**EXPRESSION OF INTEREST APPLICATION FORM:** **MUNICIPAL COMMUNITY GENERATION CHALLENGE**  
*Part of the Climate Change Innovation and Technology Framework*

**A partnership between Alberta Innovates and the Municipal Climate Change Action Centre**

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| APPLICATION FORM overview |
| 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 green house gases (GHGs) emissions, promote economic diversification, and transition to a lower carbon economic system. Applications will be evaluated based on their potential to achieve the targeted CCITF, Municipal Climate Change Action Centre (MCCAC) and Alberta Innovates (AI) outcomes.  This form will be used to review the proposal and its fit with the CCITF mandate and strategic priorities of Al and MCCAC. Applicants must complete the full Expression of Interest (EOI) in its entirety. Each response has a character limit. ***Exceeding the character limit will result in the response being truncated.*** Applicants that fail to use this template and complete all sections will not be considered. AI/MCCAC is not responsible for the costs incurred by the applicant in the preparation and submission of this Application. The Application should not exceed 20 pages, excluding additional attachments.  The deadline for submission of EOIs is **August 9, 2019 at 4:00 PM Mountain Standard Time**. Late submissions **will not be accepted**. EOI decision notifications are anticipated in **September 2019**. Any failure to inform the Applicant of the determination regarding the Application will not result in any obligation or liability of AI/MCCAC to the Applicant or any other interested party  **Al/MCCAC will only provide copies of the Application, including any attachments, to the Applicant Representative.** Accordingly, any change of the Applicant Representative should be to an individual who has the authority and permission to see the Application and any attachments.  Note that Al/MCCAC at their sole discretion reserves the right to alter or cancel the program or change timelines. For evaluation criteria and submission instructions please see Appendix A at the end of this document. Al/MCCAC will make the final determination regarding approval of Applications and may at any time request an interview with the Applicant or Network Partner(s).  All Investment determinations made by Al/MCCAC (including declining an Investment) are final, non-appealable and binding on the Applicant.  Al 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.  To learn more about our application process, please visit the [AI and MCCAC website](https://albertainnovates.ca/climate-change-innovation-and-technology-framework-ccitf/)s, as well as the Municipal Community Generation Challenge (MCGC) Program Guide.  Please ensure that you have read and that you understand the Municipal Community Generation Challenge Program Guide before completing this “Application”. |

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| Lead municipality Information | |
| Municipality Name: |  |
| Applicant Representative Name & Title: |  |
| Street Address: |  |
| City: |  |
| Province: |  |
| Postal Code: |  |
| Phone Number: |  |
| Email Address: |  |
| Website: |  |

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| Small and medium enterprise (SME) network partner Informationadd additional columns if there is more than one sme network partner | |
| Legal Entity Name: |  |
| Trade Name (if applicable): |  |
| Business Number: |  |
| Lead Representative Name & Title: |  |
| Street Address: |  |
| City: |  |
| Province: |  |
| Postal Code: |  |
| Phone Number: |  |
| Email Address: |  |
| Website: |  |
| Total number of T4 employees: |  |
| Annual Gross Revenue in the previous fiscal year (Confidential): |  |
| % Alberta Ownership |  |
| Publicly Traded Company? (Y/N) |  |
| Incorporation Jurisdiction: |  |
| **Date of Incorporation:** |  |
| **Date of Alberta Incorporation:** |  |

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| Other network partner Informationadd additional Columns if there are more network parnters | | | |
| Organization Legal Entity Name: |  |  |  |
| Partner Role |  |  |  |
| Representative Name & Title: |  |  |  |
| Street Address: |  |  |  |
| City: |  |  |  |
| Province: |  |  |  |
| Postal Code: |  |  |  |
| Phone Number: |  |  |  |
| Email Address: |  |  |  |
| Website: |  |  |  |

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| Project Information | |
| Title: |  |
| **Location:** |  |
| **Start Date:** |  |
| **Completion Date:** |  |
| Total Budget: |  |
| Requested Challenge Funding: |  |
| **Non-Confidential Project Summary**   * Provide a short non-confidential summary of the proposed project that includes a brief overview of the project objectives, the technology to be developed/demonstrated, project schedule, budget and how it will achieve the desired outcomes of GHG emission reductions and contribute to a lower carbon diversified economy. This summary may be posted online if the full proposal is successful. Do not include information which is considered confidential. (*Maximum 250 words. Responses longer than 250 words will be truncated*.)   (Insert Response Here) | |

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| EXCELLENCE |
| Knowledge, Technology or System Opportunity • What is the knowledge, technology or system related gap addressed by the proposal?   * Provide a brief description of the current status of the knowledge, technology or system and the technological and system related challenges and opportunities related to the proposal? (*Maximum 250 words. Responses longer than 250 words will be truncated*.)   (Insert Response Here) |
| Technology Readiness Level (TRL) Self-Assessment  * Identify the numerical TRL of the technology at the “Project Start” and “Project End”. * The TRL definitions are provided below.   □ *1 – Basic principles observed and reported*  *□ 2 – Technology concept and/or application formulated*  *□ 3 – Analytical and experimental critical function and/or characteristic proof of concept*  *□ 4 – Component validation in a laboratory environment*  *□ 5 – Component validation in a relevant environment*  *□ 6 – System/subsystem model or prototype demonstration in a relevant environment*  *□ 7 – System prototyping demonstration in an operational environment*  *□ 8 – Actual technology/system completed and qualified through tests and demonstration*  *□ 9 – Actual technology/system proven through successful deployment in operational setting*   |  |  | | --- | --- | | TRL at Project Start | TRL (anticipated) at Project Completion | |  |  | |
| **Intellectual Property**   * Does the applicant have intellectual property (IP) related to the proposal? Yes – No * Is the applicant aware of others having IP related to the proposal? Yes – No * Does other IP impede freedom to operate in the proposed project? Yes – No * Will new IP be generated as a result of the proposed work? Yes – No * Have arrangements been made for ownership of IP developed during the project? Yes – No |

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| FEASIBILITY |
| Objectives:Please state the project objectives and outline the work plan that will achieve those objectives in the table below. Add rows as necessary.  |  |  | | --- | --- | | **Key Project Objectives** | **Key Performance Indicator (KPI)** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |
| **Work Plan:**   * Provide a description of the project scope (milestones, reports, deliverables, and end products that are expected). Describe the location(s) where the work will be performed. Describe the plan and associated tasks needed to achieve the objectives in narrative form. (*Maximum 500 words. Responses longer than 500 words will be truncated*.)   (Insert Response Here) |
| Project Funding  * **Importance of Public Funding:** Describe the importance of Challenge funding to the success of this project. What is the fate of this project if Challenge funding is not received? *(Maximum 20 words. Responses longer than 20 words will be truncated.)* * **Budget**: Fill out the budget in the spreadsheet titled **“Municipal Community Generation Challenge EOI Budget Template.xlsx”.**   (Insert Response Here) |
| Description of Project Network Team and Resources In the table below:   * List the project team members and describe their role (e.g. SME, Co-benefit partner, Other partner), responsibilities and expertise relevant to the project. * Identify the project champion(s). * Please provide a link (if available) to a public information source that provides a summary of the team member organizations listed. * Provide details evidencing all Partners demonstrated qualifications, experience, capabilities, and capacity to successfully perform the work for the Project (as attachments if necessary).  |  |  |  | | --- | --- | --- | | **Team Member** | **Organization, Title** | **Role, Responsibilities, Experience** | | ***EXAMPLE***  *John Smith* | *Party A, Buildings Lead* | *Project Champion, Project Manager, 15 years researching and building grids* | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |   **Description of Project Network Resources**   * List the available facilities and equipment accessible to the team for the proposed project. Is there any additional equipment that is needed? How will any additional equipment be accessed/obtained? * Identify if there are any existing relationships between members of the Project Network Team and if yes, please describe any potential conflicts of interest.     (Maximum 300 words. Responses longer than 300 words will be truncated.)  (Insert Response Here) |

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| OUTCOMES - GHG EMISSIONS REDUCTION IMPACTS |
| The ultimate outcome of the MCCAC and CCITF is to achieve reduced greenhouse gas (GHG) emissions. One of the core criteria for evaluating CCITF projects is the potential GHG impact.  Describe how the proposed project will result in GHG emission reduction in Alberta.   * Identify the type of renewable energy the project will be utilizing. * Estimate how much energy the project will generate annually in kilowatt-hour (kWh) units. * Identify if the energy will be used locally or transferred to the grid.   (Maximum 300 words. Responses longer than 300 words will be truncated.)  (Insert Response Here) |

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| outcomes |
| Community Benefits Identify expected outcomes of the proposed project, including potential economic, environmental (non-GHG), social or any other perceived benefits.   * Estimate the economic benefits to Alberta that could arise from the project. Consider domestic and export revenue growth and jobs. * Outline the environmental, social, or economic benefits to the community anticipated from the proposed project; to be included in the Community Benefits Statement (CBS) or Community Benefits Agreement (CBA), as per the Alberta Small Scale Generation Regulation.   (*Maximum 500 words. Responses longer than 500 words will be truncated*.)  (Insert Response Here) |

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| innovation |
| Knowledge Transfer Identify the knowledge transfer opportunity and plan for the project.   * Estimate the scale and spread opportunity of the project to other Alberta municipal environments. * Outline your proposed plan for capturing and disseminating the knowledge learned from the project to other municipalities.   (*Maximum 500 words. Responses longer than 500 words will be truncated*.)  (Insert Response Here) |

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| ADDITIONAL FUNDING Information |
| **Previous Funding from CCITF, AI, MCCAC and Alberta Government**   * Use the table below to describe previous funding from CCITF, Al, MCCAC, Alberta Government or other relevant agencies that relates to the work proposed in the application. Add rows as needed.  |  |  |  |  | | --- | --- | --- | --- | | **Date** | **Funding Program** | **Value** | **Description** | | *e.g. Aug 2019* | *MCCAC Community Generation Capacity Building Program* | *$105,000* | *For assessing solar PV feasibility* | |  |  |  |  | |  |  |  |  | |

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| Application Signatures |
| Freedom of Information and Protection of Privacy Act ("FOIP") Alberta Innovates and the Municipal Climate Change Action Centre are governed by FOIP. This means Alberta Innovates or the Municipal Climate Change Action Centre can be compelled to disclose the information received under this Application, or other information delivered to Alberta Innovates or the Municipal Climate Change Action Centre 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 or the Municipal Climate Change Action Centre, 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/>.Publication of Non-Confidential and Aggregate Information by Alberta Innovates and the Municipal Climate Change Action Centre Alberta Innovates or the Municipal Climate Change Action Centre may (1) publish and/or disseminate in the public domain certain information contained within this Expression of Interest as a way to promote success stories about innovation or Community Generation 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 and the Municipal Climate Change Action Centre deem the following information in this Application to be non-confidential and subject to disclosure by Alberta Innovates and the Municipal Climate Change Action Centre in their sole discretion at any time: Applicant and Applicant Representative Contact Information, Project Title and Non-Confidential Summary.  Alberta Innovates and the Municipal Climate Change Action Centre will also aggregate certain information contained within this EOI 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 EOI, 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 Alberta Innovates and the Municipal Climate Change Action Centre 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 Guide; * All information contained in this EOI including but not limited to the Project and supporting documentation, is true and accurate; * The Applicant acknowledges that failure to provide true and accurate information in this EOI will result in automatic rejection of the EOI; * Submission of this EOI does not obligate Alberta Innovates or the Municipal Climate Change Action Centre to make an Investment in the Project and Alberta Innovates and the Municipal Climate Change Action Centre has sole and absolute discretion in making its Investment determination; and * If this EOI is approved, and the ensuing full proposal are also approved, Alberta Innovates, the Municipal Climate Change Action Centre and the Applicant must execute an Investment Agreement which provides additional contractual terms and conditions governing the Investment made by Alberta Innovates and the Municipal Climate Change Action Centre to the Project before Alberta Innovates and the Municipal Climate Change Action Centre will advance funds.  |  |  | | --- | --- | | **Project Leader’s Name** | **Title/Organization** | | **Signature** | **Date** | | **Authorized Representative’s Name** | **Title/Organization** | | **Signature** | **Date** | |
| **Optional:**  By signing below, I acknowledge I am willing to allow Alberta Innovates and the Municipal Climate Change Action Centre to share this application with trusted funding partners (e.g. Emissions Reduction Alberta, Natural Resources Canada). |

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| Attachments |
| * All attachments must be PDF files with maximum size of 2 MB each. * Attach relevant figures or images referenced in the proposal text (maximum 2). |
| Required:   * **Municipal Community Generation Challenge EOI Budget Template** |
| **Optional:**   * Attach letters of support from industry or other government agencies * Attach funding decision notifications as proof of confirmed funding contributing to the project where applicable. * Attach relevant Network Partner resumes/ references |

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| **APPENDIX A:** |
| **EVALUATION CRITERIA**  Your EOI will be evaluated based on the 6 criteria shown below. Please provide information in sufficient detail to allow the evaluation team to review the project, while at the same time being concise in describing your proposed project.   |  | | --- | | 1. **EXCELLENCE** | | 1. Knowledge, Technological, or System Opportunity | | 1. **FEASIBILITY** | | 1. Objective, Project Team and Resources | | 1. Work Plan and Budget | | 1. **OUTCOMES** | | 1. GHG Emission Reduction Impacts | | 1. Community Benefits | | 1. **INNOVATION** | | 1. Knowledge Transfer |   **Use of External Reviewers in Review Process**  Alberta Innovates and the Municipal Climate Change Action Centre works with a variety of trusted external reviewers for the purposes of evaluating technical, market, business, and financial information on a confidential basis for the duration of the evaluation process. External reviewers and funding partners are required to sign a non-disclosure agreement with Alberta Innovates and the Municipal Climate Change Action Centre. Alberta Innovates’ and the Municipal Climate Change Action Centre use of external reviewers does not imply that the reviewers will participate in the project or provide any information or guidance on the proposal. 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.  **APPLICATION PREPARATION & SUBMISSION INSTRUCTIONS**  Applicants must complete the EOI proposal in its entirety. Applicants that fail to use this template and complete all sections will not be considered. AI/MCCAC is not responsible for the costs incurred by the applicant in the preparation and submission of any application.This form will be used to review the proposal and its fit with the CCITF mandate and strategic priorities of Alberta Innovates and the Municipal Climate Change Action Centre.  **SUBMIT THIS EXPRESSION OF INTEREST PROPOSAL BY SENDING THE FOLLOWING ATTACHMENTS IN THE CORRESPONDING FORMATS:**   1. Expression of Interest Proposal – Word Document. Use Calibri 11-point font only. 2. Signatures (Section 8) – PDF 3. Attach relevant figures or images referenced in the proposal text - PDF files, maximum 1 MB each   **TO THE FOLLOWING EMAIL ADDRESS –** [inbox\_grants@albertainnovates.ca](mailto:inbox_grants@albertainnovates.ca)  Use the following file naming convention when submitting the EOI:  CCITF-MCGC-EOI *{Lead applicant municipality name} – {Submission Date YYYY-MM-DD}*  **Example: CCITF-MCGC-EOI Municipality Name – 2019-08-09** |