

Community Energy Innovation Fund (CEIF)

Application Form



Application Instructions

All applicants must complete a CEIF application form to be considered for project funding. Deadline for applications is Thursday, May 31, 2018 at 4 p.m. Only one application per organization will be accepted. Eligible applicants include community groups, service groups, non-profit organizations, local businesses or Business Improvement Areas that are in good financial standing and based in Ottawa.

CEIF does not fund:

- Projects that financially benefit for-profit companies, groups or other organizations
- Staffing, ongoing operating costs or travel costs for Team Members
- Major costs including the purchase/rental of vehicles or large equipment, or the purchase/construction of new buildings
- Research or scientific studies
- Business development plans
- Marketing campaigns or conferences
- Food or refreshments (including alcohol)
- Deficit financing for organizations in debt
- Projects that directly duplicate work already being done by the City or other community organizations
- Projects outside the city of Ottawa
- Costs incurred before a funding decision is made

Completed applications and supporting documents can be submitted to the CEIF Coordinator by email, mail, or in person to:

City of Ottawa
Planning, Infrastructure, and Economic Development Department
110 Laurier Avenue West, 4th Floor (01-14), Ottawa, ON K1P 1J1
ceif@ottawa.ca

Should you have questions regarding your application, or if you require a Word version of the document, please contact Jen Brown, CEIF Coordinator, at 613-580-2424 extension 27914 or at ceif@ottawa.ca.

1. Applicant Information

a) Primary contact information

Name:		
Job Title:		
Organization:		
Address:		
City:	Prov:	Postal Code:
Phone Number:	Email:	

b) Secondary contact information (if applicable)

Name of Secondary Contact:		
Job Title:		
Organization:		
Address:		
City:	Prov:	Postal Code:
Phone Number:	Email:	

c) Please provide an overview of your organization's mission and mandate, and how long the organization has been operating for.

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d) Please provide separate supporting documentation that demonstrates your organization is in good-standing financial order.

2. Project Description

a) Name of Proposed Project

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b) Total Funding Amount Requested

\$

c) Using the drop down menu, please indicate where the project is to be located. If there are multiple locations, please list all locations in the text box provided.

d) Please provide a summary of the proposed project. This summary may be used in City communications to describe the project (maximum 500 words).

- e) Please summarize the benefits of the project and how they support the goals of Energy Evolution, including a sustained transition away from fossil fuels towards a low carbon economy. You may also identify additional benefits beyond energy and greenhouse gas (GHG) emission reductions.

- f) Please describe how the project outcomes and benefits will be measured and evaluated upon completion, including metrics for how any energy and GHG emission reductions will be measured.

g) Please describe any risks to achieving the projected outcomes and any mitigation strategies that will be employed.

h) Please indicate how any immediate project benefits can be sustained beyond project completion and how the project may lend itself to be scaled up in the future.

i) If applicable to your project, please provide the following as separate documents:

- A project sketch indicating:
 - Project location
 - Existing site conditions
 - Proposed changes to site
- Photos of existing site conditions
- Proof of property owner consent if the property is not owned by the applicant

3. Project Work Plan and Timelines

- a) Please provide a project work plan and timeline broken down by major milestones, the timeframe for anticipated commencement and completion, and key tasks to be achieved. Projects must be completed within two years as of June 2018.

Milestone	Timeframe	Key Tasks
		•
		•
		•
		•
		•

4. Project Team

- a) Please identify the key members of the Project Team who will manage the project, including the Project Lead. Please also identify any other community partners that have already expressed an interest in collaborating on the project (including consultants).

Name of Project Lead:	
Job Title / Project Role:	
Organization:	
Phone Number:	Email:
Relevant Experience/Skills:	

Name of Project Member:	
Job Title / Project Role:	
Organization:	
Phone Number:	Email:
Relevant Experience/Skills:	

Name of Project Member:	
Job Title / Project Role:	
Organization:	
Phone Number:	Email:
Relevant Experience/Skills:	

Name of Project Member:	
Job Title / Project Role:	
Organization:	
Phone Number:	Email:
Relevant Experience/Skills:	

b) Please identify if any support is required from the City of Ottawa, what the anticipated contributions will be and the number of staff hours required.

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5. Project Budget Forecast

a) Using the milestones provided under Section 3, please enter in the expected costs and contribution amounts (including HST) from all sources for each item/task associated for each milestone. For applicants requesting \$100K or more, please justify why in the section that follows the budget table.

Milestone #	Item/Task Name	Total Expected Cost	Source of Funding Contributions			Total Funding Contribution
			CEIF	Partners	Applicant	
Totals						

b) Please provide justification for funding requests of \$100K or more.

6. Sign-off

I certify that the information submitted is true and accurate to the best of my knowledge. On behalf of the organization, I hereby declare that the funds will be used as described in our request. Unused funds will be returned to the City of Ottawa.

Date: _____

Signature: _____