



# PROGRAM GUIDE: Advancing the Hydrogen Economy

## Hydrogen Centre of Excellence - Advancing Hydrogen Competition 2

*Administered by Alberta Innovates*

## Accelerating Hydrogen Challenge

*Administered by Emissions Reduction Alberta*

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# PROGRAM GUIDE:

## Advancing the Hydrogen Economy

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# Part I: Program Overview

## BACKGROUND

There is an emerging consensus that hydrogen will have a key role to play in reducing greenhouse gas (GHG) emissions across the economy and for hard-to-abate sectors in particular. As a clean energy carrier and/or feedstock, hydrogen produces no GHG emissions when it is consumed. Furthermore, its similar attributes to conventional gaseous hydrocarbon fuels make hydrogen a favorable candidate for decarbonization of a variety of economic activities if it can be produced and delivered in a low carbon manner. Hydrogen presents significant opportunities to grow a new value-added product sector in Alberta, to support low emissions heavy transport, to expand exports, to provide low-carbon energy and chemical inputs to Alberta's existing industries, and to attract new investment and innovation to the province. Support for new hydrogen technologies across the entire value chain and the full Technology Readiness Level (TRL) spectrum will be critical to advancing the hydrogen economy across Alberta.

## ABOUT HCOE, ERA and NRCan

The Government of Alberta, via its Alberta Natural Gas Strategy and Alberta Hydrogen Roadmap, has committed to providing funding supports to hydrogen in the province. A major component of this support is via The Hydrogen Centre of Excellence (HCOE), funded by a \$50M contribution from the Government of Alberta and operated by Alberta Innovates. Alberta Innovates is Alberta's full-service innovation engine, solving some of the biggest industry challenges.

The HCOE programs and funding are complemented by ongoing disbursement of funds from the Technology and Innovation for Emissions Reduction (TIER) fund through Emissions Reduction Alberta (ERA), and Natural Resource Canada's (NRCan's) Office of Energy Research and Development (OERD).

ERA is a registered tradename of the Climate Change and Emissions Management (CEMC) Corporation. For more than 13 years, ERA has invested revenues from the carbon price paid by large industrial emitters to accelerate the development and adoption of innovative clean technology solutions. Since inception in 2009, ERA has committed to over 260 projects worth over \$7.3 billion that are helping reduce greenhouse gas (GHG) emissions, create competitive industries, and lead to new business opportunities in Alberta. These projects, which are typically found in the TRL stages 7-9, are estimated to deliver cumulative GHG reductions of more than 40 million tonnes CO<sub>2</sub>e by 2030.

ERA and Alberta Innovates are close partners in Alberta's innovation ecosystem and are committed to maximizing the impact of their combined investments in the hydrogen space and beyond.

Natural Resources Canada's (NRCan's) Office of Energy Research and Development (OERD) regularly collaborates with Alberta Innovates and ERA through a "Trusted Partnership", which enables the sharing of information and leveraging of respective funding processes. By leading the Government of Canada's efforts to deliver energy research, development, and demonstration (RD&D) funding, OERD accelerates efforts in energy innovation and cleantech programming. With a focus on influencing the pace and direction of energy systems transformation, OERD targets the most impactful technologies to maximize environmental and economic outcomes. Its flagship Energy Innovation Program (EIP) advances clean energy technologies that will help Canada meet its climate change targets, while supporting the transition to a low-carbon economy. It funds RD&D projects and other related scientific activities and will provide separate funding agreements for select projects under HCOE Competition 2.

## COMPETITION DETAILS

HCOE, ERA and NRCan are collaborating to provide a one-window approach for applicants to access funding for projects featuring development, prototyping, piloting, scale-up, and demonstration of innovative hydrogen technologies via two parallel funding Competitions. Via submission of a single proposal, applicants will be considered for either HCOE/NRCan or ERA funding in separate but parallel funding Competitions (the “Competitions.”). In general, proposals are invited for development and demonstration of technology solutions across the hydrogen value chain from production to end use, including critical infrastructure and enablers for the hydrogen economy.

Funds disbursed via the Competitions will be directed towards developing projects that support the objectives of the Alberta Natural Gas Strategy, the Alberta Hydrogen Roadmap, the HCOE and NRCan targets, and the shared mandates of Alberta Innovates and Emissions Reduction Alberta to:

- develop and deploy world-class clean hydrogen technologies,
- strengthen Alberta’s environmental, social and corporate governance credentials and spur economic growth,
- deliver meaningful environmental and economic outcomes for Albertans,
- build a sustainable and self-sufficient clean hydrogen economy in Alberta, and
- increase Alberta’s innovation capacity and develop a technically skilled hydrogen workforce.

As funding partners, HCOE, ERA and NRCan will collaborate to reduce innovation risk for proponents, accelerate commercial adoption of emerging technologies, reduce barriers to entry for new market participants, enable collaboration beyond individual organizations, and facilitate access to highly qualified personnel (HQP) while developing additional skills and knowledge in the hydrogen innovation ecosystem.

The two Competitions are primarily differentiated by the Technology Readiness Level (TRL) at the start of the proposed project. Lower-TRL projects (TRL 3-6) will be funded by HCOE and NRCan, while higher-TRL projects (TRL 7-9) will be funded by ERA. A total of \$50 million Canadian dollars (CAD) in funding is available between the two Competitions:

### Low-TRL Competition:

#### HCOE Advancing Hydrogen Competition 2

**\$20-25M**

The HCOE Advancing Hydrogen Competition 2 is the second technology Competition offered through HCOE, building on the results of the first HCOE Advancing Hydrogen Competition. In this Competition, \$20 to \$25M will be made available over 24 months to support projects with starting Technology Readiness Levels of 3 (bench-scale proof-of-concept) through 6 (small field pilot). The Low-TRL Competition will be administered by Alberta Innovates via the HCOE with funding support from NRCan. Successful proposals in this competition may be required to sign two different agreements, one with Alberta Innovates and one with Natural Resources Canada.

### High-TRL Competition:

#### ERA Accelerating Hydrogen Challenge

**\$25M**

The ERA Accelerating Hydrogen Challenge will provide up to twenty-five million dollars (\$25M) to support projects with starting Technology Readiness Levels of 7 (pre-commercial pilot) through 9 (first commercial deployment). This Competition will be open only to higher-TRL projects and will be administered by Emissions Reduction Alberta; it is intended to add to ERA’s existing portfolio of hydrogen investments while complementing the outcomes of HCOE.

Proposal intake, adjudication, and funding disbursement for each Competition will be handled separately by the associated funding organization (“Administrator”).

The Technology Readiness Level definitions used in this program are summarized in the table below.

Technology Readiness Level	Description	Competition Eligibility
1-2	<p><b>Fundamental research and concept development</b>  <i>At this level, development activities are primarily done in the lab and range from fundamental research to proof of concept in a lab setting. Theory and scientific principles are focused on knowledge and application to define the concept. Analytical tools are developed.</i></p>	<b>Ineligible</b>
3-4	<p><b>Proof of concept and prototyping</b>  <i>At this level, the basic technological components are validated and subsequently integrated for testing in a simulated environment. Component and/or system prototypes are developed and tested at bench-top scale and specifications are developed to inform further scale-up and development.</i></p>	<b>HCOE / NRCan</b>
5-6	<p><b>Early piloting</b>  <i>At this level, the solution is ready to be field tested in a simulated environment and/or an operational environment. Projects in this category include scale up of prototypes to representative pilot scale and subsequent in-field testing of pilot units with input from potential end-users.</i></p>	<b>HCOE / NRCan</b>
7-8	<p><b>Full-scale piloting and demonstration</b>  <i>At this level, the technology or innovation is approaching the final commercial product and representative systems have been built. Projects in this category include demonstration of near- or fully-commercial scale systems in an operational environment.</i></p>	<b>ERA</b>
9	<p><b>Near-commercial and first commercial deployments</b>  <i>At this stage, the technology is ready for first-of-kind commercial deployment. Projects in this category will involve design, construction, and operation of the technology in its final commercial form, with the intent to operate the technology for its full commercial life.</i></p>	<b>ERA</b>
10+	<p><b>Fully commercial</b>  <i>At this stage, the technology is ready for uptake by the market and requires no further technical de-risking.</i></p>	<b>Ineligible</b>

Project TRLs must be clearly stated and justified by applicants in their proposals. The Administrators, working jointly, will evaluate the accuracy of the stated project TRL and, in their sole discretion, will triage applications into the appropriate Competition at two key decision points:

- 1) Following initial submission of Expressions of Interest (EOIs), the Administrators will perform an initial sorting of projects by TRL. These groupings will be used in the EOI review and shortlisting process.
- 2) At the point where some EOIs are shortlisted to provide Full Project Proposals (FPPs), the Administrators will re-verify the TRL of projects and will invite an FPP to the appropriate Competition.

Applicants will be required to comply with the conditions, criteria, and other guidelines relevant to the Competition to which they are assigned. As such, re-categorization from one Competition to another may require adjustments to project timelines, funding requests, and eligibility of expenses and contributions. Although these issues can be managed without necessarily disqualifying a proposal, it is probable that recategorization could adversely impact the likelihood of success in the merit review process. It is therefore preferable for the appropriate Competition to be selected from the outset. Applicants are strongly encouraged to contact the Administrators for advice regarding which Competition is most appropriate for their project.

A proposal for a given project may only be submitted to one of the two Competitions. Proposals that are identified as duplicates between the two Competitions, at the discretion of the Administrators, will be evaluated only in one Competition, following the same triage policy as described above. However, there is no limitation on the number of distinct proposals submitted by any applicant and applicants may elect to submit different proposals to different Competitions as appropriate. Due to the overlap in program timelines, it is not advisable to submit proposals for different stages of the same project to different Competitions. Furthermore, applicants may not receive funding for related initiatives from both Competitions, but unrelated proposal scopes from the same proponent are acceptable between Competitions. The following examples are provided for illustrative purposes:

- A. A technology is currently at TRL 3 but anticipates completing activities up to and including TRL 6 in the project.  
*The project would fall under HCOE.*
- B. A technology is currently at TRL 3 but anticipates completing activities up to and including TRL 7 in the project.  
*The project would fall under HCOE.*
  - a. In this situation, if two proposals were submitted (one for advancement from TRL 3-6 and the second for the TRL 7 component), the second proposal would be disqualified.
- C. A technology is currently at TRL 7 but an ancillary component requires development from TRL 4 in order for the entire system to achieve TRL 8 by the end of the project scope. *The project would be evaluated under ERA, but could be redirected to HCOE if the Administrators determined the main focus to be the TRL 4 component.*
  - a. In this situation, if two proposals were submitted (one for the ancillary component and one for the primary technology), both proposals would be considered for funding (the former by HCOE and the latter by ERA), but no more than one could advance.
- D. A project self-categorizes as HCOE but is assessed to be starting at TRL 7. *The proposal would be evaluated in the ERA competition and would be permitted to adjust the funding request / timelines accordingly if shortlisted.*
- E. A project self-categorizes as aligning with the ERA competition but is assessed to be starting at TRL 5. *The proposal would be evaluated in the HCOE competition, and the funding request/schedule would be revised down if necessary.*
- F. An applicant has two unrelated technologies, one starting at TRL 4 and one starting at TRL 8. *They submit a separate proposal for each technology. Both proposals would be considered and both could be funded.*

- G An applicant self-declares their project to be starting at TRL 6 but aims to achieve TRL 9 by project completion. *If the Administrators determine the main focus of the project to be the TRL 7+ components, the proposal would be considered for funding under the ERA competition.*

The first part of this Program Guide is common to both Competitions, while subsequent parts provide specific details on each Competition. The table below summarizes the key attributes of each Competition:

Competition	HCOE: Advancing Hydrogen Competition 2	ERA: Accelerating Hydrogen Call for Proposals
<b>Administrator</b>	Alberta Hydrogen Centre of Excellence (Alberta Innovates)	Emissions Reduction Alberta
<b>Project Technology Readiness Level</b>	TRL 3-6 at project start	TRL 7-9 at project start
<b>Total Funding Available</b>	\$20-25 Million	\$25 Million
<b>Minimum Program Funding</b>	\$200,000	\$500,000
<b>Maximum Program Funding</b>	\$2,000,000	\$5,000,000 (up to \$7,000,000 considered by exception only)
<b>Maximum Funding Match Ratio</b>	50% - can match against public or private dollars. 75% - for post-secondary institutes or Indigenous-led organizations	50% match against private dollars only (e.g. proponent, industry, investor)
<b>Stacking Rules</b>	Can stack with public funds up to 100%	Can stack with public funds, subject to funding ratio
<b>Latest Project Completion Date</b>	March 31, 2026 (no extensions possible)	March 31, 2027 (up to 1 year extension possible with permission)

The program timelines are summarized below. The initial stage of proposal intake follows the same timelines for each Competition. Following the initial stage of evaluation, some applications that are well-aligned with the program mandate and criteria will be invited to submit more detailed proposals for a second stage of evaluation. Application to the second stage will be by invitation only. Timelines for the second stage and final funding approval vary by Competition and will be confirmed at the time of invitation for shortlisted applicants.

Competition	HCOE: Advancing Hydrogen Competition 2	ERA: Accelerating Hydrogen Scale-up and Deployment
Program Launch	August 1, 2023	
<b>Intake Submission Deadline</b>	<b>Tuesday, September 26, 2023, 5:00 PM MST</b>	
Shortlist Decision Notification	November 8, 2023	
Full Proposal Launch	November 8, 2023	
<b>Full proposal Submission Deadline</b>	<b>December 15, 2023, 5:00 PM MST</b>	<b>January 11, 2024, 5:00 PM MST</b>
Funding Notification	January 29, 2024	March 2024

This program guide primarily provides information about the initial stage of intake and evaluation for each Competition. Information specific to the second stage of each Competition will be made available to shortlisted applicants at the time of invitation to the second stage.

**NOTE:** Key details including evaluation criteria, eligibility standards, and deadlines may vary between Competitions. Applicants are encouraged to closely review the guidelines for their selected Competition. In the event of discrepancies between the details provided in this Guide and other materials related to the programs, or the Competition-specific Guides, the latter shall govern.

## ELIGIBILITY AND MERIT CRITERIA

The criteria and eligibility for each Competition are summarized in their respective guides. While efforts have been made to harmonize these criteria between Competitions, notable differences remain. Applicants must ensure their proposal is well-aligned with the eligibility and merit criteria for the applicable Competition.

Alberta Innovates, Natural Resources Canada and Emissions Reduction Alberta will only fund Applicants who have met all eligibility criteria relevant for each Competition. Meeting the eligibility criteria does not guarantee access to funding, and all funding decisions will be made by Alberta Innovates, Natural Resources Canada or Emissions Reduction Alberta at their sole discretion.

All applicants must be in good financial standing with Emissions Reduction Alberta, Alberta Innovates and its subsidiaries InnoTech Alberta and C-FER Technologies, and Natural Resources Canada.

Collaboration with other project partners (e.g. industry, SME, research and development organizations, post-secondary institutes, municipalities, Indigenous communities, not-for-profit labs, government research labs, etc.) is highly encouraged and projects that demonstrate end user engagement and formal partnerships will receive additional consideration for funding. These partnerships can offer significant benefits, including the attraction and training of highly skilled workers, increasing Alberta's innovation capacity, engagement of local communities, leveraging complementary resources and expanding the potential for market adoption of the innovative technology solution.

Projects will need to demonstrate innovative solutions and next generation technologies, and the scope of work should include elements of technology advancement and de-risking rather than deployment of commercially available solutions. The presence of commercially available components in a project does not disqualify it from funding, as long as the primary focus of the funded scope of work is advancing novel technology.

Funding is provided for projects with well-defined objectives, milestones, deliverables and timelines. Applicants must clearly delineate the scope of the project for which funding is being requested and the resulting benefits associated with that scope of work. Projects must incorporate sufficient operational time for the technologies being developed to generate performance data and learnings.

## HOW TO APPLY

Applications will only be accepted via the application portal, which can be found at the Alberta Innovates' online application portal .

The same application portal and application template will be used for both Competitions for the intake stage. Please ensure you clearly and consistently indicate your selected Competition in both your proposal and [the online portal](#).



## POINTS OF CONTACT AND APPLICANT SUPPORT

Alberta Innovates, Natural Resources Canada and Emissions Reduction Alberta are committed to the fairness and accessibility of the applications process. All applicants are welcome to contact the program Administrators for guidance with prospective proposals, including but not limited to discussions relating to program fit, Competition alignment, and the intake/evaluation process.

Following submission, the Administrators will only correspond in writing and provide copies of the Application to the person named in the application form as the one authorized to speak for the Applicant.

Applicants may contact either Administrator organization for support. Support requests may be referred to the most appropriate organization, as determined by the Administrators.

### HCOE: HCOE Advancing Hydrogen Competition 2

**David Van Den Assem**

Director, Clean Technology

Director, Hydrogen Centre of Excellence

Alberta Innovates

Email: [David.vandenasse@albertainnovates.ca](mailto:David.vandenasse@albertainnovates.ca)

### ERA: Accelerating Hydrogen Call for Proposals

Email: [applications@eralberta.ca](mailto:applications@eralberta.ca)

### Online Application Portal Technical Support

Email: [GMSSupport@albertainnovates.ca](mailto:GMSSupport@albertainnovates.ca)

# Part II: HCOE Competition 2 Guidelines

## ELIGIBILITY

### (a) Applicant Eligibility Criteria

Competition 2 is open to technology developers, industry, industrial associations, small and medium-sized enterprises, research and development (R&D) organizations, post-secondary institutions, municipalities, not-for-profit organizations, and government research labs, providing they are legally able to execute the Investment Agreement. Drafts of the Investment Agreements are provided on the HCOE Competition 2 web page. Note that the final version of this Investment Agreement may differ slightly from the posted draft. Applicants are not required to be based in Alberta but must demonstrate a clear value proposition for the province.

All corporate Applicants must:

- have a physical presence in Alberta, or intend to create a physical presence in Alberta;
- be a legal entity:
  - o incorporated in Alberta; or
  - o incorporated federally or in another jurisdiction AND extra-provincially registered in Alberta; or
  - o a General Partnership, Limited Partnership or Limited Liability Partnership AND registered in Alberta; or
- demonstrate significant benefits accrued to Alberta through the proposed project.

Benefits to Alberta are key criteria for successful projects and can include job creation, development and retention of highly qualified professionals, economic advancement, supporting rural, remote or indigenous communities, reduction in greenhouse gases, improvements in water footprint, air quality, noise reduction, etc. Greenhouse gas reduction is an important aspect of hydrogen deployment.

### (b) Project Partner Eligibility Criteria

The project partner(s) is(are) required to satisfy the following criteria:

- demonstrate the relationship between the applicant and the project partner(s) does not create a conflict of interest;
- be in good financial standing with Emissions Reduction Alberta, Alberta Innovates and its subsidiaries InnoTech Alberta and C-FER Technologies, and NRCan;
- an industry or other end-user project partner is recommended but not required for post-secondary institution applicants; and
- federal funding agencies (e.g. NSERC, NRCan, etc.) are considered eligible project partners.

### (c) Project Eligibility Criteria

To qualify for funding all projects must:

- be structured with critical “go/no go” milestones;
- commence work within 120 days of conditional funding approval;
- be completed by March 31, 2026;
- submit to other criteria that Alberta Innovates or Emissions Reduction Alberta may develop from time to time;
- not be scope that is already funded by Alberta Innovates or Emissions Reduction Alberta. However, the proposed scope can be a new phase of development that builds on and sufficiently advances a previously funded project;
- meet the intent or scope of the Competition;

- have a significant innovation component to the technology;
- demonstrate potential for economic, environmental, social benefits in Alberta;
- have sufficient relevance of the technology or approach to Alberta;
- have sufficient activities or portions of the scope applicable to Alberta;
- conform to the submission requirements of the Competition guidelines; and
- the proposal must be written in English and be sufficiently readable or comprehensible. Proposals written in French may be submitted as attachments as long as the main proposal is written in English.

## OUT OF SCOPE

Proposals that are out of scope include:

- “business as usual” development projects without a technology innovation component;
- Incentive-based funding requests (e.g. purchasing of fleet vehicles);
- Carbon capture, utilization and storage projects, as these are addressed through other Alberta Innovates funding streams; and/or
- scope that is already funded by Alberta Innovates or Emissions Reduction Alberta per above.

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*Over the life of a project, Alberta Innovates, Natural Resources Canada and Emissions Reduction Alberta employ an active project management philosophy, regularly monitoring performance and supporting the Applicant to reach their objectives. Funding is tied to outcomes and achievement of results. For this reason, Alberta Innovates and Emissions Reduction Alberta fund on a milestone completion basis. This means the Applicant is expected to submit a Progress Report before the milestone funds are distributed.*

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Once projects are completed, Alberta Innovates, Natural Resources Canada and Emissions Reduction Alberta continue to monitor performance to accurately evaluate the economic, social, and environmental benefits realized for the province. Additional reporting requirements may be required such as GHG reductions, GHG measurement, monitoring and verification (MMV) Plans, knowledge sharing activities and third-party GHG quantification and reporting upon project completion. These requirements will be addressed at contracting for successful applicants.

All Investment Agreements outline performance indicators tracked over the course of the Project and the responsibilities of the Applicant to report on outcomes subsequent to the completion of the project. Alberta Innovates and Emissions Reduction Alberta have a common set of performance metrics they monitor, both at the individual project level and for the aggregate program. These are highlighted on the following pages.

## PROJECT EVALUATION REVIEW CRITERIA

Proposed projects will be evaluated against criteria in three major categories: Innovation, Project Management, and Impacts and Outcomes.

At full proposal, these criteria are expanded to those identified below. The considerations for each criterion are detailed in the online SmartSimple Application form.

The Innovation	Project Management	Impacts and Outcomes
Innovation Opportunity	Work Plan, Tasks, and Deliverables	Economic Impacts to Alberta
Market Opportunity and Competitive Analysis	Budget and Funding Commitment	Environmental Impacts
Proposed Commercialization Pathway	Project Team	Social Impacts
Risk Analysis and Mitigation		

Note that attachments to highlight achievements in any of these categories are welcome (e.g. GANTT charts, process flow diagrams, letters of support, GHG assessments, technoeconomic assessments, life cycle carbon assessments, etc.), however Alberta Innovates and Emissions Reduction Alberta reserve the right to truncate any unnecessarily lengthy attachments.

## PROGRAM OBJECTIVES AND PERFORMANCE MEASUREMENT

Successful projects will align with the following:

### Program performance indicators

- Increase the number of hydrogen-focused technologies developed and deployed
- Demonstration of ESG and economic growth from hydrogen technologies
- Sustainable and self-sufficient hydrogen economy in Alberta
- Increased technical strength in hydrogen technology deployment
- A more informed public with increased confidence in the hydrogen economy
- Demonstrate GHG emission reductions
- Increase employment, resource revenues, economic diversification, and improved export potential
- Attract investment capital
- Increase industry sales revenue
- Increase Alberta's global market share

### Program Short Term Outcomes

- Cost reduction
- Increasing competitiveness
- Development of HQP
- GHG emissions reductions
- Water, land environmental impacts
- Health improvements
- Company creation
- New Product development

### Applicant Long-Term Objectives

- Technology development & scale-up
- Reduce innovation risk
- Offset internal funding Competition
- Enable collaboration beyond individual organizations
- Facilitate access to Highly Qualified Personnel (HQP)
- Attracting partner funding for technology development and demonstration

### Long-Term Alberta Objectives

- Economic Diversification
- Reduce GHG Emissions
- Improve Oil Sands Efficiency
- Grow Alberta's Green Economy
- Sustainable Water and Land Management
- Renewable Energy
- Digital Economy

## ELIGIBLE AND INELIGIBLE EXPENSES

Alberta Innovates and Emissions Reduction Alberta only fund reasonable costs incurred as of the date of conditional approval notification with the understanding that there is a risk to the proponent of these expenses not being recoverable if contract negotiation is not successful. Any costs incurred prior to the notification of conditional approval, or costs greater than market prices, are deemed ineligible. Please refer to our standard Investment Agreements found on our website for further information and an in-depth description of eligible and ineligible costs. The chart below provides a summary of eligible and ineligible expenses.

Category	Eligible Expenses	Ineligible Expenses
<b>Labour</b>	<ul style="list-style-type: none"> <li>✓ Labour costs for those individuals specifically identified as working on the Project</li> </ul>	<ul style="list-style-type: none"> <li>✗ Overhead costs</li> <li>✗ Professional training &amp; development</li> <li>✗ Professional fees unless directly related to the Project</li> </ul>
<b>Materials</b>	<ul style="list-style-type: none"> <li>✓ Reasonable material costs which can be specifically identified for use in the Project</li> </ul>	
<b>Capital Assets &amp; Software</b>	<ul style="list-style-type: none"> <li>✓ Capital improvements</li> <li>✓ Capital equipment</li> <li>✓ Software or information databases</li> </ul> <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"> <li>✗ Acquisitions of land or buildings</li> <li>✗ The undepreciated value of eligible capital costs which extends beyond the Project term</li> </ul>

Category	Eligible Expenses	Ineligible Expenses
<b>Travel</b>	<ul style="list-style-type: none"> <li>✓ Travel, including mileage, economy airfare, and accommodation for the purposes of executing the Project</li> </ul>	<ul style="list-style-type: none"> <li>✗ Passport or immigration fees</li> <li>✗ Costs relating to meals, entertainment, hospitality and gifts</li> <li>✗ Reimbursement for airfare purchased with personal frequent flyer programs</li> <li>✗ Commuting costs between place of residence and place of employment</li> </ul>
<b>Sub-contractors</b>	<ul style="list-style-type: none"> <li>✓ Services or products of another entity</li> </ul>	<ul style="list-style-type: none"> <li>✗ Costs associated with applying for government grants and Programs</li> <li>✗ Provisions for contingencies, technical or professional journals</li> <li>✗ Routine testing and maintenance</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>✓ Costs which Alberta Innovates pre-approves in writing as an eligible expense</li> </ul>	<ul style="list-style-type: none"> <li>✗ Collection charges, allowance for interest on debt, fines and penalties</li> <li>✗ Federal and provincial income taxes, goods and services taxes</li> <li>✗ Expenses for Projects or activities outside the approved Project</li> </ul>

## HOW TO APPLY

Note: specific application requirements are provided in the online application system.

### STEP 1

#### Engagement and Intake

This is a two-stage application process. Applications will be submitted electronically. The link can be found on the HCOE website along with the Competition timelines.

**Step 1:** Register on the Alberta Innovates Application Portal through the Competition webpage.

**Step 2:** Attend the Competition 2 Webinar to hear about details of the funding call and tips on how to complete the applications.

**Step 3:** Access, complete and submit the Clean Resources Intake form.

Step 3: Intake review and notification of outcomes. The evaluation process is highly competitive and only the highest-quality projects will be considered.

### STEP 2

#### Detailed Proposal

This phase is by invitation only for successful applicants from the intake stage.

Merit is determined against the evaluation criteria detailed in this guide.

The proposals will be a rigorous, in-depth documentation of the proposed scope of work and its merits. This will be reviewed and decisions made as to which projects will be approved for funding, and any conditions to be applied.

### STEP 3

#### Project Management

Successful Applicants will execute an Investment Agreement with Alberta Innovates and potentially additional funding partners to proceed with the Project scope. A separate funding agreement will be established with NRCan that leverages Alberta Innovates processes but will be subject to NRCan's Energy Innovation Program's Terms and Conditions.

Each organization will provide on-going grant management, receiving and evaluating Applicants' reporting of milestones and payments on each milestone based on achievement of the objectives.

Alberta Innovates continue to require information from the Applicant for five years following the completion of the project in order to measure long-term benefits.

## TERMS AND CONDITIONS

Once we have evaluated and approved an application for funding, Alberta Innovates will require the Applicant to sign a standard form Investment Agreement. Draft copies of the Investment Agreement are available on the HCOE web page. Note that the final Investment Agreement may differ slightly from the posted draft copies. For projects receiving funding from NRCan, a separate agreement will be established. This agreement will leverage Alberta Innovates' processes, but will be subject to NRCan's Energy Innovation Program Terms and Conditions.

The Investment Agreement sets out the roles, responsibilities, and obligations of the various Parties to ensure a successful project. The agreement will also provide a terms of funding, the maximum funding amount, the project scope, work plan, milestones, deliverables, performance targets, payment schedule and reporting requirements. Alberta Innovates will not provide any funding until an Investment Agreement has been signed by all Parties.

Alberta Innovates will only fund Applicants who have met all eligibility criteria relevant for each Competition. Meeting the eligibility criteria does not guarantee access to funding, and all funding decisions will be made by Alberta Innovates or Emissions Reduction Alberta at their sole discretion.

Fund disbursement will be on a milestone basis upon completion of the specified activities for that milestone. The reporting requirements will be largely the same for Alberta Innovates and NRCan but with some minor additions for NRCan purposes.

Upon project completion all projects will be required to report on project outcomes, achievements and lessons learned, including GHG reductions (actual and projected), job creation and other environmental, economic and social benefits. Reports will be produced both for confidential internal documentation and for website posting for public access. Additional requirements for GHG measurement, monitoring and verification, and post-project metrics tracking may be required and will be addressed with successful applicants at the contracting stage.

## EQUITY, DIVERSITY AND INCLUSION

The Alberta research and innovation (R&I) ecosystem is stronger and more sustainable when it is broadly reflective of the overall diversity of our community. Alberta Innovates strives to ensure all interested and qualified parties have an equitable opportunity to participate and contribute. Historically, there have been a number of groups/populations that have been under-represented in the Alberta R&I landscape including:

- Female entrepreneurs/researchers;
- Indigenous entrepreneurs/researchers;
- Remote/small community entrepreneurs/researchers; and
- New immigrant entrepreneurs/researchers.

We are guided by the principles of:

- **Equity** – our processes support equal access across all demographics;
- **Diversity** – both internal and external participants to our processes are comprised of a varied composition of demographics; and
- **Inclusivity** – our processes proactively work to include underrepresented segments of the R&I landscape.

As part of its commitment to Equity, Diversity and Inclusion (EDI), Alberta Innovates will:

- Collect data in the grant application on a voluntary basis to better understand diversity;
- Provide grant application navigation support to applicants from under-represented groups; and
- Integrate an EDI focus into its due diligence processes including striving to have diverse review committees to foster unbiased decision making.