



Investing In Sustainable Communities

Application Guidelines

401 Richmond St. W., Suite 401
Toronto, ON M5V 3A8

www.cpfund.ca

Telephone: (416) 977-3154
Fax: (416) 977-2157

Small Grants:
Pre-Feasibility

Application Guidelines

Pre-Feasibility Grants

Funding Priorities

The CPFund Board believes that the best support it can offer to the *Community Power* sector at this time is to support those projects that have the greatest likelihood of increasing the installed capacity of *Community Power* in Ontario over the next few years. To date, one singular wind turbine on the Toronto Waterfront, built 5 years ago, represents the total installed capacity of community-owned renewable energy in Ontario.

The CPFund will strive to support projects representing a diversity of communities, organizational models, technologies and goals (financial, social, environmental). The CPFund will give priority to wind, solar thermal, solar photovoltaic, small hydro and geothermal projects over and above biogas because the Ministry of Agriculture, Food and Rural Affairs currently has an \$11 million Fund for bio-energy projects including biogas. However, the CPFund will entertain good community-based biogas proposals should they be brought forward.

Some funds have been directed toward small grants for pre-feasibility funding, feasibility funding and toward more advanced projects that need specific resources to overcome a particular barrier and have shown a high probability of success in overcoming the barrier. Small Grant Program applicants can choose between the Pre-Feasibility Grant Program, the Feasibility Grant Program and the Strategic Opportunities Grant Program.

Grant Timelines

The Community Power Fund only offers funding for pre-feasibility activities for one year or less. The activities outlined in your proposed workplan and budget should reflect a realistic understanding of what you can accomplish within a one year or less timeframe.

The Pre-Feasibility Grant Program is an open program. This means that applications will be accepted at any time throughout the year. There is no need to wait for a call for proposals. CPFund staff will evaluate the applications as they are received and bring the applications before the Board of Directors at the next Board meeting for approval.

The Pre-Feasibility Grant Program – Please Read Carefully

The pre-feasibility grant program supports newer Community Power initiatives that are still in the early stages of development but beyond the start-up phase of development. **This means that applicants MUST have decided what it is they want to pursue and have completed some preliminary considerations in advance of undertaking their formal pre-feasibility study. A**

pre-feasibility study is not meant to help you decide what your project should be, but rather to undertake a preliminary investigation into whether you have a good idea. Funding will not be provided to groups that cannot clearly outline the parameters of their project (their “idea”) in Question 1 of the Application or provide 5 to 10 good reasons why the project will be viable in Question 7.

For example, if you are pursuing a wind project, you must be able to demonstrate that your organization is willing and able to pursue a financially viable project, which in Ontario is generally not possible for projects less than 10 MW. Therefore, your application must reflect the understanding of what is involved in pursuing a project of that size and a dedication to moving forward. Please note that small demonstration/educational projects will not receive funding at this time.

Applicants must also demonstrate a high probability of success including no foreseeable barriers to grid access, resource exploitation, site control and approval of permits and environmental assessments.

The maximum amount each applicant can apply for is a one-time grant up to \$5,000. Please provide actual quotes for services whenever possible and be so that your application budget accurately reflects your expected costs.

Basic Eligibility for All Community Power Fund Applicants

- Open to not for profits, co-operatives, co-operatively structured corporations, unincorporated groups and First Nations organizations pursuing Community Power projects using the following renewable energy technologies: wind, solar PV, solar thermal, biogas, small-hydro, and geothermal
- Applicants must be voting members of the Ontario Sustainable Energy Association (OSEA). For information on becoming a member of OSEA, visit <http://www.ontario-sea.org>
- Projects and applicants must be located within Ontario
- Proponents must be pursuing a Community Power project as defined by OSEA

Specific Eligibility Criteria for Pre-Feasibility Grant Applicants

- Applicants must contact Fund staff prior to completing the application in order to ensure their proposed project fits with the Fund’s priorities and is eligible to receive funding
- The timeline for this grant is up to 12 months
- Applicants must complete all questions listed in the Pre-Feasibility Application
- Applicants must complete the Workplan and Budget Templates as directed (available for download from www.cpfund.ca)
- Applicants must have completed the following activities:
 - Attained voting membership in the Ontario Sustainable Energy Association (OSEA)
 - Read OSEA’s capacity building guidebooks (Community Power Guidebook, Landowner’s Guide to Wind Development, Community Solar Guidebook, Financing Guidebook, Permitting and Approvals Guidebook)
 - Have incorporated an organization for the purposes of pursuing a community power project, or, if unincorporated (or incorporated for a purpose other than pursuing the

- project), have struck a steering committee comprised of members of your organization and local community champions/leaders
- **Identified a suitable community power project for your community and potential site for your project**
 - Met the basic eligibility criteria of the Fund
 - Ensured you are able to complete the application

Eligible Activities Covered by the Grant

The purpose of this funding is to help you leverage the funding or in-kind contributions required to complete a full pre-feasibility analysis. The funding is to be used to complete your pre-feasibility study. Your pre-feasibility study should include not only site and technical considerations but also preliminary considerations of organizational development, community engagement and financing for your project. Please contact staff if you are unsure what your study should include.

Basic Conditions for All Successful Applicants

All applicants should be aware that CPFund staff might request to meet with project representatives before, during and/or after the application process for the purposes of evaluating the project and the capacity of the proponents to develop the project. Applicants must, within reason, be available to meet with CPFund representatives. The Fund will cover travel expenses for the meeting. The meeting may be held in applicant's community or a location proposed by the Fund representatives.

All applicants will be required to sign a Letter of Agreement agreeing to certain terms, conditions and deadlines. The Agreement will outline in detail what is required of the applicant over the length of the grant.

One of the specific requirements of the Agreement is that applicants must agree that all project materials in the application to the Fund be shared with the Fund to use to support the Community Power sector and other Community Power projects. The Letter of Agreement also includes a section on Community Power branding. Applicants will be required to include the Community Power Fund logo and the words "Community Power" and links to the CPFund's website on electronic and print communications materials, websites etc. Successful applicants will also be required to recognize the contribution made by the CPFund in public announcements, press releases and media events concerning the grant and to invite the Fund to participate in such events.

Reporting Requirements and Disbursements

Successful applicants will be required to sign a Letter of Agreement which outlines the conditions of the grant that all applicants must fulfil, as well as conditions specific to your grant. The Letter of Agreement must be signed by a recognized signing authority for your organization, for example the Chair or President of your organization, the Chief of your Band or other recognized authority if you are unincorporated, and returned to the Fund office before payment of the approved grant disbursement will be made.



In addition to a final report, Pre-Feasibility grant applicants will submit a completed pre-feasibility analysis to the Community Power Fund Program Manager within one month following their proposal completion date. Since the pre-feasibility grant timeline is limited to one year, this means that, at the latest, the report and study are due 13 months following the approval of the grant. For example, if your grant proposal covers a period of six months, your report will be due at the end of month seven. Grantees must also include an updated budget (using the Fund's template) highlighting and explaining any differences from the budget submitted in the original application.

Please note that after your grant is approved, modest changes to your project plan and funded activities are acceptable, but must be discussed with Fund staff as soon as possible so that progress reports can be evaluated accordingly. Fundamental changes to your submitted project plan and funded activities must first be approved by the Fund and must be discussed with Fund staff before they take place.