representative Contact Information.AI and MCCAC will also aggregate certain information contained within this LOI for the purposes of reporting or dissemination in 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 Applications submitted by Applicants.**Consent and Declaration of Applicant**By submitting this LOI, 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:* The Applicant acknowledges, understands and agrees to the disclosure of non-confidential information and aggregate information as identified above, by AI and MCCAC in their sole discretion;
* The Applicant Representative is legally authorized to submit this for and on behalf of the Applicant and has the requisite power to legally bind the Applicant;
* The Applicant Representative has read and understands the Challenge Guide;
* All information contained in this LOI is true and accurate;
* The Applicant acknowledges that failure to provide true and accurate information in this LOI will result in automatic rejection of the LOI;
* Submission of this LOI does not obligate AI and/or MCCAC to make an Investment in the Project and AI and MCCAC have sole and absolute discretion in making their Investment determination; and
* If this LOI is approved, and the ensuing full proposal are also approved, AI, MCCAC and the Applicant must execute an Investment Agreement which provides additional contractual terms and conditions governing the Investment made by AI and MCCAC to the Project before either AI and/or MCCAC will advance funds.
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| **Project Contact Name**       | **Title/Organization**      |
| **Signature** | **Date**      |

1. **Attachments**
* Please attach Municipal Profile

**FOIP and Disclosure of Information to Government**

* 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. According, Alberta Innovates may provide this LoI in its entirety to the Government of Alberta on a strictly confidential basis.
* Alberta Innovates is also governed by the Freedom of Information and Protection of Privacy Act (“FOIP”). This means Alberta Innovates can be compelled to disclose the information received under this LOI, or other information delivered to Alberta Innovates related 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. Applicant Representatives are encouraged to familiarize themselves with FOIP. Information regarding FOIP can be found at [www.servicealberta.ca/foip/](http://www.servicealberta.ca/foip/)

Completed LOIs should be submitted with an attached Municipal Profile by email

to Inbox\_grants@albertainnovates.ca