

Energy Partnerships Program Partnership Stream Application Guide

This document provides Applicants to the Energy Partnerships Program with important reminders when filling out their Application Form to the **Partnership Stream** to ensure the Application is complete and meets all mandatory requirements. The Application Forms, which are Microsoft Excel-based, provide Applicants with instruction pop-ups and tips to support the Applicant when completing the form.







The Partnership Stream has different Application Forms depending on the type of Projects being pursued. Please ensure you complete the correct Application Form:

EPP Partnership Stream – Renewable Energy Projects

For Project Partnerships in respect of FIT Projects and/or LRP Projects

EPP Partnership Stream – Transmission

For Project Partnerships in respect of an Identified Transmission Project

	Applicant and Project Overview	Work Plan and Budget	Project Team	Attachments	Renewable Energy	Transmission Projects
	 <ul style="list-style-type: none"> At least two contacts must be provided on the Application, which includes a contact with signing authority Supporting Resolution from the Applicant, including from all Joint Applicants, must be attached The Additional Applicant Information page must be filled out by each Applicant, including all Joint Applicants An executed letter of intent between the Applicant and the Proposed Project Partner that both parties are entering into discussions relating to the Proposed Partnership 	 <ul style="list-style-type: none"> Must provide specific timelines, detailed scope of work to be undertaken per Activity, and all Internal or External Resources The total amount of funding requested cannot exceed the Maximum Funding Amount specified in the Rules Confirm the costs being incurred align with the Eligible Funding Date as specified in the Rules Expenses related to the <i>Travel, Meals and Hospitality Directive</i> must comply with the limits as specified in the Rules 	 <ul style="list-style-type: none"> Must provide a list of each member of the Project Team, identify the Project lead, and the roles and responsibilities of each team member All resources must be hired prior to submitting the Application A resume, CV, or description document of qualifications for each identified Project Team member must be attached 	 <ul style="list-style-type: none"> Copies of requests for proposals, quotes and agreed upon rates for all External Resources must be included, if applicable Evidence that the Applicant is exempt from the Competitive Procurement Process must be included, if applicable An Applicant Declarations page must be included for each Applicant (including Joint Applicants) Where the Applicant is a Legal Entity or Co-op, Articles of Incorporation must be included 	 <ul style="list-style-type: none"> Include a detailed description of each FIT or LRP Project in the Project Information template For FIT Projects: must include proof of Access Rights and a reasonable likelihood the Project will connect to a Distribution System For LRP Projects: must include a copy of the Notification of Outcome of the Qualified LRP Applicant 	 <ul style="list-style-type: none"> Specify the Identified Transmission Line being pursued Must include evidence demonstrating that the Applicant or the Proposed Project Partner is the licensed transmitter, if applicable A description of how the Applicant, Proposed Partner intends to become the licensed transmitter, if applicable