

Climate Change Challenge Fund (CCCF) Application Form

Instructions:

- Applicants applying for financial assistance through the Climate Change Challenge Fund (CCCF) must submit a signed, completed Application Form along with a detailed project proposal and supporting documentation to:

By Email: terrymcneil@gov.nl.ca

Or

By Mail: Mr. Terry McNeil, Manager
Climate Change Division
Climate Change Branch
Department of Environment and Climate Change
West Block, Confederation Building
P.O. Box 8700
St. John's, NL A1B 4J6

- CCCF Project Proposal Drafting instructions can be found in Annex A of this document. This Annex also provides direction on how to submit your proposal and includes guidance in how to determine energy consumption and greenhouse gas (GHG) emissions.
- 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:		
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): _____	

1. Applicant Information

Please indicate the sector which best suits your entity:

- ☐ Primary agriculture, forestry and fishing
- ☐ Electricity generation
- ☐ Mining, including quarrying
- ☐ Oil and gas
- ☐ Manufacturing
- ☐ Transportation
- ☐ Commercial sector, including wholesale/retail trade, warehousing, business and professional services, information services, arts, environmental services, waste management, recreation, accommodations, food and related services
- ☐ Health and education services
- ☐ Public administration
- ☐ Other

Please indicate which eligible recipient category best suits your entity:

- ☐ Indigenous
- ☐ Municipal
- ☐ Non-profit
- ☐ Private Sector
- ☐ Public Sector

2. Project Information

2.1 - Project Budget

Expenditure Category	Total Project Cost (\$)	Amount Requested *(\$)	Brief Description
Management and professional services (e.g., engineering and commissioning)			
Materials and supplies excluding capital assets			
Printing, production and distribution			
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			
Sub-Total (materials, labour, rentals)			
GST/HST/PST			
<u>Less</u> GST/HST/PST that is reimbursable by the Federal or Provincial Governments through ITC			
Sub-Total GST/HST/PST			
Total			

*Please read the following sections in the CCCF Program Guidelines document: Section 5.0-Funding Criteria, Section 5.1- Cost-Share Levels, and Section 5.2 – Stacking of Funding

2.2 - Funding Sources, Project Type and Timeline

	Category	Institution/ Entity	Amount (\$)	Status (approved/pending)
Sources of funding (please specify amount and source of funds):	Loans:			
	Grants:			
	Owner's equity:			
	Other (please specify): _____			
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 (e.g., agriculture, forestry) <input type="checkbox"/> Waste, including methane 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 (will be same as above unless an increase in fossil fuel expected due to expansions, increased production etc.)	
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 CCCF Project Proposal Drafting Instructions in the Methodology for Estimating CCCF Project Outcomes)	
Expected annual GHG emissions (tonnes) from sources within scope of project <u>in absence of project</u> , excluding purchased electricity (see Annex A in CCCF Project Proposal Drafting Instructions in the Methodology for Estimating CCCF Project Outcomes. Will be same as above unless an increase in fossil fuel expected due to expansions, increased production etc.)	
Expected annual GHG emissions (tonnes) from sources within scope of project <u>after project is completed</u> , excluding purchased electricity (see Annex A in CCCF Project Proposal Drafting Instructions in the Methodology for Estimating CCCF Project Outcomes.)	

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

Current annual GHG emissions (tonnes) from sources within scope of project (see Annex A in CCCF Project Proposal Drafting Instructions in the Methodology for Estimating CCCF Project Outcomes)	
Expected annual GHG emissions (tonnes) from sources within scope of project <u>in absence of project</u> (see Annex A in CCCF Project Proposal Drafting Instructions in the Methodology for Estimating CCCF Project Outcomes)	

3. Project Description

Expected annual GHG emissions (tonnes) from sources within scope of project after project is completed (waste) or during the project period (sinks) (see Annex A in CCCF Project Proposal Drafting Instructions in the Methodology for Estimating CCCF Project Outcomes)

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.
3. Confidential information may be disclosed by ECC to other Provincial Government departments and the Federal Government, pursuant to the terms and conditions of the Low Carbon Economy Leadership Fund Funding Agreement in relation to this application and any funds provided to the Applicant if the application is approved.
4. 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.
5. 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 CCCF and communicating with those who have applied. If you have any questions regarding privacy and confidentiality, please contact the Access and Privacy Coordinator, Department of Environment and Climate Change 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 and/or the Government of Canada 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 inquiries 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 and/or the Government of Canada 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 and/or the Government of Canada 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 acknowledge that a completed application is not a guarantee of eligibility for funding under the CCCF.

Signature of authorized signing officer

Title

Print name of authorized signing officer

Date (dd/mm/yy)

Annex A

Climate Change Challenge Fund (CCCF) Project Proposal Drafting Instructions

Applicants applying for financial assistance through the Climate Change Challenge Fund (CCCF) must submit a detailed proposal along with a 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, including project background and a description of the capital upgrades and/or other activities to be undertaken, including, as appropriate, expected reductions in energy/fuel use from fossil fuels and 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 this document 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 and 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;
- The cost categories for the project budget must be 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			
Printing, production and distribution			
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			
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 completed Application Form and project proposal:

By Email: terrymcneil@gov.nl.ca

Or

By Mail: Mr. Terry McNeil, Manager
Climate Change Division
Climate Change Branch
Department of Environment and Climate Change
West Block, 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.

Inquiries regarding the status of this call for proposals can be made to Terry McNeil via Phone: 709-729-1394 or Email: terrymcneil@gov.nl.ca .

Methodology for Estimating CCCF Project Outcomes Section

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)				0.0027	
Light fuel oil (commercial)				0.0027	
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			0.0028	

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)				0.0027	
Light fuel oil (commercial)				0.0027	
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			0.0028	

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)				0.0027	
Light fuel oil (commercial)				0.0027	
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			0.0028	

Non-Energy Projects

Solid Waste

Category	Unit of measure	Phase	Number of bags per week	GHG Emissions Factor (annualized)	Projected Annual GHG Emissions (tonnes)
			(A)	(B)	(A x B)
Solid waste	Number of Bags per week	Prior to Project		0.8 tonnes	
		Expected in Absence of Project			
		Expected after Project			

** Based on the average content and weight per bag as provided by the City of St. John's.*

Forestation Sinks

Category	Unit of measure	Phase	Hectares Afforested or Reforested	GHG Emissions Factor (immediate and residual)	Projected Annual GHG Emissions (tonnes)
			(A)	(B)	(A x B)
Afforestation and reforestation	Hectares per year	Prior to Project		-8.5 tonnes	
		Expected in Absence of Project			
		Expected during Project			

** Based on 2013-2015 average estimated GHG emissions removed per hectare for Newfoundland and Labrador for cropland converted to forest land. Includes immediate and residual (future 20 year) emissions.*

** Proponents submitting projects related to agricultural sinks should contact ECC at 729-1394 for further assistance.*

Estimated Job Creation Calculation

To calculate the number of direct and indirect person years of employment that will be created by the project proposed, use the following:

For every \$ 1 million in project expenditures there is 3.0 Direct Jobs created and 1.2 Indirect Jobs created. As an illustrative example, two projects are listed below:

Project A has a total cost from all sources of \$1.4 million

Direct Person Years Employment created = $3.0 \times 1.4 = 4.2$

Indirect Person Years Employment created = $1.2 \times 1.4 = 1.68$

Project B has a total cost from all sources of \$0.5 million

Direct Person Years Employment created = $3.0 \times 0.5 = 1.5$

Indirect Person Years Employment created = $1.2 \times 0.5 = 0.6$