

# Community Energy Champion Program 3.3

## 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 CEC 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 CEC staff with any questions at [cec@ieso.ca](mailto:cec@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: [cec@ieso.ca](mailto:cec@ieso.ca)

Mail: Independent Electricity System Operator  
 120 Adelaide Street West, Suite 1600  
 Toronto, ON M5H 1T1  
 Attention: Community Energy Champion Program

### Section 1: Application Title Page

Title	Description
<p><b>1. Lead applicant name:</b></p> <p><i>(Name of the Community or Organization)</i></p>	
<p><b>2. Lead applicant mailing address:</b></p>	
<p><b>3. Lead applicant type:</b></p>	<p>First Nation or Métis Community</p> <p>First Nation or Métis Organization</p> <p><i>If applying as an Organization, please list the represented Communities below that make up this Organization:</i></p>
<p><b>4. Is this Application being submitted on behalf of joint applicants?</b></p> <p><i>(Select "Yes" only if this is a joint application)</i></p>	<p><b>If 'Yes', please list all joint applicants:</b></p> <p>If <b>Yes</b>, Appendix A, "Joint Applicant Information Form" and Appendix B, "Joint Applicant Declaration Page" must be completed for each joint applicant.</p>

Title	Description
<p><b>5. Status of CEC Selection:</b></p>	<p>The potential Champion has been identified</p> <p>Process to identify a potential Community Energy Champion has not yet completed</p> <p><b>If selected, name of individual:</b></p>
<p><b>6. CEC Program Stream:</b></p> <p><i>(Select the stream and applicable section(s) relevant to this Application)</i></p>	<p>CEC Salary</p> <ul style="list-style-type: none"> <li>Additional Qualification Top Up?      Yes      No</li> </ul> <p>If Yes, Appendix C, "Additional Qualification Top Up Information" must be attached to this Application and a CEC candidate is required to have been identified at the application stage.</p> <p>CEC Expense</p>
<p><b>7. Total Funding Requested (inclusive of 3 years of funding):</b></p> <p><i>(This amount must match the amount listed in the Work Plan &amp; Budget below)</i></p>	<p>Successful applicants to the CEC Program are eligible for funding under the following two streams to a maximum of \$195,000 per First Nation or Métis Community or First Nation or Métis Organization:</p> <ul style="list-style-type: none"> <li>CEC Salary: Up to \$55,000 per year (or up to \$60,000 per year, if applying for the Additional Qualification Top Up of \$5,000 per year), for up to three (3) years</li> <li>CEC Expense: Up to \$15,000 per Application.</li> </ul>

**Section 2: Applicant Contact Information**

Title	Description	
<p><b>8. Primary contact:</b></p>	Name:	
	Title:	
	Mailing address:	
	Phone number(s):	Main                      Alternate
	Fax:	

Title	Description	
	Emails:	
	Preferred method of contact:	
<b>9. Secondary contact:</b>	Name:	
	Title:	
	Mailing address:	
	Phone number(s):	Main                      Alternate
	Fax:	
	Emails:	
	Preferred method of contact:	
<b>10. Signatory:</b>  (Signatory <b>must</b> 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**

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

**Description**

**3. Project purpose and description (225 words maximum)**

Describe the work the Community Energy Champion will do. What gap(s) are they filling? How will they benefit the Community or Organization? What specific projects will they champion?

**4. Project evaluation (75 words maximum)**

Describe how the impact of the work of the Community Energy Champion will be evaluated. What constitutes success and how will it be measured?

Description
<p><b>5. Anticipated impact on Community (200 words maximum)</b> Please describe the anticipated impact the Community Energy Champion will have on the applicable First Nation or Métis Community, or First Nation or Métis Organization. What contributions will they make to the Community or Organization's energy security? Will there be any broader social or economic benefit?</p>
<p><b>6. Community involvement (including Community agreement) (200 words maximum)</b> Describe how Community or Organization members have been or will be involved in the work of the Community Energy Champion. What work will the Community Energy Champion do to engage your Community or Organization? Please include a Band Council Resolution, board resolution, or other endorsing document as appropriate with your Application. In the case of joint Applications, all joint applicants must provide a Band Council Resolution, board resolution, or other endorsing document as appropriate</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 Community Energy Champion which must include a detailed description of the scope of Work, any additional external resources used, and Budget. The Work Plan and Budget table provides space for six (6) Activities. 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. The Activities listed under Activity 1 of the CEC salary stream must be related to the salary and benefits for the Community Energy Champion, and include any applicable Additional Qualification Top Up, inclusive of three years of funding. Additional expenses related to Costs for related materials, equipment, travel, products and services that are directly related to the work of the Community Energy Champion are to be included in separate Activities listed under the CEC expense stream.
  - b. *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 3(c) of the Program Guidelines and in accordance with the [Travel, Meal and Hospitality Expenses Directive](#).
  - c. Under the Budget, "Total Funding from Other Source(s)" must be deducted from the 'Total Cost of Activity/ies' before determining the eligible Total CEC Funding Requested.
  - d. *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.
  - e. For each Activity under the CEC expense stream, you must identify any additional external resources that will be undertaking the Activity and additional Costs to be incurred by the CEC.
3. The *Total Requested Funding for all Activities under CEC* is inclusive of all Activities for which you are requesting funding through the CEC Program, including any Activities identified on the *Work Plan and Budget Additional Activities Form*.
4. Funding provided under the CEC Program will be provided for Eligible Expenses that are incurred directly by the successful applicant in order to complete the work of the Community Energy Champion as identified in the Application. Funding will not be provided for any Ineligible Expenses that are identified in Section 3(c) of the 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) (\$)
<b>CEC SALARY STREAM</b>						
<b>1.1 Salary and benefits for a Community Energy Champion</b> <b>Scope of Work:</b> <ul style="list-style-type: none"> <li>- Hire Community Energy Champion (CEC) to take leadership of energy portfolio for First Nation ABC</li> <li>- Execute implementation initiatives of First Nation ABC's Community Energy Plan</li> <li>- Conduct home energy audits and gather energy usage data for upgrades</li> <li>- Conduct community engagements presenting data and progress translation and note-taking during the meeting</li> </ul>	Jason Fisher, Community Energy Champion, First Nation ABC	\$165,000.00 (\$55,000.00 per year)	3 Years	Oct 1, 2023	Hired Community Energy Champion (CEC) with identified qualifications	\$165,000.00

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) (\$)
<b>CEC SALARY STREAM</b>						
<b>1.2 Additional Qualification Top Up for salary and benefits for a Community Energy Champion (if applicable)</b>  <b>Scope of Work:</b> - Identified CEC possesses Certified Energy Auditor (CEA) certification from Canadian Institute for Energy Training (CIET) - Identified CEC's technical qualification will allow for efficient home energy auditing and statistical analysis needed for retrofitting as part of the implementation component of First Nation ABC's Community Energy Plan	Jason Fisher, Community Energy Champion, First Nation ABC	\$15,000.00 (\$5,000.00 per year)	3 Years	Oct 1, 2023	Hired Community Energy Champion (CEC) with identified qualifications	\$15,000.00
<b>Total Cost of Activity/ies</b>						<b>\$180,000.00</b>
<b>Name of Other Source(s) of Funding</b>	First Nation ABC		<b>Total Funding from Other Source(s) if applicable</b>			<b>\$0.00</b>
<b>Total Requested Funding for Activity 1 under CEC</b> <i>(Total Cost of Activity/ies – Total Funding from Other Source(s))</i>						<b>\$180,000.00</b>

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) (\$)
<b>CEC EXPENSE STREAM</b>						
<b>2. Community Engagement (Community Meeting #1)</b> <b>Scope of Work:</b> - Coordinate the meeting agenda and prepare the main presentation for the community members - Creating marketing material - Community radio promotion - Providing Translation Services - Administration of meeting including: <ul style="list-style-type: none"> <li>o planning travel for the external consultants,</li> <li>o meeting logistics such as venue rental, a/v rental and catering preparations</li> <li>o printing and photocopying meeting materials</li> <li>o translation and note-taking during the meeting</li> </ul>	Jason Fisher, Community Energy Champion, First Nation ABC	\$0.00	1 Month	December 1, 2023	One (1) community meeting Handout 500 pamphlets Engage 50 community members Presentation	\$1,850.00
	Radio Promotion	\$300.00				
	Elder Honorarium	\$100.00				
	Venue Rental	\$700.00				
	Catering	\$500.00				
	Printing of materials	\$250.00				
<b>Total Cost of Activity</b>						<b>\$1,850.00</b>
<b>Name of Other Source(s) of Funding</b>	N/A		<b>Total Funding from Other Source(s) if applicable</b>			<b>\$0.00</b>
<b>Total Requested Funding for Activity 2 under CEC</b> <i>(Total Cost of Activity – Total Funding from Other Sources)</i>						<b>\$1,850.00</b>

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) (\$)
<b>CEC EXPENSE STREAM</b>						
<b>3. Training #1</b> <b>Scope of Work:</b> - Attend XYZ training sessions for three (3) days in XYZ town, learning about renewable energy generation and available technologies for on-reserve buildings. Develop an understanding of the technical knowledge and apparatus needed for implementation in First Nation ABC.	Jason Fisher, Community Energy Champion, First Nation ABC	\$0.00	3 Days	March 15, 2024	Completed XYZ training	\$2,000.00
	XYZ Training	\$500.00				
	Travel	\$1,500.00				
<b>Total Cost of Activity</b>						<b>\$2,000.00</b>
<b>Name of Other Source(s) of Funding</b>	N/A		<b>Total Funding from Other Source(s) if applicable</b>			<b>\$0.00</b>
<b>Total Requested Funding for Activity 3 under CEC</b> <i>(Total Cost of Activity – Total Funding from Other Sources)</i>						<b>\$2,000.00</b>

<b>WORK PLAN AND BUDGET (excludes HST)</b>						
<b>Activities to be Completed</b>	<b>Resource Name, Title, Company and Logistics</b>	<b>Total Cost of Resource (\$)</b>	<b>Targeted time Required for Activity</b>	<b>Targeted Start Date</b>	<b>Planned Output(s)</b>	<b>Budget Total Cost of Activity (excludes HST)(\$)</b>
<b>CEC SALARY STREAM</b>						
<b>1.1 Salary and benefits for a Community Energy Champion</b> <b>Scope of Work:</b>						

<b>WORK PLAN AND BUDGET (excludes HST)</b>						
<b>Activities to be Completed</b>	<b>Resource Name, Title, Company and Logistics</b>	<b>Total Cost of Resource (\$)</b>	<b>Targeted time Required for Activity</b>	<b>Targeted Start Date</b>	<b>Planned Output(s)</b>	<b>Budget Total Cost of Activity (excludes HST)(\$)</b>
<b>CEC SALARY STREAM</b>						
<b>1.2 Additional Qualification Top Up for salary and benefits for a Community Energy Champion (if applicable)</b>  <b>Scope of Work:</b>						
<b>Total Cost of Activity</b>						
<b>Name of Other Source(s) of Funding</b>		<b>Total Funding from Other Source(s) if applicable</b>				
<b>Total Requested Funding for Activity 1 under CEC</b> <i>(Total Cost of Activity – Total Funding from Other Source(s))</i>						

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)(\$)
<b>CEC EXPENSE STREAM</b>						
2. Scope of Work:						
<b>Total Cost of Activity</b>						
<b>Name of Other Source(s) of Funding</b>			<b>Total Funding from Other Source(s) if applicable</b>			
<b>Total Requested Funding for Activity 2 under CEC</b> <i>(Total Cost of Activity – Total Funding from Other Source(s))</i>						

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)(\$)
<b>CEC EXPENSE STREAM</b>						
<b>3.</b> Scope of Work:						
<b>Total Cost of Activity</b>						
<b>Name of Other Source(s) of Funding</b>			<b>Total Funding from Other Source(s) if applicable</b>			
<b>Total Requested Funding for Activity 3 under CEC</b> <i>(Total Cost of Activity – Total Funding from Other Source(s))</i>						



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)(\$)
<b>CEC EXPENSE STREAM</b>						
<b>4.</b> Scope of Work:						
<b>Total Cost of Activity</b>						
<b>Name of Other Source(s) of Funding</b>			<b>Total Funding from Other Source(s) if applicable</b>			
<b>Total Requested Funding for Activity 4 under CEC</b> <i>(Total Cost of Activity – Total Funding from Other Source(s))</i>						

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)(\$)
<b>CEC EXPENSE STREAM</b>						
<b>5.</b> Scope of Work:						
<b>Total Cost of Activity</b>						
<b>Name of Other Source(s) of Funding</b>			<b>Total Funding from Other Source(s) if applicable</b>			
<b>Total Requested Funding for Activity 5 under CEC</b> <i>(Total Cost of Activity – Total Funding from Other Source(s))</i>						

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)(\$)
<b>CEC EXPENSE STREAM</b>						
Do you require space for additional Activities?						
Yes, a supplementary <u>Work Plan and Budget: Additional Activities Form</u> has been attached to this Application for additional Activities.						
No, additional space is not required.						
If Yes, please transfer Total Cost for all Additional Activities from <u>Work Plan and Budget: Additional Activities Form</u>						<input type="text"/>
If Yes, please transfer Total Funding from Other Source(s) for all Additional Activities from <u>Work Plan and Budget: Additional Activities Form</u>						<input type="text"/>
<b>Total Cost for all Activities</b>						<input type="text"/>
<b>Total Funding from Other Source(s) for all Activities</b>						<input type="text"/>
<b>Total Requested Funding for all Activities under CEC</b> <i>(Total Cost of all Activities – Total Funding from Other Source(s) for all Activities)</i>						<input type="text"/>

## Section 5: Applicant Declaration

The following page must be printed, signed and submitted with your CEC Application (for electronic submissions a scanned copy may be provided). Where the Application is in respect of joint applicants, a signed copy of Appendix B: Joint Applicants 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 3 of the CEC 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 CEC Program Guidelines, and acknowledge that if this Application is successful, the applicant will be required to enter into the CEC 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 CEC 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 CEC Application. This can include: <ul style="list-style-type: none"> <li>a) A Band Council Resolution (BCR)</li> <li>b) A board resolution</li> <li>c) Other endorsing documents as appropriate.</li> </ul>	

Required Document(s)	Status	Additional Instruction	File Name(s) in Submission
Evidence demonstrating support from the joint applicant Community or Organization (if applicable)		<p>Evidence must be provided for each joint applicant that the Community or Organization is supportive of the Application to the CEC Program. This can include:</p> <ul style="list-style-type: none"> <li>a) A Band Council Resolution (BCR)</li> <li>b) A board resolution</li> <li>c) Other endorsing documents as appropriate.</li> </ul>	
Evidence demonstrating CEC experience and qualifications		<p>The following documents are required for submission, as may be applicable:</p> <p>For a Community Energy Champion that has been identified at the time of application:</p> <ul style="list-style-type: none"> <li>• A resume or a similar document describing the qualifications and experience of the resource; and</li> <li>• If applicable, a completed 'Appendix C: Additional Qualification Top Up Information' page</li> </ul> <p>OR</p> <p>For a Community Energy Champion that has not been identified at the time of application:</p> <ul style="list-style-type: none"> <li>• A job description demonstrating relevant skills and qualifications of the resource</li> </ul>	

## 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		
<b>1. Joint applicant name:</b>  (Name of the Joint Community or Organization)			
<b>2. Joint Applicant Mailing Address:</b>			
<b>3. Joint applicant type:</b>	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>		
<b>4. Signatory:</b>  <i>(Signatory <b>must</b> 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
<b>5. Please provide a detailed description of the joint applicant (150 Words maximum):</b>	
<b>6. Please describe how the joint applicant meets the eligibility requirements for the program (50 words maximum)</b>	



## Appendix B: Joint Applicant Declaration

The following page **must** be printed, signed and submitted with your CEC 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 3 of the CEC 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 CEC Program Guidelines, and acknowledge that if this Application is successful, the joint applicant will be required to enter into the CEC 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 CEC 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.*

## Appendix C: Additional Qualification Top Up Information

### INSTRUCTIONS :

Please complete this section if the Application includes a funding request for the Additional Qualification Top Up of \$5,000 per year under the CEC Program in respect of Eligible Expenses for salary, wages and benefits, contributions, assessments and taxes associated with employing a Community Energy Champion who has one or more of the following qualifications:

- Canadian Institute of Energy Training (CIET) Certified Energy Manager (CEM);
- CIET Certified Energy Auditor (CEA);
- Successful completion of Indigenous Clean Energy 20/20 Catalyst Program; or

Any other certifications or qualifications that may be considered as eligible by the IESO, in its sole and absolute discretion.

**1. Please list the name and additional certifications or qualifications of the Community Energy Champion, technical or otherwise, that you wish to be considered as part of the Application (150 words maximum):**

**2. Please provide a description of the certifications or qualifications listed in the response to question 1, including details about where and when it was received or issued, and how long it is valid for (200 words maximum):**

**3. Please describe the relevance of the certifications or qualifications, including how they will assist in the work of the Community Energy Champion. Please provide examples of how this certification or qualification will serve as an asset to the Community or Organization's execution of energy project goals (300 words maximum):**