



Community Energy Partnerships Program *Education Grant Guidelines*

GRANT OVERVIEW

The following is an overview of the CEPP Education Grants. Please also read the CEPP **Education Grant Rules** for details about requirements, processes and other important matters. If there are any inconsistencies between the guidelines and the Rules, the provisions of the Rules shall prevail.

What is Community Energy?

Community energy refers to the direct participation of Ontario residents in the development and ownership of renewable energy projects. With community energy projects, the economic returns associated with being a generator go to the residents of Ontario. Non-commercial Ontario entities, such as farmers, charities, faith groups, non-profits, co-ops and residents use solar, wind, water and bio-fuel to generate electricity for themselves and other Ontarians, and create economic growth in the Province.

CEPP Education Grants

CEPP Education Grants are a new grant category of the CEPP program. Education Grants are open to Co-operatives, Not-For-Profits and Charities. See the table below for the different grant types.

Grant Type	Max Grant	Description
Local Grant	\$25,000	Targets a local area, smaller projects generally involving a single venue or municipality
Regional Grant	\$75,000	Targets a region or the entire province, larger projects generally involving multiple venues or municipalities
Joint Organization Grant	\$35,000 Local / \$125,000 Regional	Same as above where there are at least two applicant organizations.

Eligible Applicants

Funding is available to communities in the province of Ontario that fall into any of the following categories:

- 1) a Registered Charity with its head office in Ontario (registered with the Canada Revenue Agency);
- 2) a Not-For-Profit organization with its head office in Ontario (incorporated under the *Corporations Act* (Ontario) or the *Canada Corporations Act*); or
- 3) a “co-operative corporation”, as defined in the *Co-operative Corporations Act* (Ontario), all of whose members are resident in Ontario (a “Co-op”).

Education Grant Objectives

The objectives of the program are:

- 1) To educate communities about the development of renewable energy generation facilities;
- 2) To encourage local community engagement, participation and investment in renewable energy projects by increasing awareness of renewable energy; and
- 3) To provide funding for education involving a diversity of technology types and geographic regions in Ontario.

Eligible Projects

Education projects for a CEPP Education Grant must include all of the following:

- 1) The project engages residents of Ontario;
- 2) The project does not benefit a specific renewable energy project or any commercial business. For example, a group who is trying to raise money for developing a renewable energy project, may not use the funding to advocate or encourage investment in their particular project or set this as a goal for the project;
- 3) The applicant's mission and mandate and those of the project are not in conflict with the Education Grant Objectives;
- 4) The project educates about the benefits of community renewable energy; and
- 5) No other funding from the Ontario Power Authority has been received or sought for this project, or any portion of thereof.

Examples

Below are examples of how a project can educate and types of community education projects. These are just examples for illustrative purposes and not prescriptive categories.

Ways a Project Can Educate

- 1) Information about how to develop a community energy project
- 2) Tools used to develop community energy projects (e.g. financing tools, communal land leases, development models, etc.)
- 3) Advantages of developing community energy, including community acceptance, FIT community price adder, CEPP FIT grant, etc.
- 4) Case studies and sharing of experiences of developing community energy, e.g. best practices and lessons learned

Community Energy Education Projects

- 1) A community energy co-op, on its own or in partnership with a province-wide co-op, holds workshops and facilitates discussions with a goal to help established and new groups initiate new community renewable energy co-ops and/or projects
- 2) A faith-based group that has a FIT project, on its own or in partnership with a province-wide faith based organization, creates materials and holds workshops to educate faith-based and interested community groups on the benefits of renewable energy and encourages them to do renewable energy projects
- 3) A local community economic development organization invites a community energy group to teach local leaders about the benefits of community energy and demonstrates how to get

members of their communities out to a meeting to consider developing renewable energy projects

- 4) A local non-profit group with renewable energy experience that is a member of a national green association plans to teach other members of the association in Ontario how to develop a community renewable energy project

Joint Applications

Applications submitted by more than one organization have to be signed by all applicant organizations on a joint and several basis but must include a single project budget that assigns tasks to each organization. Funds will be disbursed and official communication will take place with only one organization.

Evaluation Criteria

Applicants should have experience and expertise in community renewable energy and/or education and outreach. Two or more eligible organizations can submit a joint application in order to increase the strength of the application and project.

These grants are offered on a competitive basis and projects will be evaluated based on the following criteria:

1. Mandatory Requirements:

- 1.1. The applicant is eligible as per the Education Grant Rules (Co-op, Charity, or Not-For-Profit)
- 1.2. The applicant's mission and mandate are not in conflict with the Education Grant Objectives as per the Education Grant Rules
- 1.3. The project engages residents of Ontario
- 1.4. The project educates about the benefits of community renewable energy
- 1.5. The project does not benefit a specific renewable energy project or any commercial business
- 1.6. No other funding from the Ontario Power Authority has been received or sought for this project, or any portion of thereof

2. Rated Criteria:

Criteria
2.1. Project Plan <ol style="list-style-type: none"> 2.1.1. Description of Project 2.1.2. Methodology - work plan indicating key activities, timeline, resources and indicators of success 2.1.3. Budget - provision of a detailed budget based on proposed work plan, timeline and resources 2.1.4. Coherence of the project plan - alignment of the project description, methodology, and budget
2.2. Experience & Qualifications <ol style="list-style-type: none"> 2.2.1. Experience in the renewable energy sector - specifically related to technical expertise; experience developing projects, programs and services; and experience with community energy 2.2.2. Experience in developing and delivering education programs - related to developing and delivering educational programs

supported by relevant illustrative material relating to past projects 2.2.3. Qualification & capacity of organization - description of organization including capacity, mission, track record, community network, financial capacity; experience

Application Process

Applications will be accepted in response to call(s). Questions during the application phase must be submitted in writing to education@communityenergyprogram.ca and all questions and answers will be posted on the CEPP website. See section 5 of the Education Grant Rules for details and see the website for relevant dates.

First, applications will be reviewed for eligibility and completeness. Then, applications will be evaluated based on the rated criteria and then rank the project relative to other projects that have applied in that round.

Applicants may be contacted for clarification on their application. Interviews will not be provided. The applications will be reviewed by an independent Review Committee, which is the decision making body of the CEPP, for the final decision. Review Committee meetings also include a fairness monitor.

Funded Activities

Activities that are appropriate for a project will be funded, including both external and internal resources. The following activities are excluded from funding under CEPP Education Grants:

- 1) Payments to any branch of government, government authorities or any entity or person acting under their authority, such as local hydro companies.
- 2) Travel, meals, hospitality or similar expenses.
- 3) Activities carried out prior to approval of the education grant application or activities for existing projects

Project Duration and Reports

Project duration may be up to one year. Check-in reports will be required either monthly or quarterly, and longer projects will have multiple milestones, each requiring submission of deliverables. A final written report will be required.

Funding Disbursements

CEPP will cover up to 90% of total project costs. The balance can be in-kind costs. Applicants will be required to provide supporting documentation of project costs. Before final payment is given, a final report that identifies achievements related to the proposal must be submitted by the applicant.

The CEPP Funding Agreement will clearly identify the disbursement schedule based on the project and the plan. CEPP funds will be disbursed after achieving milestones for each set of activities. 10% of total CEPP funds awarded will be held back until final deliverables have been submitted to the satisfaction of the CEPP Program Manager.

No Funding for Past Work

The Education Grant only provides funding for work carried out following approval of the grant application. Any work done prior to approval of the grant application will not be funded. If an

activity is commenced before approval of the grant application, only the portion of work carried out after approval will be funded.

Submitting your Application

Submit one electronic copy of the application (including all attachments) by email to: ceppeducationgrants@deloitte.ca. Ensure that all necessary signature pages are signed and scanned. All applications must be submitted electronically and no printed copies are necessary or will be accepted. The deadline for submission of applications is posted on the website.

Submitting Questions

Questions can be submitted by email to: education@communityenergyprogram.ca and responses will be posted on the Community Energy Partnerships Program website. The deadline for submission of questions is posted on the website.

Education Grant Application Form

1 Project Description

General Information

Fill in the name of your project and indicate whether it is a regional/province-wide project or a local project. A local area, for example, might be a project focused on a single town and a regional project might be focused on the Eastern Ontario. You will be able to describe your geographic coverage fully in the Project Description section.

Projects that will be implemented by two or more organizations can qualify for a higher maximum grant amount. If this is a Joint Application for a project, indicate how many organizations are partnering. It is not required that multiple organizations are involved in a project.

Each project must indicate a Lead Organization. If the applicant is a single organization, just fill in the name of the organization in (d). If there are multiple organizations, CEPP will disburse funding only to the Lead Organization, who will be responsible for administering funds to its partner organizations, as appropriate. Note that even though a Lead Organization is declared, all organizations must sign the Application Form and the Funding Agreement.

Provide key details about your project, including a short description, the total project cost, the requested amount from CEPP Education Grants and the expected timeline. Note, you can request a maximum of 90% of the total project cost from the CEPP. The remaining funding must be sourced from other sources or in-kind contributions.

2 Lead Organization Contact Information

Contact Information

If this is a joint application, include in this section only information about the Lead Organization. Fill out and attach a Joint Organization Information Form for each of the other organizations.

If this is a single organization application, fill out the details of your organization on the application form. The additional Joint Organization Information Form is not required.

Provide the name of the organization. Fill in the contact information for the organization. Include both general contact information and a specific contact person for the organization. This contact person should be able to answer all inquiries regarding the application.

3 Lead Organization Information

Description

(a) Describe what your organization does. What kind of programs or projects do you run?

Provide a description of what your organization does. Describe any ongoing or previous programs or projects.

(b) What is your organization's mandate and mission?

Provide a description of your organization's mandate and mission. If your organization has an approved mission statement, vision statement, statement of values, etc., please include it.

(c) Provide a list of your Board of Directors and corporate officers.

Provide a full list of your board of directors and corporate officers.

4 Lead Organization Eligibility and Conflict

Organization Type

An organization must be a Charity, a Not-For-Profit or a Co-op in order to be eligible for a CEPP Education Grant. Charities must be registered as such with the Canada Revenue Agency. Not-For-Profits must be incorporated under the Ontario Corporations Act or Canada Corporations Act. These terms are defined in the Education Grant Rules, which are available on the CEPP website.

If this is a joint application, all applicant organizations must be eligible. Non-eligible organizations may be involved in the project, but they will not be eligible for CEPP funding.

Conflict

(a) Does your organization, its board members or the project team members have any dealings or relationships with Ontario Power Authority (OPA), Deloitte & Touche LLP, and/or Community Power Fund?

Declare any conflicts or potential conflicts with the OPA, Deloitte & Touche LLP and/or the Community Power Fund. The Community Energy Partnerships Program is brought to you by the Community Power Fund and Deloitte, and made possible by the Ontario Power Authority.

If it is determined there is an actual or potential conflict of interest with one or more of the above organizations, then members of the Review Committee from that organization will not be involved in evaluating your application.

(b) Are there any previous or concurrent CEPP Project and/or Education applications by your organization or any related entities?

Please provide details of any concurrent or previous CEPP applications, including both CEPP Project Grants and Education Grants. Eligible organizations may submit more than one Education Grant application in each round.

(c) Are you currently developing or planning any renewable energy projects in Ontario?

If the answer is yes, please provide the project names, technology type, size (kW) location, and each project's FIT / microFIT Reference Number (if a FIT or microFIT application has been made) and FIT / microFIT Contract ID number (if a FIT or microFIT Contract has been awarded). This will help us to determine the status of these projects.

5 Project Description

(a) Describe the project, including clearly identified goals, subject areas, key objectives, key messages, etc.

Provide a description of your project (maximum 350 words). In order to be eligible, the subject area of the education project must include the benefits of or how to develop a community renewable energy project. Refer to the Education Grant Rules for more details about eligible projects.

(b) Describe the geographic area to be covered, including the name of the town(s), communities, region(s). Please attach a map of the target area.

Explain the geographic reach of your project and why you have designated your project as 'Local' or as 'Regional/Provincial'. Attach a map to your application that shows the geographic coverage of your education project. You may use Google Maps or other similar resources, but be sure to clearly indicate the boundaries of the area to be covered.

(c) Who will your project target? How will you reach them? What will the impact be? How many people are you aiming to educate?

Explain who you are aiming to educate and how are you planning to reach them. Is your goal widespread education to make people aware of community renewable energy projects, or are you targeting a smaller group of engaged individuals for in-depth education?

What kind of information distribution channels will you use? Will the education program employ open houses and in-person workshops? Will you reach the audience through written or visual materials?

Explain what kind of information pathways will be employed to reach the target audience. For example, state whether there are any established networks, contact lists, etc that you will use and provide details of them, such as how many people are on a list and why they are good targets. If you will be developing new communication channels, explain what they are and how you will do this.

(d) Will this project be funded under any other program administered by the Ontario Power Authority?

In order for a project to be eligible, the project must not be funded or the subject of an application for funding under any other programs administered by the Ontario Power Authority.

6 Work Plan

(a) Describe your plan to implement the project, including a description of key activities and timelines.

Provide the details of your project plan. Use the 'Phases' column to separate your project into key phases or milestones. Include additional detail in the 'Activities' column to explain the activities that will be carried out during each phase. Include information about who will complete the activities and the resources that will be employed to ensure that the activity will be carried out effectively. Include the timelines for activities in the 'Timeline' column. Indicate key outcomes in the 'Outcomes' column. They should align with the goals indicated in Section 2, Project Description.

(b) Describe your overall approach to the work plan.

Describe the guidelines you used in putting together the work plan, how you determined the roles each project member, and your approach to how team members will collaborate with each other.

(c) How will you know that this project has met the objectives? How will you measure or document the success of the project?

Describe any metrics will you use to measure success in the implementation of the project, both ongoing while you are carrying out the project and afterwards when it is complete. Will you be able to describe how many people your education project reached? Will you be able to categorize the impact (general awareness versus in-depth capacity building etc.)? Will you be able to connect your education project to newly formed community renewable energy projects? Will you obtain feedback from participants to evaluate the impact the program?

(d) What materials/tools do you propose will be developed through this project and how will they be used by your organization(s) beyond the funding period? Will these materials be made available for use by other organizations or individuals?

Will your project develop written case studies or brochures, for example? How will these resources be used after the CEPP funding period ends? Will the resources be made available beyond the target audience?

(e) Do you have any intentions of establishing forums, events, groups etc. that will continue beyond the funding period if they prove to be successful during the funding period?

Will your activities have a clear start and end date related to the funding period, or have you made long-term plans beyond the CEPP funding? If a group or event is established, will it just exist during the funding period or will it continue to exist after the grant closes?

7 Joint Application

If this is a joint application between multiple organizations, please complete this section. If not, please indicate N/A and skip to the next section.

(a) Why have you chosen to complete a joint application?

What is it about your project that requires multiple organizations to work together? What is the main

driver for the joint application? Explain why you are bringing together multiple groups to implement this project.

(e) What skill set and/or expertise does each organization bring to this project that is unique from the other partner organization's skill set and/or expertise?

Describe how the organizations are bringing together different skills or experiences for this project.

(b) Have the organizations worked together in the past? If so, please describe the nature of past work.

Indicate if the organizations that will implement the education project have worked together in the past. Provide details about the work that was completed and how the organizations worked together.

8 Organizational Capacity and Experience

(a) Describe the experience and expertise of the applicant organization(s) in the renewable energy sector specifically related to technical expertise, experience developing projects, programs and services, and experience with community energy. Please indicate which members of the proposed project team are experienced or have specific expertise in these areas.

In Question 2(a), you described the education to be provided. Here we ask you to describe each applicant organization's experience and expertise with this subject area. If this is a joint project, all partners don't have to have experience in both the subject area and in implementing an education program. One organization with knowledge of the subject area can partner with one organization with education experience, for example. Please provide sufficient detail to evaluate how relevant this experience is to the proposed project.

(b) Describe the experience and expertise of the applicant organization(s) in developing and delivering education and/or outreach programs. Please indicate which members of the proposed project team were involved in these past programs. *Please attach relevant illustrative material relating to past projects, if available.*

Describe any experience each applicant organization has in both developing and delivering education or outreach programs. Provide sufficient detail to evaluate how relevant this experience is to the proposed project. Please indicate relevant illustrative material relating to past projects that will be attached.

(c) How will this project go above and beyond the activities already undertaken by your organization(s)? In addition, please refer to any funding or grants received by your organization for any similar activities and demonstrate how this proposal does not overlap.

Describe the activities and projects your organization(s) is/are currently engaged in and explain how the proposed education project differs.

(d) Describe the ability of the applicant organization(s) to reach the target audience, including established networks and distribution channels.

In Question 2(c) above, you described how you will reach your target audience. Please describe each applicant organization's expertise and experience in doing this. Describe any existing channels or networks that you have access to, as well as your ability to create new delivery channels.

(e) Describe applicant organization(s) involvement in the community renewable energy sector and other sectors to which you belong, e.g. industry associations, events, partnerships etc.

Please provide details of your community network including relevant associations you belong to, events you attend, or partnerships you engage in.

(f) Describe the capacity of the applicant organization(s) to deliver the project, including human resources, infrastructure, financial resources, etc. Please attach relevant illustrative material relating to past projects, if available. Financial statements for each applicant organization must be submitted as part of the application.

Provide a breakdown of the resources of each organization that are available to deliver the project. Please also include information to evaluate the track record of the applicant(s) in relevant areas. Indicate any relevant illustrative material relating to past projects that will be attached. Also note which financial statements are attached.

(g) What staff members or volunteers will be dedicated to this project? What is their experience and expertise? How will your project team be structured? Please attach the CVs of the personnel that will be working on the project. Please attach an organizational chart for the project. For joint applications, an organizational chart is required.

Expand on the human resources that are available for this project and provide a description of the experience of key members of the project team, and the roles they will play in the proposed project. If there are many people and/or multiple organizations involved, you may want to illustrate this answer with an organizational chart. If this is a joint application, an organizational chart is a required attachment.

(h) Why are you the best organization(s) to carry out this work?

Provide any additional details not covered in the questions above to explain why you are particularly qualified to undertake the proposed project.

9 Feedback

(a) How did you hear about the CEPP and the Education Grant Program?

Let us know how you heard about the CEPP and the Education Grants.

10 Project Declaration

Individual(s) with the authority to bind the organization must sign the project declaration page. You must submit an electronic version of the signed declaration page in your application package.

Joint Organization Information Form

This form is available on the CEPP website. If there is only one applicant organization, you do not need to fill out this form. If this is a joint application, fill out one copy of this form for each organization other than the Lead Organization.

1 Project Information

What is the name of the project? Use the same name as was used on the CEPP Education Grant Application Form.

2 Organization Contact Information

Contact Information

Provide the name of the organization. Fill in the contact information for the organization. Include both general contact information and a specific contact person for the organization.

3 Organization Information

Description

(a) Describe what your organization does. What kind of programs or projects do you run?

Provide a description of what your organization does. Describe any ongoing or previous programs or projects.

(b) What is your organization's mandate and mission?

Provide a description of your organization's mandate and mission. If your organization has an approved mission statement, vision statement, statement of values, etc., please include it.

(c) Provide a list of your Board of Directors and corporate officers.

Provide a full list of your board of directors and corporate officers.

4 Eligibility and Conflict

Organization Type

An organization must be a Charity, a Not-For-Profit or a Co-op in order to be eligible for a CEPP Education Grant. Charities must be registered as such with the Canada Revenue Agency. Not-For-Profits must be incorporated under the Ontario Corporations Act or Canada Corporations Act. These

terms are defined in the Education Grant Rules, which are available on the CEPP website.

If this is a joint application, all applicant organizations must be eligible. Non-eligible organizations may be involved in the project, but they will not be eligible for CEPP funding.

Conflict

(a) Does your organization, its board members or the project team members have any dealings or relationships with Ontario Power Authority (OPA), Deloitte & Touche LLP, and/or Community Power Fund?

Declare any conflicts or potential conflicts with the OPA, Deloitte & Touche LLP and/or the Community Power Fund. The Community Energy Partnerships Program is brought to you by the Community Power Fund and Deloitte, and made possible by the Ontario Power Authority.

If it is determined there is an actual or potential conflict of interest with one or more of the above organizations, then members of the Review Committee from that organization will not be involved in evaluating your application.

(b) Are there any previous or concurrent CEPP applications by your organization or any related entities?

Please provide details of any concurrent or previous CEPP applications, including both CEPP FIT Grants and Education Grants. Eligible organizations may submit more than one Education Grant application in each round.

(c) Are you currently developing or planning any renewable energy projects in Ontario?

If the answer is yes, please provide the project names, technology type, size (kW) location, and each project's FIT / microFIT Reference Number (if a FIT or microFIT application has been made) and FIT / microFIT Contract ID number (if a FIT or microFIT Contract has been awarded). This will help us to determine the status of these projects.

5 Project Declaration

Individual(s) with the authority to bind the organization must sign the project declaration page. You must submit an electronic version of the signed declaration page in your application package.

Project Budget Spreadsheet

The Project Budget Spreadsheet (.xls) template is available on the CEPP website.

Fill in the Excel template with the full project budget. Explanations are available by placing your cursor over the red triangle in the upper right hand corner of each heading cell.

The *Expense* column is divided into phases and expense categories. You may provide a budget for these categories as a whole, or break them down further. Insert additional rows if they are required to accommodate additional phases and expense category breakdowns. Please include all expenses for the project, including items for which you are not requesting CEPP funding. You can add additional rows to accommodate additional phases and expense categories.

Enter the dollar amount for both the *Total Budget* and the *Total CEPP Request*. You can request a maximum of 90% of the total budget from the CEPP. Please also limit your request to the maximum for your category of project, i.e. local or regional/province-wide grant, and single or joint application.

If the applicant is a single organization, leave the '*Which Organization(s) will be responsible for this activity*' column blank. If this is a joint application, indicate which organization(s) will have responsibility for that expense.

At least 10% of your project budget must be sourced from somewhere other than the CEPP. Use the *Additional Source of Funds* column to indicate which expenses will be partially or fully covered through other sources. In-kind contributions are eligible.

In the *Notes* column, provide details of what each budget line includes, or other explanation as necessary. Include a brief outline of any fee arrangements.