

Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative

Project Proposal CONFIDENTIAL WHEN COMPLETED¹

Notes

1. Natural Resources Canada (NRCan) strongly recommends that applicants familiarize themselves with material in the accompanying Applicants' Guide before completing this proposal form.
2. Unless otherwise specified, the "proposed project" or the "project" or the "proposal" in this template refers to the proposed project submitted in response to the request from NRCan for a Project Proposal to the Transportation and Alternative Fuels Division ("TAFD").
3. Completion and submission of this Project Proposal to TAFD does not imply that the proposed project will be approved for co-funding by the Initiative.
4. Applicants, their partners and collaborators must submit all information required under this request. Incomplete proposals will not be accepted.
5. The completed Project Proposal must be submitted by e-mail, courier or registered mail by **23:59 Eastern Time, July 8, 2016**. Please refer to section 5 of the Applicants' Guide for the submission procedure. **Submissions sent after that time will not be accepted.** It is the applicant's responsibility to retain proof of the time the complete proposal package was sent to NRCan. This may be required in the event that NRCan does not receive the complete proposal package by the deadline for reasons that are beyond the control of the sender.

¹ Except where noted in sections 1 and 2

1: General Information:

Please note that the applicant's name, project partners' names, project title, non-confidential overview, and amount awarded will be public information if the proposal is selected for funding by the Electric Vehicle and Alternative Fuel Infrastructure Deployment Initiative.

Applicant Name: (legal company name)	
Applicant Contact Name:	
Applicant Mailing Address:	
Applicant email address:	

2: Project Summary

2.1 Project Title:		
2.2 Project Location:	(Address, City, Province/Territory and GPS coordinates)	
2.3. Project Start Date:		
2.4 Project End Date:	<i>(No later than March 31, 2018)</i>	
2.5 Technology Area:	Fueling Technology: <input type="checkbox"/> Electric Charging <input type="checkbox"/> Natural Gas Fueling <input type="checkbox"/> Hydrogen Fueling	Number of charging stations or pumps: ___ Electric Charging ___ Natural Gas Fueling ___ Hydrogen Fueling

2.6 Project Summary – non-confidential overview

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2.7 Project Objective

<p><i>Please explain the project's overall objective</i></p>
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2.8 Project Description

<p>Describe the “what and how” of the project: what work will be carried out under this proposal, and how it will be done.</p>		
<p>2.9 Federal Environmental Assessment:</p>	<p>Is this project a designated project under the <i>Canadian Environmental Assessment Act 2012</i>? See Applicants’ Guide section 3.6 for more details.</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If you answered “yes” under 2.9, please describe the activities undertaken to complete the environmental assessment, the remaining steps required and the anticipated completion date. Please also consider activities relevant to a Federal Environmental Assessment in the Project Risk and Mitigation section of this proposal.</p>		
<p>2.10 First Nations Consultation Required</p>		
<p>If this project occurs on or near First Nations territories, First Nations Consultation may be required. Please describe the First Nations that may be impacted by your project, or describe why First Nations Consultation will not be required. For those projects that may require First Nations Consultation, please indicate which First Nations would be implicated should the project proceed.</p>		
<p>2.11 Co-location</p>		
<p>Will the project be co-located with existing fueling infrastructure? If so, please describe the existing installation</p>		
<p>2.12 Is the applicant registered under Industry Canada’s Aboriginal Business Directory?</p>		
<p>If applicable, please provide the exact name of the business as it appears in the directory.</p>		
<p>2.13 Future developments</p>		
<p>Please provide details as to any rough-in work to prepare the site for future expansion, or any steps taken to facility future upgrades to newer technologies.</p>		
<p>2.14 Project site access</p>		
<p>Please describe the site to be used for the project and whether it has been purchased, or list the terms and conditions under which the proponent has secured rights to make use of the site. Supporting documentation is required demonstrating ownership, or that an agreement is in place for the duration of the 10 year maximum repayment period.</p>		
<p>2.15 Proximity to key transportation corridors and border crossings</p>		
<p>Please enter the approximate distance between the project and the nearest Core Route, or Feeder/northern or Remote Route, as defined by Transport Canada’s National Highway System.</p>		

<i>In addition, please specify the distance to the nearest border crossing by road.</i>
2.16 Outstanding legal actions
<i>Please list and describe any legal action currently underway against the applicant, parent companies or any partner, including any potential related financial loss.</i>

3: Applicant Eligibility	
3.1 Description of Proposed Technology, including name of OEM:	
3.2 Open Public Access:	<input type="checkbox"/> Yes <i>(By selecting yes, you are confirming that the project will be publicly accessible, available for use year-round, free from any paid membership requirements and will offer an open payment method.)</i>
3.3 Networking (for electric charging stations only):	<input type="checkbox"/> Yes <i>(By selecting yes, you are confirming that the project will be networked and allow for open source communication.)</i>
3.4 Is the Project New:	<input type="checkbox"/> Yes <i>(By selecting yes, you are confirming that the Project is new, which means that the Project has not been publicly announced, nor has it been approved for funding under any Government program as of the submission of this application.)</i>

4: Project timelines and milestones

Please provide and describe an outline of all major steps or milestones required to complete the project, and the proposed timelines. A Gantt chart demonstrating the project milestones should be submitted in addition to this form.

Activities	Principal Milestones	Initiation Date	Completion Date	Notes
Phase 1				
Task/Activity 1 (description)				
Task/Activity 2 (description)				
Task/Activity 3 (description) <add rows as required>				
Phase 2				
<add rows and phases as required>				

4.1: Permitting

Please name and describe all permits that will be required to complete and operate the project, the level of government requiring the permit, the current status and if not completed, the date that the proponent expects to receive the permit.

Permit	Description	Government	Status	Expected Date to Receive
Permit #1				
Permit #2				
Permit #3				
<add rows and phases as required>				

5: Project Team Members			
<p><i>Please list here all key members of the project team and describe the individual's contribution to the proposed project and the experience and expertise they would bring to it. Refer to similar projects in which each person has been involved. Please identify the Project Manager and provide sufficient information on all key team members for reviewers to be able to assess whether the team provides the necessary management, engineering, technical capacity and capability, combined with the appropriate mix of expertise, to do the proposed work. The Project Manager's Curriculum Vitae should be added to the application to substantiate the information provided below.</i></p>			
Project Manager:			
Organization:		Role in Project	Project Manager
Expertise and Experience:			
Team Member 1:			
Organization:		Role in Project	
Expertise and Experience:			
Team Member 2:			
Organization:		Role in Project	
Expertise and Experience:			

<Add team members as required>

6: Proponent, Partners and Collaborators

Please list here all partners and collaborators (companies or organizations), including the applicant, and explain the nature of each organization's role in, and contribution to the project. Why are these other stakeholders and collaborators involved, what values do they bring to the project; how might they be involved in further deployment of the project concept. How will they interact with each other, what legal understandings are expected? The legal owner and the operator of the project must be identified.

As an attachment to the application, the applicant should provide a digital copy of their articles of incorporation, or other official government issued document.

Collaborators owning a fleet of alternative fueled vehicles having signed a letter of support for the project should be included here. Please ensure the quantity of vehicles currently owned and the fuel type used is clearly indicated. The letter of support should also be added to the application when submitted.

If applicable, Original Equipment Manufacturers who pledge to make alternative fuel vehicles available for sale would be added in this section, with an official correspondence added to the application.

Proponent Name:

Note: THERE CAN BE ONLY ONE PROPONENT. In this box, please enter the name of the eligible recipient who would sign the agreement with Canada.

<Explain the nature of the organization's role and their contribution to the project>

Partner 1 Name:

<Explain the nature of the organization's role and their contribution to the project>

Partner 2 Name:

<Explain the nature of the organization's role and their contribution to the project>

Partner 3 Name:

<Explain the nature of the organization's role and their contribution to the project>

<Add partners as required>

7: Detailed Funding Summary (Double-click below to open the embedded excel for data entry)

Evidence of secured co-funding must be provided with the proposal submission. Include firm letters of commitment, letters of support, signed loan documents, or financial statements for the applicant showing funding availability. Proposals with less than 50% of non-TAFD firm financing will not be considered.

For each source of funds, the applicant should send supporting documentation. For Firm funding, this should be either a bank statement, or a signed funding agreement. For conditional financing, this could be a document describing the source of funds, or an unsigned agreement.

Contributions (\$K)	Cash	In-kind	TOTAL	Firm or Conditional	Funding evidence provided
Private Sector Contributions					
Private Sector Proponent			-		
<Other Private Sector 1>			-		
<Other Private Sector 2>			-		
			-		
			-		
			-		
			-		
Total Private Sector Contributions	-	-	-		
Government Contributions					
NRCan			-		N/A
Public Sector Proponent			-		
<Government 1>			-		
<Government 2>			-		
			-		
			-		
			-		
Total Government Contributions	-	-	-		
Total Contributions	-	-	-		
Committed Funding			-		
Leverage (compared to total Contributions)			#DIV/0!		

Please note:

- The maximum period for reimbursement of Eligible costs will be from **the date on which a contribution agreement is signed by Canada to March 31, 2018**. For the purposes of populating this table, only costs and contributions that occur between the estimated date of a reception of a Letter of Conditional Approval and March 31, 2018 should be included.
- In kind contributions will only be permitted on a case-by case basis, and must be verified and approved by Natural Resources Canada before entering into a contribution agreement.

7.1 Funding Requests sent to Other Organizations

Should the applicant have submitted the Project for funding to other public organizations, please list their names and contact information

As part of its due diligence process, NRCan would like to contact these other potential funders. If you do not want NRCan to contact these organizations, please provide your reasoning below. Please note that any project already approved for funding through another governmental program is not considered a "new project" and will not be approved for funding.

7.2 Electric or Fuel Supply

Please describe what arrangements have been made to secure access to the electrical grid, or secure access to natural gas or hydrogen. If an agreement has been reached, please include it with the application. Otherwise, please indicate the stage of the negotiations.

8: Project Budget and Rationale for Funding

The following section details the project budget and funding sources for the project. Please ensure that the "Total Project Costs" are the same in each table, including the "Detailed Funding Summary" in Section 7.

8.1: Detailed Cost Breakdown:

Provide an overall budget describing the costs per the federal government's fiscal year (April 1 - March 31). Phases and tasks should be linked to those phases and tasks listed in the statement of work.

Costs (\$K)	Between conditional approval and signing of agreement**	2016-17- after signing	2017-18	TOTAL
Phase 1				
Activity 1				-
Activity 2				-
Activity 3				-
etc.				-
				-
				-
Total Phase 1	-	-	-	-
Phase 2				
Activity 1				-
Activity 2				-
Activity 3				-
etc.				-
				-
				-
Total Phase 2	-	-	-	-
Grand Total	-	-	-	-
Total Project Costs*	N/A	-	-	-

*Total Project Costs should match those from the detailed funding breakdown (Section 7)

**Costs incurred after conditional approval and prior to signing of a contribution agreement can be included in Total Project Costs, however they will not be considered Eligible Expenses.

8.2: Financial Structure and Business Case for Funding Assistance

Please provide a business case justifying the level of government funding requested. Consider the questions such as: Have project budgets been fully or partially approved to cover all of the financial commitments to the project? What is the financial ability of the applicant to fund the project? What are the financial risks and how good is the mitigation plan? Is the co-funding to be provided by partners & other orders of government in place? Is the project making use of existing infrastructure? Proponents are advised that NRCAN will carry out financial due diligence on the applicant and the project business plan prior to commencing the negotiation of a contribution agreement.

8.3: Project Financing and Forecasted Profitability

Building on section 8.3, complete the following table to show the projected contributions versus costs over the project period (top portion of the table), and also show the ongoing costs versus five year net income before taxes projection following project completion (bottom portion of the table).

Income Statement (\$K)	Between conditional approval and signature of an agreement	2016-17 - following signature	2017-18	2018-19	2019-20	2020-21	2021-22	Total	
Income		Project Period		Start of Repayment Period					
NRCan Contribution								0.0	
Proponent Contribution								0.0	
Other Contributor 1								0.0	
Other Contributor 2								0.0	
<etc>								0.0	
Total Income	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Expenses									
Total Project Costs								0.0	
Other Expense 1								0.0	
Other Expense 2								0.0	
<etc>								0.0	
Total Expenses	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Income Before Taxes	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Cumulative Net IBIT	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Income Statement (\$K)	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	TOTAL	
Income									
Revenue Stream 1								0.0	
Revenue Stream 2								0.0	
<etc>								0.0	
Total Income	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Expenses									
Expense 1								0.0	
Expense 2								0.0	
<etc>								0.0	
Total Expenses	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Net Income Before Taxes	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	
Cumulative Net Income before Taxes	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	

9: Project Risk and Risk Mitigation Strategy

Please provide a review of the project risks in terms of technical risk, business risk and other risks (environmental review, permitting etc). The project will be evaluated based on how well the risks have been identified and on the risk mitigation strategy. It is understood that these projects carry risk inherent risks due to a lack of significant quantities of vehicles on the road, which is why government funding is required as part of a risk mitigation strategy. What is needed is for the applicant to demonstrate that they understand the risks at various stages of the project development and that there is a well thought out plan to execute the project in such a manner that risk is mitigated to a reasonable degree.

Risk Name and Description	Impact	Mitigation Measures	Stage Gate (Y/N)	Completion Date
Type of Risk: ²	43T	Estimate Likelihood: ³	43T	
<Risk Name and Description>	<Enter impact>	<Enter mitigation measures>	Y/N	Date
Type of Risk:	43T	Estimate Likelihood:	43T	
<Risk Name and Description>	<Enter impact>	<Enter mitigation measures>	Y/N	Date
Type of Risk:	43T	Estimate Likelihood:	43T	
<Risk Name and Description>	<Enter impact>	<Enter mitigation measures>	Y/N	Date
Type of Risk:	43T	Estimate Likelihood:	43T	
<Risk Name and Description>	<Enter impact>	<Enter mitigation measures>	Y/N	Date

<add rows as necessary>

² Financial – e.g. project funding issues; Market – e.g. market environment, product entry; Technical – e.g. equipment failure, construction delays; Regulatory – e.g. environmental approvals, permitting issues.

³ Likelihood definitions: Low -unlikely to occur <5%; Medium – moderately likely to occur ~25%; High – very likely to occur > 50%.

10: Impact / Outcomes**10.1 Economic and Social Impact**

Describe the economic and social impact should the project be successful. Will the project contribute to the training of highly qualified personnel and job creation for Canadians? Please supply target performance indicators, describe how the project will meet these targets, and the economic and social impact of meeting these targets. Please describe the economic and social impact in a Canadian context (i.e. the potential for economic benefits directly in Canada and social benefits to Canadians)

Performance Indicator	Target Value	Achieved by date
Funding leverage (Contributions in addition to NRCan funding)		
Economic potential (at end of project) (\$CAD)		
Economic potential (One year post project completion) (\$CAD)		
Economic potential (Five years post project completion) (\$CAD)		
Economic potential (Ten years post project completion) (\$CAD)		
Total person-years of employment created		
Months of training trades HQP		
Months of training professional HQP		
Months of construction employment		
Months of operations and maintenance employment		
<Applicant defined indicator 1>		
<Applicant defined indicator 2>		

Section 3: Applicant's Attestations

By submitting this proposal, the project applicant attests that:

- It is acting on behalf of all partners and collaborators and has received written permission from them to do so.
- All funding (cash and in-kind) identified by the applicant and its partners and collaborators in the proposal is expected to be available for commitment at the time of the signing of the Contribution Agreement by duly authorized representatives of the project applicant and its partners and collaborators.
- Any proprietary or confidential information provided as part of the submission, by any party, is provided with the approval of that party. Federal reviewers are bound by the requirements of the Access to Information Act and the Privacy Act regarding the treatment of confidential information.
- It understands and acknowledges that should the project be accepted for co-funding from the initiative, no liability and no commitment or obligation exists on the part of NRCan to make a financial contribution to the project until a written contribution agreement is signed by both parties, and, furthermore, that any costs or expenses incurred or paid by the applicant prior to the execution of a written contribution agreement by both parties are the sole responsibility of the applicant, and no liability exists on the part of NRCan.
- It understands and acknowledges that NRCan officials will not entertain any request by project proponents to review or revisit NRCan's project approval decisions.
- It understands and acknowledges that NRCan reserves the right to alter or cancel the currently envisaged process at its sole discretion.
- It understands and acknowledges that no Member of the House of Commons shall be admitted to any share or part of the contribution agreements, or any resulting benefit.

The individual signing below attests that he / she has the authority to sign a legally binding contribution agreement between NRCan and the project proponent.

Please sign below to confirm these attestations:

<hr/> Name of Duly Authorized Officer for Applicant: Title:	<hr/> Date
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