

COMMUNITY ENERGY INNOVATION FUND

Terms of Reference

1. Goals and Objectives

The Community Energy Innovation Fund (CEIF) provides funding to local, community-based projects that support Energy Evolution: Ottawa's Community Energy Transition Strategy. The vision for Energy Evolution is to transform Ottawa into a thriving city powered by clean, renewable energy by:

- Reducing energy use through conservation and efficiency
- Increasing the supply of renewable energy through local and regional production
- Prioritizing the procurement of clean, renewable energy

In addition, eight goals were established as part of Energy Evolution to further support the achieving the vision. They are:

- Help meet or exceed locally established energy reduction targets.
- Develop local renewable energy generation opportunities.
- Improve energy security.
- Create greater opportunities for residents to own or invest in local energy systems and businesses.
- Reduce environmental impact.
- Complement long term municipal land use, transportation and infrastructure master plans.
- Advance economic development objectives.
- Bring groups together to facilitate info sharing and development of joint solutions.

2. Types of Projects

Types of projects to be considered for funding may include, but are not limited to, projects that increase energy literacy, encourage behavioural changes, pilot emerging technologies, and/or enable innovative approaches to energy conservation and efficiency or renewable energy generation.

3. Eligibility Criteria

Applicants must be community groups, service groups, non-profit organizations, local businesses, or Business Improvement Areas that are in good financial standing and located in the city of Ottawa.

Organizations not eligible for funding include:

- Individuals.
- Government agencies.
- Organizations with political affiliations or which participate in political activities.
- Organizations which act primarily as a funding source for other groups.
- Faith organizations where the services/activities include the promotion and/or required adherence to a faith.

4. Project Funding

The CEIF has a total on time budget amount of \$500,000 starting in 2018. The amount will roll into 2019 if not spent during 2018.

The Community Energy Innovation Fund will not fund the following activities:

- 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, conferences, or festivals.
- Food or refreshments (including alcohol).
- Deficit financing for organizations in debt.

- Projects that 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.

5. Governance

An appointed CEIF Coordinator will coordinate the fund through the Resiliency and Natural Systems Planning Unit in the Planning, Infrastructure, and Economic Development Department.

An Allocation Panel will be coordinated to review the applications and allocate funding. The Panel will be comprised of the CEIF coordinator, a staff from the City's Building Engineering and Energy Management Unit or the future Smart Energy Office, and two subject matter experts selected from within the community.

6. Application Form

All applicants must complete a CEIF application form in order to be considered for funding. Only one application per organization will be accepted. Application forms are available upon request by the CEIF Coordinator. The CEIF Coordinator can be reached at:

Planning, Infrastructure, and Economic Development Department

110 Laurier Avenue West, 4th Floor (Mail Code 01-15)

Ottawa, ON K1P 1J1

ceif@ottawa.ca

Application forms are to be submitted either by mail or email before the submission deadline. Applicants may be contacted at any point in the application process by the CEIF Coordinator should additional information be required regarding the applicant or the project.

7. Timelines

The timelines for CEIF in 2018 are:

- Call for applications: April 13, 2018
- Deadline for applications: May 31, 2018
- Review of applications by Allocation Panel: June 2018
- Successful applicants announced: June 2018

A second call for submissions may go out should all funds not be exhausted during the initial round of submissions.

8. Project Selection and Notifications

Upon receipt of the application, the applicant and the project proposal will be assessed against the eligibility criteria by the CEIF Coordinator. If the application meets the criteria, it will be reviewed by the Allocation Panel.

Priority will be given to projects that:

- Are community-based initiatives that benefit the residents of Ottawa.
- Support a sustained transition away from fossil fuels towards a low carbon economy and the goals of Energy Evolution.
- Establish realistic project goals and objectives.
- Demonstrate ability and experience to execute the project.
- Leverage local community partnerships.
- Establish feasible and attainable timelines and resource requirements.
- Demonstrate value for money and realistic project costs (consideration will be given to in-kind contributions and other sources of funding secured).
- Establish an evaluation plan that demonstrates how outcomes will be measured (including measuring energy and greenhouse gas reductions).
- Establish a feasibility plan for how the project will be sustained after City funding is completed.

- Demonstrate potential for replication and scaling up of the project.
- Does not duplicate another program being delivered in the community by another organization.
- Obtain all necessary permits and approvals before submission of application.

All applicants will be notified by email on the outcome of their application. Successful applicants will receive an email outlining the total amount awarded, the terms and conditions for receipt of funding, and funding disbursement schedule. They will also be required to sign a funding agreement, which outlines all conditions attached to the use of funds. Payment of funds for a project may be subject to a negotiation of a funding agreement between the CEIF Coordinator and the applicant.

9. Reporting

All successful applicants are required to submit a Project Evaluation Report at the completion of their project detailing how the funding was used. Applicants requiring more than one year to complete their project will be required to submit an interim Project Evaluation Report. Failure to provide any of the required reports will result in the applicant being ineligible for subsequent CEIF funding.