

Indigenous Community Energy Plan Program 2.3

Application Form

Instructions

1. Please review all eligibility criteria to confirm that your Community, Organization and Project are eligible for funding through the Energy Support Programs (ESPs). Eligibility criteria are available in the Program Guidelines.
2. Applications will be accepted by the IESO on an ongoing basis with Application review dates spread throughout the year. Application review dates will be posted to the ICEP Program Website. Evaluation criteria are available in the Program Guidelines.
3. Capitalized terms used in the Application, unless otherwise stated, are defined in the Program Guidelines and Funding Agreement sample.
4. This Application form must be used to submit the Application. No other formats will be accepted. All fields must either be completed or marked "not applicable".
5. The Application form, including Section 6: Application Checklist (Attachment Requirements), must be completed in its entirety to be considered for funding. Where a joint Application is being submitted by two or more applicants, Appendix A and Appendix B must be completed in their entirety by each applicant and the applicant identified in Section 1 of the Application form will be identified as the lead applicant.
6. Applicants are encouraged to contact ICEP staff with any questions at or icep@ieso.ca. Program staff are available to provide feedback and guidance throughout Application development.
7. As a condition of funding support, the IESO may require changes to the Project scope, design or Budget, and may ask for additional information or references. Please allow sufficient time for Application review and feedback prior to submittal of your final Application.
8. The signatory identified in the Application form for all applicants, including joint applicants, must have the ability to bind the applicant.

9. When you are ready to submit your Application, please save the completed Application form in a fixed form (i.e. PDF) and submit to the IESO along with all required attachments. The Application form can be submitted to the IESO in soft or hard copy to either:

Email: icep@ieso.ca
 Mail: Independent Electricity System Operator
 120 Adelaide Street West, Suite 1600
 Toronto, ON M5H 1T1
 Attention: Indigenous Community Energy Plan Program

Section 1: Application Title Page

<p>1. Lead applicant name: <i>(Name of the Community or Organization)</i></p>	
<p>2. Lead applicant mailing address:</p>	
<p>3. Lead applicant type:</p>	<p>First Nation or Métis Community</p> <p>Remote First Nation or Métis Community</p> <p>If applying as a Remote Community, please describe why your community is considered remote and how this will result in additional costs for the Project.</p> <p>First Nation or Métis Organization</p> <p>If applying as an Organization, please list the represented Communities below that make up this Organization:</p> <p>Other:</p> <p>If 'Other,' please describe the entity:</p>

<p>4. Is this Application being submitted on behalf of joint applicants?</p> <p><i>(Select "Yes" only if this is a joint application)</i></p>	<p>If 'Yes', please list all joint applicants:</p> <p>If Yes, Appendix A, "Joint Applicant Information Form" and Appendix B, "Joint Applicant Declaration Page" must be completed for each joint applicant.</p>		
<p>5. Program Stream:</p>	<p>Development of a new Community Energy Plan</p> <p>Updating an existing Community Energy Plan</p> <p>If applying to update an existing CEP, has a Community Energy Champion (CEC) been hired to oversee the updates to the CEP?</p> <p>Yes</p> <p>No</p>		
<p>6. ICEP Team:</p> <p><i>(This must include a minimum of three community or organization members)</i></p>	<p>Team Member Name</p>	<p>Team Member Organization</p>	<p>Team Member Title</p>
<p>7. Total Funding Requested:</p> <p><i>(This amount must match the amount listed in the Work Plan & Budget below)</i></p>	<p>The Maximum Funding Amount to develop a Community Energy Plan is \$90,000.00, or \$95,000.00 for remote communities. The Maximum Funding Amount to update a Community Energy Plan is \$25,000.00 or \$30,000.00 for remote communities.</p>		

Section 2: Applicant Contact Information

Title	Description		
8. Primary contact:	Name:		
	Title:		
	Mailing address:		
	Phone number(s):	Main	Alternate
	Fax:		
	Emails:		
	Preferred method of contact:		
9. Secondary contact:	Name:		
	Title:		
	Mailing address:		
	Phone number(s):	Main	Alternate
	Fax:		
	Emails:		
	Preferred method of contact:		
10. Signatory: (Signatory must have the signing authority to bind the applicant)	Name:		
	Title:		
	Mailing address:		
	Phone number(s):	Main	Alternate
	Fax:		
	Emails:		
	Preferred method of contact:		

Section 3: Project Information

Description
<p>1. Description of Community or Organization (150 words maximum) Please provide a basic description of the First Nation or Métis Community or First Nation or Métis Organization that the Community Energy Plan will benefit.</p>
<p>2. Applicant eligibility (50 words maximum) Please describe how the lead applicant meets the eligibility requirements of the ICEP Program. <i>(See Program Guidelines for eligibility requirements)</i></p>

Description

3. Key supports (150 words maximum)

Please provide a brief description of the key members of the ICEP Team, including a minimum of three community or organization members. Summarize how they are qualified to support the success of the development or updating of the Community Energy Plan.

4. Energy Plan implementation (150 words maximum)

Please describe what supports or systems are in place in the community to oversee implementation of the community energy plan or how the plan will consider putting supports in place (i.e. applying to the CEC program).

Description
<p>5. Anticipated impact on Community (200 words maximum) Please describe the anticipated impact the Community Energy Plan or updated Community Energy Plan will have on the applicable First Nation or Métis Community, or First Nation or Métis Organization. What contributions will it make to the Community's energy security and are there any anticipated social or economic benefits to the applicant's Community or Organization?</p>
<p>6. Community engagement (200 words maximum) Please describe how community engagement will be targeted to the community or organization, including a rationale for type of engagement, and summarize engagement plan. <i>(Rationale should include why that specific format of community engagement was chosen for specific community or organization)</i></p>

Description
<p>Please complete this section only if applying for funding to update an existing Community Energy Plan</p>
<p>7. What is the name of the Community Energy Champion (CEC) that has been hired to oversee updates to the CEP? (10 words maximum)</p>
<p>8. When was the existing Community Energy Plan developed? (10 words maximum)</p>
<p>9. Who developed the Community Energy Plan? (10 words maximum)</p>
<p>10. How is the existing Community Energy Plan currently being used by the Community? (100 words maximum)</p>

Section 4: Work Plan and Budget

1. Please provide information for the Work Plan and Budget in the following table. Please refer to the Sample Work Plan and Budget included below, to support your completion of Section 4.
2. You will be required to provide detailed information on each Activity that will be undertaken for the Project which must include a detailed description of the scope of Work, ICEP Team members conducting the Work, and Budget. The Work Plan and Budget table provides space for five (5) Milestones. If you require additional lines for Activities, please visit the Website and download the *Work Plan and Budget: Additional Activities Form*, complete it in accordance with these instructions and submit with your Application.
 - a. *Scope of Work* for the Activity: the detailed description must include, but is not limited to:
 - 1) a detailed description of the Activity
 - 2) how the Work will be managed
 - 3) how any Costs for this activity related to Travel, Meal and Hospitality will remain in compliance with Section 4(c) of the Program Guidelines and in accordance with the [Travel, Meal and Hospitality Expenses Directive](#).
 - b. Under the Budget, "Total Funding from Other Source(s)" must be deducted from the 'Total Cost of Activity/ies' before determining the eligible Total ICEP Funding Requested.
 - c. *Name of Other Sources of Funding*
 - 1) You will be required to identify the name of any other sources of funding who will be providing any funding in respect of each Activity in the table and the amount of funding being provided.
 - d. For each Activity, you must identify any and all Internal Resources and External Resources that will be undertaking the Activity. The ICEP Team members should comprise of the individuals listed under Section 1 of the Application. Please list each Internal Resource and External Resource by individual. A Community Energy Champion should be listed as an Internal Resource.
3. The *Total Requested Funding for all Milestones under ICEP* is inclusive of all Activities for which you are requesting funding through the ICEP Program, including any Activities identified on the *Work Plan and Budget Additional Activities Form*.
4. Funding provided under the ICEP Program will be provided for Eligible Expenses that are incurred directly by the successful applicant in order to complete or update the Community Energy Plan that are, in the sole and absolute discretion of the IESO, directly related to, and reasonably necessary to complete or update, the Community Energy Plan, up to the amount per set out in Section 4(b) of the Program Guidelines. Funding will not be provided for any Ineligible Expenses that are identified in Section 4(c) of the Program Guidelines.

SAMPLE WORK PLAN AND BUDGET (excludes HST)							
	Activities to be Completed	Resource Name, Title, Company and Logistics	Total Cost of Resource (\$)	Targeted time Required for Activity	Targeted Start Date	Planned Output(s)	Budget Total Cost of Activity (excludes HST) (\$)
Milestone 1 (Sample Only)	1.1 Community Engagement (Community Meetings 1 and 2) Scope of Work: - Co-ordination for the Community Engagement Meetings - coordinate the meeting agenda and prepare the main presentation for the community members - Creating Marketing material - Providing Translation Services - analysis of the baseline data and planning of the Community Energy Plan. - Administration of meetings including: <ul style="list-style-type: none"> o planning travel for the external consultants, o meeting logistics such as venue rental, a/v rental and food and beverage preparation o printing and photocopying meeting materials. o translation and note-taking during the meeting 	Michael French, Energy Coordinator, First Nation ABC	\$1,500.00	1 Month	January 1, 2021	Two (2) community meetings Handout 500 pamphlets Engage 50 community members Presentation Analysis of the baseline data	\$10,000.00
		Michelle Fisher, Band Office Administrator, First Nation ABC	\$1,500.00				
		Zander Robins, Project Lead, XYZ Consulting	\$1,500.00				
		Quentin McIntyre, Associate Engineer, Engineering Firm ABC	\$1,500.00				
		Logistics Cost	\$4,000.00				

SAMPLE WORK PLAN AND BUDGET (excludes HST)							
	Activities to be Completed	Resource Name, Title, Company and Logistics	Total Cost of Resource (\$)	Targeted time Required for Activity	Targeted Start Date	Planned Output(s)	Budget Total Cost of Activity (excludes HST)(\$)
	1.2 Baseline Study Scope of Work: - Develop an understanding of current energy use in AFN through communication with energy suppliers to acquire data, the AFN finance department to acquire energy invoices, and residential data collected through a Community Energy Survey.	Michael French, Energy Coordinator, First Nation ABC	\$2,000.00	2 Months	February 1, 2021	Draft Baseline Energy Study	\$10,000.00
		Zander Robins, Project Lead, XYZ Consulting	\$4,000.00				
		Quentin McIntyre, Associate Engineer, Engineering Firm ABC	\$4,000.00				
	Total Cost of Activity/ies						\$20,000.00
	Name of Other Source(s) of Funding	CEC funding via IESO				Total Funding from Other Source(s) if applicable	\$2,000.00
Total Requested Funding for Milestone 1 under ICEP <i>(Total Cost of Activity/ies – Total Funding from Other Source(s))</i> Up to 20% of the Maximum Funding Amount Requested						\$18,000.00	

WORK PLAN AND BUDGET (excludes HST)								
	Activities to be Completed	Resource Name, Title, Company and Logistics	Total Cost of Resource (\$)	Targeted time Required for Activity	Targeted Start Date	Planned Output(s)	Budget Total Cost of Activity (excludes HST) (\$)	
Milestone 1	1.1							
	1.2							

	Activities to be Completed	Resource Name, Title, Company and Logistics	Total Cost of Resource (\$)	Targeted time Required for Activity	Targeted Start Date	Planned Output(s)	Budget Total Cost of Activity (excludes HST) (\$)
Milestone 1	1.3						
	Total Cost of Activity/ies						
Name of Other Source(s) of Funding					Total Funding from Other source(s) if applicable		
Total Requested Funding for Milestone 1 under ICEP <i>(Total Cost of Activity/ies – Total Funding from Other Source(s))</i> Up to 20% of the Maximum Funding Amount Requested							

	Activities to be Completed	Resource Name, Title, Company and Logistics	Total Cost of Resource (\$)	Targeted time Required for Activity	Targeted Start Date	Planned Output(s)	Budget Total Cost of Activity (excludes HST) (\$)
Milestone 2	2.1						
	2.2						

	Activities to be Completed	Resource Name, Title, Company and Logistics	Total Cost of Resource (\$)	Targeted time Required for Activity	Targeted Start Date	Planned Output(s)	Budget Total Cost of Activity (excludes HST) (\$)
Milestone 2	2.3						
	Total Cost of Activity/ies						
Name of Other Source(s) of Funding			Total Funding from Other Source(s) if applicable				
Total Requested Funding for Milestone 2 under ICEP <i>(Total Cost of Activity/ies – Total Funding from Other Source(s))</i>							

	Activities to be Completed	Resource Name, Title, Company and Logistics	Total Cost of Resource (\$)	Targeted time Required for Activity	Targeted Start Date	Planned Output(s)	Budget Total Cost of Activity (excludes HST)(\$)	
Milestone 3	3.1							
	3.2							

	Activities to be Completed	Resource Name, Title, Company and Logistics	Total Cost of Resource (\$)	Targeted time Required for Activity	Targeted Start Date	Planned Output(s)	Budget Total Cost of Activity (excludes HST) (\$)
Milestone 3	3.3						
	Total Cost of Activity/ies						
Name of Other Source(s) of Funding			Total Funding from Other Source(s) if applicable				
Total Requested Funding for Milestone 3 under ICEP <i>(Total Cost of Activity/ies – Total Funding from Other Source(s))</i>							

	Activities to be Completed	Resource Name, Title, Company and Logistics	Total Cost of Resource (\$)	Targeted time Required for Activity	Targeted Start Date	Planned Output(s)	Budget Total Cost of Activity (excludes HST) (\$)	
Milestone 4	4.1							
	4.2							

	Activities to be Completed	Resource Name, Title, Company and Logistics	Total Cost of Resource (\$)	Targeted time Required for Activity	Targeted Start Date	Planned Output(s)	Budget Total Cost of Activity (excludes HST)(\$)
Milestone 4	4.3						
	Total Cost of Activity/ies						
Name of Other Source(s) of Funding			Total Funding from Other Source(s) if applicable				
Total Requested Funding for Milestone 4 under ICEP <i>(Total Cost of Activity/ies – Total Funding from Other Source(s))</i>							

	Activities to be Completed	Resource Name, Title, Company and Logistics	Total Cost of Resource (\$)	Targeted time Required for Activity	Targeted Start Date	Planned Output(s)	Budget Total Cost of Activity (excludes HST) (\$)	
Milestone 5	5.1							
	5.2							

Milestone 5	Activities to be Completed	Resource Name, Title, Company and Logistics	Total Cost of Resource (\$)	Targeted time Required for Activity	Targeted Start Date	Planned Output(s)	Budget Total Cost of Activity (excludes HST)(\$)	
	5.3							
Total Cost of Activity/ies								
Name of Other Source(s) of Funding				Total Funding from Other Source(s) if applicable				
Total Requested Funding for Milestone 5 under ICEP <i>(Total Cost of Activity/ies – Total Funding from Other Source(s))</i>								
<p>Do you require space for additional Activities? Yes, a supplementary <i>Work Plan and Budget: Additional Activities Form</i> has been attached to this Application for additional Activities. No, additional space is not required.</p> <p>If Yes, please transfer Total Cost of Additional Activities for all Milestones from Work Plan and Budget: Additional Activities Form</p> <p>If Yes, please transfer Total Funding from Other Source(s) of Additional Activities for all Milestones from Work Plan and Budget: Additional Activities Form</p>								
Total Cost of Activity/ies for all Milestones under ICEP								
Total Funding from Other Source(s) for all Milestones under ICEP								
Total Requested Funding for all Milestones under ICEP <i>(Total Cost of Activity/ies – Total Funding from Other Source(s))</i>								

Section 5: Applicant Declaration

The following page **must** be printed, signed and submitted with your ICEP Application (for electronic submissions a scanned copy may be provided). Where the Application is in respect of joint applicants, a **signed copy of the Joint Applicant Declaration must** be submitted for each joint applicant. Breach of the representations, warranties and agreements may result in the rejection of the Application by the IESO.

I represent and warrant to, and agree with, the IESO, and acknowledge that the IESO is relying on such representations, warranties, and agreements as a condition precedent to the review and, if applicable, the acceptance of this Application, as follows:

1. The information contained in the Application is true, accurate and complete in all material respects.
2. As of the date set out below, the applicant and the Project meet all the applicable eligibility criteria set out in Section 4 of the ICEP Program Guidelines.
3. I am not in default, and have never been in default, of any existing agreements with the IESO, its predecessor entities, or any of their third party fund managers, including funding agreements under other support programs.
4. Other than as set out in the Application, I have not received, and do not expect to receive, any funding for any Activities that are, or could be perceived to be, duplicative of funding requested under the Application.
5. I have read the ICEP Program Guidelines, and acknowledge that if this Application is successful, the applicant will be required to enter into the ICEP Funding Agreement to receive funding.
6. I consent and have sought and received the consent of the applicant's Affiliates for the IESO to (a) communicate with the Affiliates or any other relevant third parties, and (b) use all information, including Confidential Information, in the possession of the IESO, for the purposes of evaluating and accepting or rejecting the Application.
7. I acknowledge that the IESO has advised the applicant to seek independent legal advice with respect to the subject matter of this Application, and subsequently, I acknowledge and agree that the applicant has had the opportunity to do so.
8. I acknowledge that the IESO reserves the right to make public the name of the applicant and any respective Affiliate, the title and summary of the Project, the amount of any funds awarded, and any information in the Application not clearly identified as Confidential Information by the applicant.
9. I acknowledge that the IESO reserves the right to accept or reject any Application for any reason, and that receipt by the IESO of this Application does not constitute a commitment by the IESO to provide funding to the applicant, nor does it create any business relationship between the applicant and the IESO.
10. I acknowledge that the IESO may at any time cancel, suspend or amend all or any part of the ICEP Program.

THE APPLICANT HAS READ AND AGREES WITH THE ABOVE DECLARATIONS:

Name of Applicant

Date

Signatory's Name (print)

Signatory Signature

I have the authority to bind the Applicant.

Section 6: Application Checklist (Attachment Requirements)

- The following supporting documentation must be attached with the Application form. Unless there is a "If Applicable" option, all attachments must be included in your Application submission.
- Please ensure you have made the appropriate selection under the Status column for each required document and attached all corresponding documentation with your Application.
- Where the Application is being submitted electronically, please identify the file name of each attachment in the "File Name(s) in Submission" column below. Where the Application is being submitted in hard copy, please clearly number each attachment in the upper-right hand corner of the first page of each attachment, and identify the item number in the "File Name in Submission" column below.

Required Document(s)	Status	Additional Instruction	File Name(s) in Submission
Signed Applicant Declaration Page		The Applicant Declaration Page must be printed, signed by the signatory, and scanned (PDF) as part of the Application.	
Signed Joint Applicant(s) Declaration Page(s) (if applicable)		A copy of the Joint Applicant Declaration Page must be provided for each joint applicant. The Joint Applicant Declaration Page must be printed, signed by the signatory for each joint applicant, and scanned (PDF) as part of the Application.	
Joint Applicant(s) Information Page(s) (if applicable)		A completed 'Appendix A: Joint Applicant Information' page is required for each joint applicant applicable to this Application.	
Evidence demonstrating support from the applicant Community or Organization		Evidence must be provided that the applicant Community or Organization is supportive of the development or updating of the Community Energy Plan. This can include: <ul style="list-style-type: none"> a) A Band Council Resolution (BCR) b) A board resolution c) Other endorsing documents as appropriate. 	

Required Document(s)	Status	Additional Instruction	File Name(s) in Submission
Evidence demonstrating support from the joint applicant Community or Organization (if applicable)		Evidence must be provided for each joint applicant that the Community or Organization is supportive of the development or updating of the Community Energy Plan. This can include: a) A Band Council Resolution (BCR) b) A board resolution c) Other endorsing documents as appropriate.	
A copy of the existing Community Energy Plan (if applicable)		Applicants submitting an Application to update an existing Community Energy Plan must submit a copy of the existing Community Energy Plan.	
A copy of the CEC's employment letter or contract (if applicable)		Applicants submitting an Application to update an existing Community Energy Plan must submit a copy of the Community Energy Champion (CEC) employment letter or contract.	
Job Description (if applicable)		A job description that will be used to hire the Internal Resource(s) or External Resource(s) not yet retained is required, and must include the required qualification and the selection criteria that will be used to retain the individual.	

Appendix A: Joint Applicant Information

Instructions:

Please complete this section if the Application is being submitted by joint applicants. If the Application is being submitted by more than one joint applicant, please fill out a Joint Applicant Information form for each applicant:

Appendix A:	Joint Applicant Information		
1. Joint applicant name: (Name of the Joint Community or Organization)			
2. Joint applicant type:	First Nation or Métis Community Remote First Nation or Métis Community First Nation or Métis Organization <i>If applying as an Organization, please list the represented Communities below that make up this Organization:</i> Other: If 'Other,' please describe the entity:		
1. Signatory: <i>(Signatory must have the signing authority to bind the applicant)</i>	Name:		
	Title:		
	Mailing address:		
	Phone number(s):	Main	Alternate
	Fax:		
	Emails:		
	Preferred method of contact:		

Appendix A:	Joint Applicant Information
<p>2. Description of Community or Organization (150 words maximum) Provide a basic description of the First Nation or Métis Community, or First Nation or Métis Organization that the Community Energy Plan will benefit, and their energy priorities.</p>	
Empty response area for section 2	
<p>3. Applicant eligibility (50 words maximum) Provide a basic description of the First Nation or Métis Community, or First Nation or Métis Organization that the Community Energy Plan will benefit, and their energy priorities.</p>	
Empty response area for section 3	
<p>4. Joint applicant rationale (100 words maximum) Please provide a description of how the joint Application will strengthen the Community Energy Plan.</p>	
Empty response area for section 4	

Appendix B: Joint Applicant Declaration

The following page **must** be printed, signed and submitted with your ICEP Application (for electronic submissions a scanned copy may be provided). Where the Application is in respect of joint applicants, a **signed copy of the Joint Applicant Declaration must** be submitted for each joint applicant. Breach of the representations, warranties and agreements may result in the rejection of the Application by the IESO.

I represent and warrant to, and agree with, the IESO, and acknowledge that the IESO is relying on such representations, warranties, and agreements as a condition precedent to the review and, if applicable, the acceptance of this Application, as follows:

1. The information contained in the Application is true, accurate and complete in all material respects.
2. As of the date set out below, the joint applicant and the Project meet all the applicable eligibility criteria set out in Section 4 of the ICEP Program Guidelines.
3. I am not in default, and have never been in default, of any existing agreements with the IESO, its predecessor entities, or any of their third party fund managers, including funding agreements under other support programs.
4. Other than as set out in the Application, I have not received, and do not expect to receive, any funding for any Activities that are, or could be perceived to be, duplicative of funding requested under the Application.
5. I have read the ICEP Program Guidelines, and acknowledge that if this Application is successful, the joint applicant will be required to enter into the ICEP Funding Agreement to receive funding.
6. I consent and have sought and received the consent of the joint applicant's Affiliates for the IESO to (a) communicate with the Affiliates or any other relevant third parties, and (b) use all information, including Confidential Information, in the possession of the IESO, for the purposes of evaluating and accepting or rejecting the Application.
7. I acknowledge that the IESO has advised the joint applicant to seek independent legal advice with respect to the subject matter of this Application, and subsequently, I acknowledge and agree that the joint applicant has had the opportunity to do so.
8. I acknowledge that the IESO reserves the right to make public the name of the joint applicant and any respective Affiliate, the title and summary of the Project, the amount of any funds awarded, and any information in the Application not clearly identified as Confidential Information by the joint applicant.
9. I acknowledge that the IESO reserves the right to accept or reject any Application for any reason, and that receipt by the IESO of this Application does not constitute a commitment by the IESO to provide funding to the joint applicant, nor does it create any business relationship between the joint applicant and the IESO.
10. I acknowledge that the IESO may at any time cancel, suspend or amend all or any part of the ICEP Program.

THE JOINT APPLICANT HAS READ AND AGREES WITH THE ABOVE DECLARATIONS:

Name of Joint Applicant

Date

Signatory's Name (print)

Signatory Signature

I have the authority to bind the Joint Applicant.