## APPLICATION STEPS

1. Read the BCICEI Application Guidelines, available at:

*http://www.newrelationshiptrust.ca/initiatives/bcicei*

1. Complete the Application Form, available at:

*http://www.newrelationshiptrust.ca/initiatives/bcicei/*

1. Collect your supporting documents.
2. Submit complete BCICEI application package to bciceiapplications@nrtf.ca (include completed application form and all supporting documents). To ensure your submission will be considered, do not submit individually or in pieces. If you do not receive a confirmation email about your submitted application within 24 hours, please send it again or call us.

Deadline: **4:30 PM (PST), Friday, November 10, 2023**.



**BC Indigenous Clean Energy Initiative (BCICEI)**2023 Application Form

**SUBMISSION OF COMPLETED APPLICATION PACKAGES:**

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| **By Email:** **bciceiapplications@nrtf.ca*****Email Subject (example):*** ***‘XYZ First Nation, email 1 of 4’*** | **By Mail:**New Relationship Trust (NRT)Attn: Clean Energy Initiatives 3188 Alder CourtNorth Vancouver, B.C.V7H 2V6 |

Prior to completing this application form, thoroughly read the BCICEI 2023 Application Guidelines. This application must be **completed in full** and submitted with **all supporting documentation** in order to ensure eligibility for funding.

After reading the BCICEI 2023 Application Guidelines, if you require further assistance, please contact NRT Clean Energy Initiatives by email: bciceiapplications@nrtf.ca; telephone: 604-925-3338; or toll-free: 1-877-922-3338.

For information about the application process and tips for submitting a strong application, attend an application webinar. Register by sending an email to: bciceiapplications@nrtf.ca

* October 12, 2023 – 10:00-11:00
* October 24, 2023 – 10:00-11:00

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| 1. **INITIAL SCREENING – MANDATORY CRITERIA**
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| Please check [x]  to confirm that your application will meet **all** of the mandatory criteria below:[ ]  The completed application form and all supporting documentation are submitted, as a full package to the New Relationship Trust (NRT) by 4:30 PM (PST) January 18, 2023, including:[ ]  a Community Energy Plan (CEP), Comprehensive Community Plan (CCP), and/or equivalent demonstration of community engagement and support (see BCICEI Guidelines for other supporting documentation examples);[ ]  A Band Council Resolution (BCR), Tribal Council Resolution (TCR), or Directors’ Resolution (DR), stating project and financial support, or it is clearly stated in this Application Form that the noted document will be submitted to NRT prior to a BCICEI Contribution Agreement is signed, if the project is approved. [ ] A comprehensive numbered list of **all** supporting documentation submitted in your application package.[ ] I have received permission from the contractors / consultants who provided supporting documents for this application to provide their personal information to the BCICEI for program use. Personal information is defined as recorded information about an identifiable individual other than contact information[ ]  The applicant, the project, and proposed costs are all eligible as defined in the BCICEI Application Guide (see Page 3, section 3: on ‘*Eligibility’*);[ ] The proposed project takes place in British Columbia.***\*\*\*Please ensure you reference all qualitative and quantitative statements about the project, to respective supporting document(s) page numbers/sections throughout the application, where possible.***  |

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| 1. **GENERAL APPLICANT INFORMATION**
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| **Name of Applicant (First Nation):**  |
| **Department:** | **Tribal Council Affiliation:** |
| **Mailing Address:** |
| **Primary Contact Name:** **Title of Primary Contact:**  | **Secondary Contact Name:** **Title of Secondary Contact:**  |
| **Primary Phone Number:****Primary Fax Number:****Primary Email Address:**  | **Secondary Phone Number:****Secondary Fax Number:****Secondary Email Address:** |
| 1. **PROJECT OVERVIEW**

*(Examples of referenced supporting documentation could include: Project Plan, Business Case, Maps, etc.)* |
| **Project Name:** |
| **Select ONE category (A, B, or C) that best fits the proposed project phase(s):**

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| [ ]  **A: Project Planning *(can select up to 3 sub-categories)***[ ]  Feasibility and Site Selection[ ]  Environmental Review and Permitting[ ]  Project Design and Engineering | [ ]  **B: Small Scale Energy & Efficiency *(can select 1 sub-category)***[ ]  Clean Energy (small-scale installation)[ ]  Demand Side Management | [ ]  **C:** Pre-Construction/COD (capital and non-capital costs are eligible) |

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| **Provide a brief project description, including project site location:** |
| **Who will own the completed project?** |
| **Is the project for an off-grid, remote\*, and/or diesel-dependent community?** [ ]  Yes [ ]  No\*Remote as defined by the BC EDRS. |

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| 1. **CAPACITY BUILDING, ECONOMIC AND ENVIRONMENTAL BENEFITS**

*(Examples of referenced supporting documentation could include: Business Case, Feasibility Study, Stakeholder Letters of Support, Project Plan, Energy Baseline Report, Impact Benefit Agreement, GHG emissions calculations, etc.)* |
| **How will the development and/or completion of this project contribute to community capacity building (e.g.: through collaboration, engagement, training and mentorship, ownerships, or other developments)?** |
| **Number of jobs created during this phase of project development (short term), and job types/descriptions:****Number of jobs created after project completion (long term) and job types/descriptions**:**Number of individuals trained throughout project**: |
| **Describe the anticipated environmental benefits of the project (e.g. reductions to greenhouse gas emissions, diesel consumption, etc.)**: [**Link to sample Provincial GHG calculator**](https://www2.gov.bc.ca/assets/download/208F09E1CA7A4396A9F6D10569F99016) |

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| 1. **OTHER COMMUNITY BENEFITS**

*(Examples of referenced supporting documentation could include: Project Plan, Feasibility Study, Business Case, Stakeholders Letter of Support, etc.)* |
| **Describe any other benefits to the community, not accounted for in the previous section**: |

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| 1. **VIABILITY AND TECHNICAL FEASIBILITY**

*(Examples of referenced supporting documentation could include: Feasibility Study, Business Case, Economic Development Plan, Electricity Purchase Agreement, Environmental Assessment Report, Land Use Plan, etc.)* |
| **List the major steps of the project, what each step is expected to achieve and the date(s) of such**: |
| **Provide a comprehensive list of all licenses, approvals, permits, etc., the status of such (i.e.: applied/pending /will apply/obtained/denied) and their respective date(s)**: |
| **Provide a detailed list of the key project deliverables and outcomes, including respective dates**: |
| **Construction Start Date**: | **Construction End Date**: |
| **How will the success of the project be evaluated? Who will be responsible for the evaluation?** |

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| 1. **PROJECT RISKS**

*(Examples of referenced supporting documentation could include: Project Plan, Project Budget, System Impact Study, etc.)* |
| **Outline all foreseeable project risks to completion, and how these risks will be mitigated to ensure project success:**  |

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| 1. **PARTNERSHIP CREATION**

*(Examples of referenced supporting documentation could include: Project Plan, Memorandum of Understanding, etc.)* |
| **Describe the anticipated, or existing partnerships, resulting from the project (e.g.: with other communities, organizations, funders, private sector stakeholders, etc.):** |

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| 1. **COMMUNITY ENGAGEMENT AND COMMITMENT**

*(Examples of referenced supporting documentation could include: Community Energy Plan, Community Energy and Emissions Plan, Comprehensive Community Plan, etc.)* |
| **Explain the importance of this project to your community, and how it is consistent with strategic, energy, or capital plans:** |
| **Describe activities taken to conduct community consultation on the project, and the community’s level of support:** |

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| 1. **PROJECT MANAGEMENT**

*(Examples of referenced supporting documentation could include: Project Plan and Schedule/Timeline, Biographies, Resumes, CV’s, etc.)* |
| **Identify each internal manager/personnel, their respective job titles, as well as all respective tasks/roles that they are responsible for in contributing to project completion/success:****Identify each external manager/personnel, their respective job titles, as well as all respective tasks/roles that they are responsible for in contributing to project completion/success:** |

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| 1. **FUNDING SOURCES AND PROJECT COST**

*(Examples of referenced supporting documentation could include: Project Budget, Project Plan, etc.)* |
| **Total estimated cost of the project to completion:** $ **Total estimated cost of this proposed project phase, for which BCICEI funds are being requested:** $ **Total financial contribution (at least 10% of the proposed BCICEI-funded project phase, through cash and/or an in-kind commitment) by the applicant (First Nation):** $  |
| **Provide the legal name of all funding partners, the amount of funding, their role in the project, status of the funding and respective date(s) of such:** |
| 1. Legal Name:

Amount: $Role:Funding Status:Date of Status: |
| 1. Legal Name:

Amount: $Role:Funding Status:Date of Status: |
| 1. Legal Name:

Amount: $Role:Funding Status:Date of Status:1. …
 |
| **Total funding requested from BCICEI** ($75,000 to $500,000):$ |

1. BUDGET SUMMARY
* Provide a complete budget for the proposed project phase.
* Submit an additional supporting document of the overall project budget to completion (elaborated from the proposed project phase below), where possible.
* Detail the amount requested from BCICEI for each eligible expense.
* Indicates a minimum of 10% equity contribution of the proposed project phase, through cash and/or an in-kind commitment.
* Wherever possible, submit supporting financial documentation of all expenses and all internal or external contributions; provide rationale for any missing supporting documentation, where necessary (e.g.: Fee Proposals, Quotes, Overall Budgets, etc.).

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| **EXPENSE ITEM** | **BCICEI****REQUEST** | **APPLICANT****CONTRIBUTION** | **OTHER FUNDERS** | **TOTAL** |
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| ***Sub-Totals*** |  |  |  |  |
| ***TOTAL OF THE PROPOSED PROJECT PHASE:*** |  |

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| **AUTHORIZATION OF APPLICATION** |

[ ]  On behalf of my community, I hereby confirm that the information provided within this application is true to the best of my knowledge.

[ ]  On behalf of my community, I have read the 2023 BCICEI Application Guide and meet all of the mandatory criteria in order to apply for this fiscal year’s program funding (see Page 3 Section 3 on *‘Eligibility’* in the Application Guide).

[ ]  I understand that the information provided in this application will be shared between New Relationship Trust (NRT), Pacific Economic Development Canada (PacifiCAN), and the Province of British Columbia.

[ ]  I have received permission from the contractors/consultants who provided supporting documents for this application to provide their personal information to the BCICEI for program use. Personal information is defined as recorded information about an identifiable individual other than contact information.

[ ]  I consent that the applicants’ email contact information may be included on the BCICEI mailing list in order to stay informed on affairs related to the BCICEI.

[ ]  I understand that NRT may share this proposal and any supplemental material as part of this application with other funding entities for the following purposes: to reach a decision on this application, to administer and monitor the implementation of the project or programming, or to evaluate the results of the project or programming and this program after project completion.

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| AUTHORIZED SIGNATURE *(for amounts up to $500,000)* |  | DATE |
|  |  |  |
| NAME (PRINTED) |  |  |
| TITLE / ROLE |  |  |