

**Newfoundland and Labrador
Greenhouse Gas Reduction Fund
Program Guidelines**

Department of Environment and Climate Change



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1.0 Introduction

The Newfoundland and Labrador Greenhouse Gas Reduction Fund (GGRF) is established in the **Management of Greenhouse Gas Act** (the **Act**; sections 6 to 9). GGRF revenues accrue from the purchase of fund credits by regulated industrial facilities pursuant to the **Act** (sections 5 and 5.1), and by revenues received from enforcement activities pursuant to the **Act** and its regulations.

The GGRF is an application-based funding program designed to support projects that result in verifiable greenhouse gas (GHG) reductions in the industrial sector in the province. The industrial sector includes electricity generation, mining and quarrying, oil and gas, and manufacturing.

2.0 How to Apply

To apply for GGRF funding, applicants must:

1. Be eligible to apply (see Section 3.0).
2. Prepare a GGRF Application Form.
3. Prepare a project proposal with supporting documentation (guidance included in Annex A of GGRF Project Proposal Drafting Guidelines)
4. Submit a completed GGRF Application Form, project proposal, and supporting documentation:

By Email: climatechange@gov.nl.ca

Or

By Mail: Greenhouse Gas Reduction Fund
Climate Change Division
Department of Environment and Climate Change
Confederation Building
P.O. Box 8700
St. John's, NL A1B 4J6

3.0 Eligibility Criteria

3.1 Eligible Applicants

The GGRF is available to organizations in the province that fall under codes 21, 22, and 31-33 under the [North American Industry Classification System](#) (NAICS) including:

- Electricity generation;
- Mining and quarrying;
- Oil and gas extraction; and
- Manufacturing.

3.2 General Project Eligibility

- Projects must be located in Newfoundland and Labrador.
- The project must result in incremental GHG reductions and these reductions must occur in Newfoundland and Labrador.
- Projects that are not used to meet regulatory requirements under the **Act**.
- Proponents must have been operating at the site using the production process for at least two calendar years prior to application.

The following table outlines the example of eligible projects under the GGRF. This list is not exhaustive. Applicants are encouraged to contact the Department to determine project eligibility.

| | Eligible Project Examples |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Energy Projects | <ul style="list-style-type: none"> • Energy efficiency retrofits that result in the reduction of on-site fossil fuel use. • Electricity transmission and distribution infrastructure solely targeted at reducing fossil fuel use at the industrial facility. • On-site (i.e., within the project boundary) fuel switching to lower-carbon energy sources (e.g., electricity; biomass, on-site battery storage) in existing buildings and facilities. • Electric vehicle charging stations designed to reduce on-site fossil fuel use. • New renewable on-site energy production and retrofits to existing on-site energy production for own-use that results in the reduction of fossil fuel use, including own-use biogas. • On-site combined heat and power for own use that results in reduced fossil fuel usage. • Process changes that result in reduced fossil fuel usage. |
| Non-energy Projects and Industrial Processes | <ul style="list-style-type: none"> • Carbon offsets and sequestration projects may be eligible on a case-by-case basis where the lead proponent is in the industrial sector. • Methane capture and destruction in the industrial sectors, where the activity occurs on site. • Reduced Hydrofluorocarbon (HFC) and Perfluorocarbon (PFC) use. • Reduced Sulphur hexafluoride (SF₆) and Nitrogen trifluoride (NF₃) use. |

4.0 Funding Criteria

Successful applicants will receive a non-repayable grant for eligible expenditures in accordance with the funding criteria listed below and the terms and conditions of the Program Guidelines. The maximum cost-sharing ratio for a project is 50 percent of total eligible project costs.

There is no maximum funding limit per project; however, the Department reserves the right to limit the amount of funding provided in support of any one project in the case of a single project, or to any one applicant in the case of multiple projects.

Funding from federal and provincial funding programs can be stacked with GGRF funding to a maximum of 75 percent. However, regardless of total available funding, funding recipients must provide a monetary contribution of at least 25 percent toward eligible expenditures for the project; in-kind contributions will not be recognized.

Payment of grants will be made in arrears on the receipt of satisfactory reporting on project milestones and deliverables. Applicants will be required to disclose all sources of federal and provincial funding requested and/or approved for the project, commercial loans requested and/or approved for the project, and their own contributions.

4.1 Eligible Expenditures

The following are eligible expenditures for GGRF projects:

- Management and professional service costs related to the project, including third-party management services, GHG emission reduction and cost-per tonne estimate verification, and results monitoring, measuring, and reporting;
- Material and supplies costs;
- Equipment and capital assets purchase or rental;
- Vehicle rental and operation costs;
- Contractors required to perform activities related to the project;
- Goods and Services Tax (GST)/Harmonized Sales Tax (HST) that is not reimbursable by Canada Revenue Agency and any Provincial Sales Tax (PST) not reimbursable by the Province;
- Incremental human resource costs, including salaries and benefits; and
- Other costs that, as determined by the Department, are considered to be direct and necessary for the successful implementation of the project and have been approved in writing by the Department prior to being incurred.

Eligible expenditures must be incurred after the execution of the GGRF Contribution Agreement between the Department and the funding recipient. Expenditures incurred prior to the execution of the Contribution Agreement will not be reimbursed, regardless of whether they are otherwise eligible.

Applicants may contact the Department for clarification as to whether a proposed expenditure for a project is eligible.

4.2 Ineligible Expenditures

Ineligible expenditures include the following:

- Costs incurred for activities required for other federal or provincial programs, such as communications, signage, and official languages translation;
- Costs incurred for activities required as part of applications by the proponent to access federal and provincial tax credits;
- Costs incurred for activities required as part of applications by the proponent to register for, access and participate in carbon offsets programs;
- Costs incurred for rejected, withdrawn, or cancelled projects;
- Land acquisition;
- Leasing land, buildings, and other facilities;
- Leasing equipment other than equipment directly related to the construction of a project;
- Real estate fees and related costs;
- Financing charges, legal fees, and loan interest payments, including those related to easements (e.g. surveys);
- Costs for services or work normally provided by the funding recipient, incurred in the course of implementation of a project, except those specified as eligible expenditures;
- Overhead and administrative costs;
- Costs associated with operating expenses and regularly scheduled maintenance work; and
- Goods and Services Tax (GST)/Harmonized Sales Tax (HST) that is reimbursable by Canada Revenue Agency and any Provincial Sales Tax (PST) reimbursable by the Province, for which the funding recipient is eligible for a rebate and any other costs eligible for rebates.

4.3 Payments and Contribution Agreement

Approved funding recipients will be required to enter into a GGRF Contribution Agreement with the Department, which outlines the funding terms and conditions.

Project expenditures must be incurred after the execution of the GGRF Contribution Agreement between the Department and the funding recipient, and by the end date of the GGRF Contribution Agreement executed between the recipient and the Department or the project completion date, whichever is sooner.

Invoices and supporting documentation will be required to demonstrate incurred expenditures prior to a payment being issued by the Department. Advance payments will not be considered.

5.0 Application Process

5.1 Application Timelines

The project must be fully identified and described in the application. A project will not be funded where activities or locations have not been confirmed in a GGRF application.

Applications will be accepted after a call-for-applications is initiated. Calls for applications will be issued at the discretion of the Minister and application closing dates will be posted on the Department's webpage <https://www.gov.nl.ca/ecc/>

5.2 Application Requirements

Applicants are required to submit a signed GGRF Application Form, as well as a project proposal to the Department including, at a minimum:

- Project description and background;
- Organizational structure and management abilities;
- GHG baseline quantification methodology and a verification plan for actual GHG reductions; and,
- Financial proposal.

Detailed information on proposal requirements, including methodological guidance for estimating project outcomes, is contained in Annex A of GGRF Project Proposal Drafting Guidelines.

5.3 Evaluation and Assessment

Applications will be assessed on a competitive basis against the following criteria as outlined in the **Management of Greenhouse Gas Regulations** (the **Regulations**; section 13):

- The impact that the proposed project for which the money is being requested may have on climate change and the reduction of GHG emissions in the province;
- The quality of the evidence provided by the applicant to demonstrate that the money will achieve a verifiable reduction in GHG emissions in a reasonable period of time;
- The scientific, technical, and operational evidence provided in support of the application;
- The cost effectiveness of the proposed project for which the money is being requested in relation to the proposed reduction in GHG emissions; and
- The economic and social benefits that may accrue as a result of the proposed project for which the money is being requested.

6.0 Reporting Requirements

Funding recipients will be required to provide the Department with a report on GHG emissions reductions estimates one year after the project has been completed unless, otherwise agreed to by the Department and applicant. Detailed reporting requirements are set out in the template Contribution Agreement.

Fifteen (15) per cent of every invoice submitted for approved expenditures under the GGRF will be withheld by the Minister until such time as the project is completed to the satisfaction of the Minister and the Minister, or a person delegated by the Minister, has received and is satisfied with a Project Outcomes Report which includes verifiable GHG reduction.

7.0 Additional Terms and Conditions

7.1 Public Communications

All public information activities undertaken in connection with a GGRF project by a funding recipient may require reference to and reflect the contributions of the GGRF.

7.2 Auditing

Recipients of GGRF funding may be audited by the Government of Newfoundland and Labrador and/or their representatives to confirm funds allocated or used in accordance with program criteria, and must consent to allowing access to a facility or location where a project has been implemented as a condition of funding. Funding recipients will be required to maintain project records for at least six (6) years following the termination of a Contribution Agreement.

7.3 Disposal of Assets

A funding recipient may be required to reimburse the GGRF for any funds received from the GGRF for the eligible expenditures of a GGRF project if at any time within five (5) years from the end date of the Contribution Agreement the recipient disposes of any asset in connection with the Contribution Agreement, other than with Newfoundland and Labrador's consent.

7.4 Carbon Offsets and Clean Fuels Regulation credits

Where project components are eligible to seek offset credits from a regulated or voluntary carbon offsets system or compliance credits under the federal **Clean Fuels Regulation**, the GGRF shall define what portion of a project's GHG emission reductions and carbon removals that will be claimed by the GGRF.

7.5 Regulated Facilities under the Management of Greenhouse Gas Act

7.5.1 General Requirements

Additional conditions apply to a facility that is regulated by the **Act** (sections 5 and 5.1), other than a mobile offshore industrial facility (i.e. a mobile offshore drilling unit), if the facility:

- is subject to an annual GHG reduction target under the **Regulations**; or
- will be subject to an annual GHG reduction target under the **Regulations** in the calendar year following the submission of a funding proposal.

The requirements of the **Act** (section 7(1)) will be assessed for each of the following three calendar years after the project is completed. For this purpose, the assessment will include only projected GHG reductions that are beyond the GHG reduction targets calculated as per the **Regulations**. More specifically and in addition to information that is otherwise required to be provided, operators of regulated facilities will be required to provide the following:

Production

- Production for the baseline period for which the facility's GHG reduction target is established, consistent with the **Management of Greenhouse Gas Reporting Regulations** (the **Reporting Regulations**; sections 7(4)(q), 7(4.1)(b) and 7(6)), or authority for the Department to use previously reported information on file for this purpose; and
- A production forecast for each of the three years of operations after the project is completed, consistent with the **Reporting Regulations** (sections 7(4)(q), 7(4.1)(b) and 7(6)).

Greenhouse gas emissions, excluding sequestered emissions

- GHG emissions at the facility for the baseline period for which the facility's GHG reduction target is established, consistent with the approach of the **Reporting Regulations** (sections 4 to 8.1, excluding sections 7(4)(l) and 7(4.2)(c)), and the emissions reports submitted for the baseline period, consistent with the **Reporting Regulations** (sections 7(1) and 7(1.1)), or authority for the Department to use previously reported information on file for this purpose.

Sequestered greenhouse gas emissions

- GHG emissions sequestered at or by the facility for the baseline period for which the facility's GHG reduction target is established, consistent with the **Reporting Regulations** (section 7(4)(l)), including reported emissions sequestered through 7(4.2)(c), or authority for the Department to use previously reported information on file for this purpose; and
- GHG emissions projected to be sequestered at or by the facility for each of the three years of operations after the project is completed, consistent with the **Reporting Regulations** (section 7(4)(l)), including reported emissions sequestered through 7(4.2)(c).

The Department will use the information provided to determine the GHG reduction required as per the **Act** (section 7(1)(ii)(B)) for each of the three years following

completion of the project.

For the purposes of an assessment by the Advisory Council, information provided above will not be provided to the Advisory Council unless authority is provided by the applicant for this use. The Department will provide the Advisory Council with the actual GHG reduction obligation as per the **Act** (section 7(1)(ii)(B)) for each of the three years following completion of the project.

7.5.2 Opted-in Facilities

A facility that is regulated as per the **Act** (section 5.1) will be assessed as if it will be regulated in the third year after the project is completed (i.e., irrespective of any action that the operator or the Minister may take pursuant to the Opted-In facility Regulations (section 3(a)). For these facilities, production and sequestered GHG emissions forecast must be provided for each of the three years after the project is completed.

7.5.3 Mobile Offshore Facility

A mobile offshore industrial facility is not eligible for funding unless the operator provides proof satisfactory to the Advisory Council and the Minister that:

- The operator will continue to operate the facility in Newfoundland and Labrador for at least three calendar years after the project is completed; or
- The operator and a new operator will sequentially operate the facility in Newfoundland and Labrador for at least three calendar years after the project is completed.

For the purposes of determining whether an application from a mobile offshore industrial facility is eligible, the Minister may consult with the Canada-Newfoundland and Labrador Offshore Petroleum Board.

7.5.4 Significantly Modified Facilities

A facility that has been deemed significantly modified in the three year period prior to submission of an application or that, in the opinion of the Minister, may be deemed significantly modified in the three year period after an application has been received as per the **Regulations** (sections 5.1 and 6.1) is not eligible to apply until its fourth year of operations after being deemed to be significantly modified.

8.0 Privacy & Confidentiality

The Department will use the information collected or provided as part of the GGRF for purposes directly related to the GGRF project and for program-related outcomes reports.

Information applicants provide to the Department in confidence, both personal and business-related, will be kept confidential unless:

- the applicant approves of its release, or
- the Department is required or authorized by laws such as the **Access to Information and Protection of Privacy Act, 2015** to release the information.

The funding recipients' legal name, the approved and expended amount of GGRF funding, and a brief description of the project may be released as public information.

9.0 Contact

For questions relating to these Program Guidelines or the application process for the GGRF, please contact Department of Environment and Climate Change at:

By Email: climatechange@gov.nl.ca

Or

By Mail: Greenhouse Gas Reduction Fund
Climate Change Division
Department of Environment and Climate Change
Confederation Building
P.O. Box 8700
St. John's, NL A1B 4J6



Greenhouse Gas Reduction Fund Application Form

Instructions:

- Applicants applying for funding through the Newfoundland and Labrador's Greenhouse Gas Reduction Fund (GGRF) must submit a signed, completed Application Form along with a detailed project proposal and supporting documentation to:

By Email: climatechange@gov.nl.ca

Or

By Mail: Greenhouse Gas Reduction Fund
Climate Change Division
Department of Environment and Climate Change
West Block, Confederation Building
P.O. Box 8700
St. John's, NL A1B 4J6

- GGRF Project Proposal Drafting Guidelines ("the Guidelines") can be found on page 18 of this document.
- Methodologies for estimating projection outcomes, such as energy consumption and greenhouse gas (GHG) emissions, can be found in the Project Proposal Drafting Guidelines.
- If the information provided by the applicant is not sufficient to complete a full assessment, the Department of Environment and Climate Change (ECC) reserves the right to request additional information. The timing of the assessment process will be dependent upon the submission of all required information by the applicant.

| To be completed internally by ECC staff | |
|----------------------------------------------|--|
| Application ID: | |
| Date application received by ECC (dd/mm/yy): | |

| 1. Applicant Information | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|--|
| Legal Name of Lead Applicant: | | |
| Company / Organization Name: | | |
| Key Contact: | | |
| Key Contact Title: | | |
| Business Phone: | | |
| Fax Number: | | |
| Email: | | |
| Website: | | |
| Business Mailing Address: | Location of Project (including street address): | |
| | CRA Business Number: | |
| Project Partners | Ownership/equity/shareholder partner(s): _____ | |
| | Project consortium partner(s): _____ | |
| | Funding partner(s)/investor(s): _____ | |
| Please indicate applicable sector: | | |
| <input type="checkbox"/> Electricity generation <input type="checkbox"/> Mining and quarrying <input type="checkbox"/> Oil and gas <input type="checkbox"/> Manufacturing | | |

| 2. Project Information | |
|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Total project costs, including HST, but excluding ineligible project costs (\$): | |
| Requested funding contribution (\$): | |
| Project type: | <input type="checkbox"/> Energy/Fuel efficiency <input type="checkbox"/> Fuel switching <input type="checkbox"/> Process changes/product improvements <input type="checkbox"/> Sequestration activities including offsets <input type="checkbox"/> Methane capture and destruction <input type="checkbox"/> Other (please specify): _____ |
| Projected project start date (dd/mm/yy): | |
| Projected project end date (dd/mm/yy): | |

3. Project Description

Please provide a brief description of the project (additional information and supporting documents are to be appended to the application):

For projects that will result in reduced energy consumption from fossil fuels:

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Current annual fossil fuel energy consumption (litres) from sources within scope of project, excluding purchased electricity | |
| Expected annual fossil fuel energy consumption (litres) from sources within scope of project <u>in absence of project</u> , excluding purchased electricity | |
| Expected annual fossil fuel energy consumption (litres) from sources within scope of project <u>after project is completed</u> , excluding purchased electricity | |
| Current annual GHG emissions (tonnes) from sources within scope of project, excluding purchased electricity (see Annex A in GGRF Proposal Drafting Guidelines calculation methodology) | |
| Expected annual GHG emissions (tonnes) from sources within scope of project <u>in absence of project</u> , excluding purchased electricity (see Annex A in GGRF Proposal Drafting Guidelines calculation methodology) | |
| Expected annual GHG emissions (tonnes) from sources within scope of project <u>after project is completed</u> , excluding purchased electricity (see Annex A in GGRF Proposal Drafting Guidelines calculation methodology) | |

For projects that will result in non-energy GHG reductions:

4. Privacy and Confidentiality Notice

1. The Applicant shall clearly mark any confidential information as 'confidential'. Confidential information disclosed to ECC shall be used by ECC to assess the application.
2. Confidential information shall be held in confidence, safeguarded, and not publicly disclosed by ECC, unless otherwise provided for by the **Access to Information and Protection of Privacy Act, 2015** (ATIPPA) or other applicable legislation or the applicant provides authorization to release information.
3. Notwithstanding Notice 1, confidential information does not include information that:
 - a. is in the public domain at the time of its disclosure or later becomes publicly available;
 - b. is rightfully obtained by ECC from a third-party having the right to disseminate the information without restriction on disclosure;
 - c. is independently developed by ECC without reference to confidential information;
 - d. is reported to ECC under another federal or provincial law without restriction on disclosure;
 - e. must be disclosed by ECC pursuant to any applicable law or to a court order, in which event ECC shall make reasonable efforts to give notice to the applicant prior to any disclosure; or
 - f. ECC is subsequently authorized to release, in writing, by the Applicant.
4. Any personal information collected in this application is collected under the authority of Section 61(c) of the **Access to Information and Protection of Privacy Act, 2015** for the purposes of evaluating applications for the GGRF and communicating with those who have applied. If you have any questions regarding privacy and confidentiality, please contact the ECC Access and Privacy Coordinator by phone at (709) 729-7183.

5. Applicant Declarations

To the Department of Environment and Climate Change (ECC):

- a) I confirm that information given in this application and the attached proposal is, to the best of my knowledge and ability, complete, true and correct. I acknowledge that failure to disclose relevant information may result in cancellation of this application by ECC.
- b) I certify that neither the applicant, affiliated/associated companies nor its officers are involved in any litigation, or in any proceedings before any government board, agency or tribunal which have not been disclosed in writing as an attachment to this application.
- c) I consent to ECC sharing the information contained in this application and supporting documentation, including Confidential Information, with other Provincial Government departments/entities for the purposes of the assessment of this application, if necessary.
- d) I will provide all information required by ECC to complete the assessment of this project. I authorize ECC to make any inquires of such persons, firms, corporations and shareholders or other government departments and agencies as it deems necessary in order to reach a decision on this application. I consent to ECC obtaining credit reports from Dun and Bradstreet, Trans Union and other creditors in order to seek credit status.
- e) I certify that all debts owing to Provincial Government departments and/or its agencies, by the applicant and its affiliated/associated companies and shareholders have been disclosed in this application, including any amounts settled or written off by the applicant, its affiliated/associated companies and its shareholders in the last six years.
- f) I will provide all required consents to ensure that lender(s) described in (d) and (e) are able to provide ECC with full information concerning my (the Applicant's) operating and financial position, if necessary. I further authorize ECC to discuss fully my (the Applicant's) affairs with the lender(s).
- g) I confirm that legal documentation may be provided at the request of ECC, including but not limited to, By-Laws, Certificate of Good Standing, Certificate of Secretary under seal for current shareholders/directors or unanimous shareholder consent, Unanimous Shareholders' Agreement, Demand Note, General Security Agreement and/or property or other mortgage documentation.
- h) If this application is approved, I authorize ECC to access, at any reasonable time, the site and premises of the facility described in this application.
- i) I give permission for ECC to use information contained in this application, including Confidential Information, for assessing my (the Applicant's) eligibility, coordinating and providing follow-up services, and for program evaluation and/or research purposes.
- j) I agree to provide ECC with reports on project outcomes, for duration to be determined by ECC, if this application is approved for funding.
- k) I give permission to ECC to use project details, including my (the applicant's) name, the nature and scope of the project, funding amounts provided and anticipated and actual project outcomes, for communications and/or marketing purposes, pending funding approval, provided Confidential Information is not disclosed.
- l) I consent to authorizing ECC to consult with Canada-Newfoundland and Labrador Offshore Petroleum Board in determining funding eligibility for projects involving a mobile offshore industrial facility.
- m) I acknowledge that a completed application is not a guarantee of eligibility for funding under the GGRF.

Signature of authorized signing officer

Title

Print name of authorized signing officer

Date (dd/mm/yy)

Annex A

Greenhouse Gas Reduction Fund Project Proposal Drafting Guidelines

Applicants applying for financial assistance through the Greenhouse Gas Reduction Fund (GGRF) must submit a detailed proposal along with a signed and completed Application Form. This guide is intended to assist you with the development of your proposal.

Project Description and Background

The proposal should provide all relevant details of the project, including:

- A clear and concise description of the project, along with a project background and description of the capital upgrades and/or other activities to be undertaken. This should include, as appropriate, expected greenhouse gas (GHG) reductions; detailed project expenditures; status of required regulatory approvals and permits; expected job creation; and expected changes in production. Applicants are required to utilize the methodology provided in Annex A to estimate change in energy and GHG emissions, as well as job creation, and must provide the methodology used to derive other co-benefit estimates, as appropriate;
- A clear demonstration of the need or opportunity to be addressed by the project;
- Project timelines, including a detailed project implementation schedule;
- The proposed approach for monitoring project outcomes, such as change in energy/fuel consumption, change in GHG emissions, job creation, and change in production; and
- An evaluation and reporting plan to appropriately track and measure project outcomes.

Applicant's Structure and Management Abilities

The proposal should clearly demonstrate, as appropriate, the applicant's ability to implement the proposed initiative, including:

- Organizational and management structure;
- Organization and management of the proposed project, including any partnership arrangements and third-party contractual arrangements;
- Overview of the skills and experience of key management personnel for the project, including for contracted personnel, where appropriate;
- Overview of financial management experience; and
- Experience in implementing similar projects.

Financial

The proposal should clearly demonstrate the financial feasibility of the proposal, including:

- Proposed project budget, including a detailed breakdown of project costs by cost category and including quotations and supporting documentation for project costs; and
- The project budget submitted as follows:

| Expenditure Category | Total Project Cost (\$) | Amount Requested (\$) | Brief Description |
|---------------------------------------------------------------------------------------|--------------------------------|------------------------------|--------------------------|
| Management and professional services (e.g., engineering and commissioning) | | | |
| Materials and supplies excluding capital assets | | | |
| Equipment and capital assets (purchase) | | | |
| Equipment and capital assets (rental) (excluding vehicles) | | | |
| Vehicle rental and operation | | | |
| Contractors performing activities related to project | | | |
| Incremental human resource costs, including benefits | | | |
| Other | | | |
| Sub-Total (materials, labour, rentals) | | | |
| GST/HST/PST | | | |
| <u>Less</u> GST/HST/PST that is reimbursable by the Federal or Provincial Governments | | | |
| Sub-Total GST/HST/PST | | | |
| Total | | | |

- Status of applications and approvals for all other funding sources, where appropriate;
- The source, type and amount of funding committed to the project by the applicant or its partners and funding sources not identified in the previous bullet;
- Financial projections, including cash flow projections;
- The applicant's most recent financial statements, where appropriate; and
- If the applicant is a company, proof it is in good standing with the Registry of Companies.

Additional Information

Other items to include, if applicable, include:

- Copies of permits, licenses, and environmental approvals that are required prior to project approval; and
- Copies of contracts and/or Memoranda of Understanding with partners, other funding sources and other persons, firms, and corporations that are relevant to the project application.

Submitting Proposals

Applicants must forward a signed and completed Application Form and project proposal to:

By Email: climatechange@gov.nl.ca

Or

By Mail: Greenhouse Gas Reduction Fund
Climate Change Division
Department of Environment and Climate Change
Confederation Building
P.O. Box 8700
St. John's, NL A1B 4J6

All proposals must include a covering letter that is signed and dated by the applicant. Electronic copies will be accepted.

Methodology for Estimating GGRF Project Outcomes

Energy Projects

Prior to Project

| Fuel type | Annual litres from project-related sources consumed prior to project | Cost per litre | Energy Costs | GHG conversion factor (tonnes) | GHG emissions (tonnes) |
|-----------------------------|----------------------------------------------------------------------|----------------|--------------|--------------------------------|------------------------|
| | (A) | (B) | (A x B) | (C) | (A x C) |
| Gasoline (on-road) | | | | 0.0023 | |
| Gasoline (off-road) | | | | 0.0023 | |
| Diesel | | | | 0.0028 | |
| Light fuel oil (industrial) | | | | 0.002697 | |
| Light fuel oil (commercial) | | | | 0.002697 | |
| Propane (non-residential) | | | | 0.0015 | |
| Kerosene (industrial) | | | | 0.0025 | |
| Kerosene (commercial) | | | | 0.0025 | |
| Other _____ | | | | Please contact ECC | |

| Isolated communities electricity | Annual KWh consumed prior to project | Electricity Costs | GHG conversion factor (tonnes) | GHG emissions (tonnes) |
|----------------------------------|--------------------------------------|-------------------|--------------------------------|------------------------|
| | (A) | (B) | (C) | (A x C) |
| Electricity purchases | | | 0.008 | |

Energy Projects**Expected in Absence of Project**

| Fuel type | Expected annual litres from project-related sources to be consumed in absence of project | Expected Cost per litre | Expected Energy Costs | GHG conversion factor (tonnes) | GHG emissions (tonnes) |
|-----------------------------|-------------------------------------------------------------------------------------------------|--------------------------------|------------------------------|---------------------------------------|-------------------------------|
| | (A) | (B) | (A x B) | (C) | (A x C) |
| Gasoline (on-road) | | | | 0.0023 | |
| Gasoline (off-road) | | | | 0.0023 | |
| Diesel | | | | 0.0028 | |
| Light fuel oil (industrial) | | | | 0.002697 | |
| Light fuel oil (commercial) | | | | 0.002697 | |
| Propane (non-residential) | | | | 0.0015 | |
| Kerosene (industrial) | | | | 0.0025 | |
| Kerosene (commercial) | | | | 0.0025 | |
| Other _____ | | | | Please contact ECC | |

| Isolated communities electricity | Annual KWh expected to be consumed in absence of project | Expected Electricity Costs in absence of project | GHG conversion factor (tonnes) | GHG emissions (tonnes) |
|-----------------------------------------|-----------------------------------------------------------------|---------------------------------------------------------|---------------------------------------|-------------------------------|
| | (A) | (B) | (C) | (A x C) |
| Electricity purchases | | | 0.008 | |

Energy Projects**Expected After Project**

| Fuel type | Expected annual litres from project-related sources to be consumed after project is completed | Expected Cost per litre | Expected Energy Costs | GHG conversion factor (tonnes) | GHG emissions (tonnes) |
|-----------------------------|-----------------------------------------------------------------------------------------------|-------------------------|-----------------------|--------------------------------|------------------------|
| | (A) | (B) | (A x B) | (C) | (A x C) |
| Gasoline (on-road) | | | | 0.0023 | |
| Gasoline (off-road) | | | | 0.0023 | |
| Diesel | | | | 0.0028 | |
| Light fuel oil (industrial) | | | | 0.002697 | |
| Light fuel oil (commercial) | | | | 0.002697 | |
| Propane (non-residential) | | | | 0.0015 | |
| Kerosene (industrial) | | | | 0.0025 | |
| Kerosene (commercial) | | | | 0.0025 | |
| Other _____ | | | | Please contact ECC | |

* Proponents fuel switching to biodiesel (including light fuel oil) should contact ECC at 729-1394 for further assistance.

| Isolated communities electricity | Annual KWh expected to be consumed after project is completed | Expected Electricity Costs after project is completed | GHG conversion factor (tonnes) | GHG emissions (tonnes) |
|----------------------------------|---------------------------------------------------------------|-------------------------------------------------------|--------------------------------|------------------------|
| | (A) | (B) | (C) | (A x C) |
| Electricity purchases | | | 0.008 | |

Estimated Job Creation Calculation

To calculate an estimate of the number of jobs that will be created by the project proposed, use a simple ratio. On average, every \$102,000 worth of labour income can reasonably be expected to create 1 person year of employment from construction activity. For the example below, assume labour income of \$306,000.

| | |
|----------------|----------------------------------------|
| Jobs Created = | $\frac{\text{Labour Income}}{102,000}$ |
| Jobs Created = | $\frac{306,000}{102,000}$ |
| Jobs Created = | 3 |