

Application Checklist **The following documents must be submitted for your application to be complete.*

Council endorsing document

Applicant information and acknowledgment

Co-applicant information and acknowledgment if applicable

Please direct questions to energyteam@efficiencyMB.ca. Selected applicants will be required to sign a funding agreement with Efficiency Manitoba.

Section 1: Applicant Information

Municipality or Town name	Municipality or Town population
Contact name	Contact position
Phone no.	Email
Second contact name	Contact position
Phone no.	Email

If you require additional text space for any answers they can be included as an attachment.

To strengthen your application it is recommended that you provide as much detail as possible in your responses.

1. Please list and briefly describe energy efficiency or sustainability initiatives accomplished by your community within the last 3 years.

2. If applicable, please list current policies your municipality/community has related to energy efficiency and/or sustainability efforts.

3. Please provide a brief rationale and justification of need for energy advocate support.

4. What are the communities sustainability goals for the next five years?

5. Please provide a brief description of capital funding available for energy efficiency and sustainability projects in the community.

6. Please outline the anticipated annual Advocate salary.

Applicants who are selected for funding will receive up to 80% of a Community Energy Advocates salary to a maximum of \$25,000 per year for communities with a population under 5,000 and maximum \$40,000 for communities with a population greater than 5,000.

7. If your community is selected for funding, please describe how the Energy Advocate will be hosted. (e.g. office space, access to a computer or laptop, access to energy data, building access, desk or mobile phone etc.).

**If you are applying as a co-applicant with another municipality, skip this question and answer question 9 on the co-applicant application.*

8. How many hours per week do you anticipate the advocate will work?

9. Please provide an overview of your communities approach to developing your community energy efficiency plan. Please list any relevant community groups, organizations and customers (large industrial, commercial or agricultural) that would be engaged in developing your community energy efficiency plan. Include the objectives, scope and vision.

10. Please provide a brief overview of how you plan to engage the community in the plan (e.g. Presentations, door-to-door canvassing, newsletters).

Please be advised that your application does not guarantee your acceptance into the program. If you are not selected for funding this year we would still like to work with you to improve energy efficiency in your community.

Section 2: Applicant Acknowledgement

1. I acknowledge that if this application is selected the applicant will be required to enter into a funding agreement with Efficiency Manitoba to receive funding.
2. I acknowledge that receipt of this application does not obligate Efficiency Manitoba to provide funding to the applicant.

THE APPLICANT HAS READ AND AGREES WITH THE ABOVE DECLARATIONS

Signatory's name (print)	
Signatory Signature	yyyy mm dd

Municipalities are encouraged to partner together to submit a co-application for funding. One Municipality will apply as the primary applicant and will be responsible for signing the funding agreement with Efficiency Manitoba. The primary applicant will receive the funding on behalf of the co-applicant. It is the applicants responsibility to determine how to split funding and the advocates time. Efficiency Manitoba may request a copy of the applicant and co-applicant partnership agreement before releasing funds.

Section 1: Co-Applicant Information

Municipality or Town name	Municipality or Town population
Contact name	Contact position
Phone no.	Email
Second contact name	Contact position
Phone no.	Email

If you require additional text space for any answers they can be included as an attachment.

To strengthen your application it is recommended that you provide as much detail as possible in your responses.

1. Please list and briefly describe energy efficiency or sustainability initiatives accomplished by your community within the last 3 years.

2. If applicable, please list current policies your municipality/community has related to energy efficiency and/or sustainability efforts.

3. Please provide a brief rationale and justification of need for energy advocate support.

4. What are the communities sustainability goals for the next five years?

5. Please provide a brief description of capital funding available for energy efficiency and sustainability projects in the community.

6. Please provide an overview of your communities approach to developing your community energy efficiency plan. Please list any relevant community groups, organizations and customers (large industrial, commercial or agricultural) that would be engaged in developing your community energy efficiency plan. Include the objectives, scope and vision.

7. Please provide a brief overview of how you plan to engage the community in the plan (e.g. Presentations, door-to-door canvassing, newsletters).

This section is to be completed together with the primary applicant.

8. If your partnership is selected for funding, please describe how the Energy Advocate will be hosted. (e.g. office space, access to a computer or laptop, access to energy data, building access, desk or mobile phone, etc.). Please elaborate on if and how the advocate will split time in both municipal or town offices and how the partners intend to split costs.

****Partners are responsible for their own partnership agreement as program funding will only be dispersed to the main applicant. Efficiency Manitoba may request a copy of the partnership agreement before releasing funds to the primary applicant.***

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Section 2: Applicant Acknowledgement

1. I acknowledge that if this application is selected the applicant will be required to enter into a funding agreement with Efficiency Manitoba to receive funding.
2. I acknowledge that receipt of this application does not obligate Efficiency Manitoba to provide funding to the applicant.

THE APPLICANT HAS READ AND AGREES WITH THE ABOVE DECLARATIONS

Signatory's name (print)	
Signatory Signature	yyyy mm dd