# Electric Vehicle Charging Program (EVCP) Application Form

**INSTRUCTIONS**

This application form outlines the required details to participate in the Electric Vehicle Charging Program (EVCP) as delivered by the Municipal Climate Change Action Centre (Action Centre, or MCCAC). The EVCP provides rebates to municipalities for the installation of electric vehicle charging stations in public places, on-street locations, municipal workplaces, and for municipal fleets. Please complete each portion of this form for all electric vehicle charging stations included in the project. Applications must be submitted to [contact@mccac.ca](mailto:contact@mccac.ca) along with all required attachments as indicated below. We encourage as much detail as possible. This application form allows for up to ten (10) EV charging station entries. Additional entries can be submitted through an additional application form as needed.

**Please note, retroactive funding is not available through the EVCP. Municipalities must not initiate work, sign any contracts, or begin construction until their applications have been approved in writing and funding agreements have been duly signed.** If you have any questions, please email [contact@mccac.ca](mailto:contact@mccac.ca) or your designated Action Centre representative.

**GENERAL INFORMATION:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Municipality:** | Click here to enter text |  | **Type:** | Choose an item |
| **Contact Name:** | Click here to enter text |  | **Contact Title:** | Click here to enter text |
| **Contact Phone:** | Click here to enter text |  | **Contact Email:** | Click here to enter text |

In Table 1, please describe your intended project including the following:

|  |  |  |  |
| --- | --- | --- | --- |
| * A project description including the motivation for pursuing the project and how the project will support the community and/or municipal fleet | | * The municipality’s approach to ensuring stations are visible, have appropriate lighting, and are accessible 24/7, 365 days per year (all if available to the public) | |
| * A description of the installation locations, pay-for-use configurations, and the intended rate (if applicable) | | * Confirmation that each connector includes a dedicated EV-only parking spot with appropriate signage | |
| * Confirmation that the install site will not be impacted by subsurface utilities such as water, gas, irrigation, or communication lines, if trenching is required | | * Confirmation that the municipality understands and accepts responsibility for all ongoing operational expenses including networking fees, electrical demand, electricity, and maintenance | |
| **Table 1: Project Description** | |
| Enter text | |

In Table 2, please add details for each EV charging station. You can find the technical details on each EV charging station from the specification sheet provided by the manufacturer or contractor. Note, to be eligible for funding, **all stations must be networked EV chargers.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Table 2: Electric Vehicle Charging Station Details** | | | | | | | | | |
| **#** | **Installation Location Name** | **Installation Location Address** | **Charger Brand and Model** | **Charge Level and Number of Connectors** | **Charger Plug Type** | **Charging Voltage (V)** | **Power Output (kW)** | **Intended Use** | **Pay-for-Use** |
| 1 | Enter text | Enter text | Enter text | Choose Charge Level | Choose Plug Type | Enter text | Enter text | Public or Private | Yes or No |
| 2 | Enter text | Enter text | Enter text | Choose Charge Level | Choose Plug Type | Enter text | Enter text | Public or Private | Yes or No |
| 3 | Enter text | Enter text | Enter text | Choose Charge Level | Choose Plug Type | Enter text | Enter text | Public or Private | Yes or No |
| 4 | Enter text | Enter text | Enter text | Choose Charge Level | Choose Plug Type | Enter text | Enter text | Public or Private | Yes or No |
| 5 | Enter text | Enter text | Enter text | Choose Charge Level | Choose Plug Type | Enter text | Enter text | Public or Private | Yes or No |
| 6 | Enter text | Enter text | Enter text | Choose Charge Level | Choose Plug Type | Enter text | Enter text | Public or Private | Yes or No |
| 7 | Enter text | Enter text | Enter text | Choose Charge Level | Choose Plug Type | Enter text | Enter text | Public or Private | Yes or No |
| 8 | Enter text | Enter text | Enter text | Choose Charge Level | Choose Plug Type | Enter text | Enter text | Public or Private | Yes or No |
| 9 | Enter text | Enter text | Enter text | Choose Charge Level | Choose Plug Type | Enter text | Enter text | Public or Private | Yes or No |
| 10 | Enter text | Enter text | Enter text | Choose Charge Level | Choose Plug Type | Enter text | Enter text | Public or Private | Yes or No |

In Table 3, please include the expected pre-GST costs in each category for each corresponding EV charging station listed in Table 2. Each cost included should be supported by itemized quotes submitted as attachments to this application. To be eligible for a rebate, municipalities must provide a final invoice and proof of payment for each item listed in Table 3 along with all other required project completion documents as outlined in the EVCP Guidebook. The MCCAC recommends evaluating two or more quotes from equipment providers and electrical contractors.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Table 3: Electric Vehicle Charging Station Cost Details** | | | | | | |
| **#** | **Charging Station and Equipment Quote ($)** | **Install and Construction Quote ($)** | **Engineering and Design Costs ($)** | **Permitting and Inspection Costs ($)** | **Signage Costs ($)** | **Total Pre-GST Cost Per EV Charging Station ($)** |
| 1 | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| 2 | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| 3 | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| 4 | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| 5 | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| 6 | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| 7 | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| 8 | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| 9 | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| 10 | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |

The Action Centre must be **immediately** notified of any deviation(s) from this application form. A duly executed amendment to the Funding Agreement could be required depending on the degree of change to the project scope, completion date, or other project aspects.

**Equipment operation commitment:** The undersigned municipality acknowledges the responsibility as the station owner to provide power, maintain equipment, and ensure each EV charging station remains operational and connected to a network. The undersigned municipality agrees that for five years after receiving an EVCP rebate, the incentivized equipment and products will not be sold, leased, or otherwise disposed of, directly or indirectly, to any entity, without the prior written approval of MCCAC, which may be reasonably withheld.

**Data sharing agreement:** The undersigned municipality agrees to grant the MCCAC permission to access data on the EVCP-funded EV charging station use including access to any online portal for monitoring system use and performance, as available and upon request.

**Expected project start date:** Select A Date

**Expected project completion date:** Select A Date

**Please include the following documentation as an attachment to the EVCP application, as applicable:**

A copy of all itemized quotes for costs included in Table 3, including quotes for the EV charging station equipment and installation. A detailed scope of work description is required for engineering and design costs.

A copy of all specification sheets (or brochures with technical information) for all EV charging station equipment.

Proof of land ownership or long-term lease for the charging station installation site(s).

A photo of the specific EV charging station install location(s).

The municipality identified below represents and warrants that all information contained in this EVCP application is true and correct.  
Dated this [ ] day of [ ], 202[ ].

|  |  |
| --- | --- |
| **[INSERT MUNICIPALITY NAME]** | |
| Per: |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: Enter text  Title: Enter text |
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