**FULL PROJECT PROPOSAL APPLICATION FORM** **MUNICIPAL COMMUNITY GENERATION CHALLENGE**  
*Part of the Climate Change Innovation and Technology Framework*

**A partnership between Alberta Innovates and the Municipal Climate Change Action Centre**

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| APPLICATION FORM overview |
| Climate Change Innovation and Technology Framework (CCITF) programs are designed to support and enhance the clean innovation ecosystem, to improve Alberta’s ability to reduce greenhouse gas (GHG) emissions, promote economic diversification, and transition to a lower carbon economic system. Applications will be evaluated based on their potential to achieve the targeted CCITF, Municipal Climate Change Action Centre (MCCAC), and Alberta Innovates (AI) outcomes.  This form will be used to review the proposal and its fit with the CCITF mandate, the strategic priorities of Al and MCCAC, and the current funding opportunity. Applicants must complete the Full Project Proposal (FPP) in its entirety. Select sections have a word / character limit - ***Exceeding the limit will result in the response being truncated.*** Applicants that fail to use this template and complete all sections will not be considered.  ***AI/MCCAC are not responsible for the costs incurred by the applicant in the preparation and submission of this Application, and no costs for completing this Application will be reimbursed to any applicant, whether successful or unsuccessful***. **The Application should not exceed 35 pages, excluding additional attachments.**  The deadline for submission of Full Project Proposals (FPPs) is **January 8th, 2020 at 4:00 PM Mountain Standard Time**. Late submissions **will not be accepted**. FPP decision notifications are anticipated by **February 2020**. Any failure to inform the Applicant of the determination regarding the Application will not result in any obligation or liability of AI/MCCAC to the Applicant or any other interested party.  **Al/MCCAC will only provide copies of the Application, including any attachments, to the Applicant Representative.** Accordingly, any change of the Applicant Representative should be to an individual who has the authority and permission to see the Application and any attachments.  Note that Al/MCCAC at their sole discretion reserves the right to alter or cancel the program or change timelines. For evaluation criteria and submission instructions please see Appendix A at the end of this document. Al/MCCAC will make the final determination regarding approval of Applications and may at any time request an interview with the Applicant or Network Partner(s). **All Applicants will also be required to provide a presentation to the review committee prior to final Investment determinations.**  All Investment determinations made by Al/MCCAC (including declining an Investment) are final, non-appealable and binding on the Applicant. Al/MCCAC have the right, as determined in their sole and absolute discretion, to impose a life-time limit on the number of Applications an Applicant may submit.  To learn more about our application process, please visit the [AI](https://albertainnovates.ca/funding-clean-technology/climate-change-innovation-and-technology-framework-ccitf/municipalcommunitygenerationchallenge/) and [MCCAC](https://www.mccac.ca/programs/MCGC) websites, as well as the Municipal Community Generation Challenge (MCGC) Program Guide. Please ensure that you have read and that you understand the Municipal Community Generation Challenge Program Guide before completing this Application. |

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| Lead municipality Information (transfer from EOI) | |
| Municipality Name: |  |
| Applicant Representative Name & Title: |  |
| Street Address: |  |
| City: |  |
| Province: |  |
| Postal Code: |  |
| Phone Number: |  |
| Email Address: |  |
| Website: |  |

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| Small and medium enterprise (SME) network partner Information (transfer from EOI)add additional columns if there is more than one sme network partner | |
| Legal Entity Name: |  |
| Trade Name (if applicable): |  |
| Business Number: |  |
| Lead Representative Name & Title: |  |
| Street Address: |  |
| City: |  |
| Province: |  |
| Postal Code: |  |
| Phone Number: |  |
| Email Address: |  |
| Website: |  |
| Total number of T4 employees: |  |
| Annual Gross Revenue in the previous fiscal year (Confidential): |  |
| % Alberta Ownership |  |
| Publicly Traded Company? (Y/N) |  |
| Incorporation Jurisdiction: |  |
| **Date of Incorporation:** |  |
| **Date of Alberta Incorporation:** |  |

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| Other network partner Information (transfer from EOI)add additional Columns if there are more network parnters | | | |
| Organization Legal Entity Name: |  |  |  |
| Partner Role |  |  |  |
| Representative Name & Title: |  |  |  |
| Street Address: |  |  |  |
| City: |  |  |  |
| Province: |  |  |  |
| Postal Code: |  |  |  |
| Phone Number: |  |  |  |
| Email Address: |  |  |  |
| Website: |  |  |  |

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| Project Information (transfer from EOI) | |
| Title: |  |
| **Location:** |  |
| **Secured Project Site (New Section):** |  |
| **Start Date:** |  |
| **Completion Date:** |  |
| Total Budget: |  |
| Requested Challenge Funding: |  |
| **Non-Confidential Project Summary**   * Provide a short non-confidential summary of the proposed project that includes a brief overview of the project objectives, the technology to be deployed, project schedule, budget, and how it will achieve the desired outcomes of GHG emission reductions, community benefits, and contribute to a lower carbon diversified economy in Alberta. This summary may be posted online if the full proposal is successful. Do not include information which is considered confidential. (*Maximum 250 words. Responses longer than 250 words will be truncated*.)   (Insert Response Here) | |

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| EXCELLENCE / Innovation |
| Knowledge, Technology or System Opportunity (Transfer and expand from EOI) *Reviewers will evaluate the FPP based on the holistic opportunity for the knowledge development or technology/system advancement proposed. This includes a description of the technology, system or knowledge gap the applicant is addressing in the project, the context within which the project is being proposed, the current state of the technology/system, and the technical/system related challenges, gaps and opportunities that are present. This also includes details regarding system interconnection for the project. \*Note that the MCGC is not a technology development program, but seeks to fund a proven technology project ready for full-scale deployment.*   * What are the key motivations for the project? * What is the knowledge, technology, or system related gap addressed by the proposal? * Provide a description of the current status of the knowledge, technology, or system. * Provide a description of the challenges and opportunities related to the proposal. * To what extent is the technology or system a game-changer if implemented in Alberta?   (Insert Response Here) |
| System Interconnection Details (New Section)  * Clearly indicate how the project will connect to the electrical distribution system in Alberta to be recognized as a Community Generating Unit under the Small Scale Generation Regulation. * Clearly indicate the interconnection point on the distribution system the project will connect to, as well as the hosting capacity available at this location.   (Insert Response Here) |
| Technology Readiness Level (TRL) Self-Assessment (Transfer from EOI)  * Identify the numerical TRL of the technology at the “Project Start” and “Project End”. * The TRL definitions are provided below.   □ *1 – Basic principles observed and reported*  *□ 2 – Technology concept and/or application formulated*  *□ 3 – Analytical and experimental critical function and/or characteristic proof of concept*  *□ 4 – Component validation in a laboratory environment*  *□ 5 – Component validation in a relevant environment*  *□ 6 – System/subsystem model or prototype demonstration in a relevant environment*  *□ 7 – System prototyping demonstration in an operational environment*  *□ 8 – Actual technology/system completed and qualified through tests and demonstration*  *□ 9 – Actual technology/system proven through successful deployment in operational setting*   |  |  | | --- | --- | | TRL at Project Start | TRL (anticipated) at Project Completion | |  |  | |
| **Comparative Analysis (New section)**  *Reviewers will evaluate the applicant’s comparative analysis of strengths and weaknesses of the project’s proposed renewable energy technologies, relative to alternative/competitive technologies*   * Use the table below to compare the strengths and weaknesses of the proposed renewable energy technology for your project relative to competitive/alternative technologies. If more than one renewable technology is being deployed in the project, describe each technology separately. (i.e. Why is your proposed technology the best fit compared to others which are available?) * Provide the key strengths (S) and weaknesses (W) for each proposed project technology alongside alternatives to describe how the proposed project outcomes differ from other technology deployment options. Insert additional rows if necessary. (e.g. If your proposal is for a solar PV system, please list this as “Applicant Technology 1” and use “Alternative Technology A” to compare why this is a better option than another renewable technology.)      |  |  |  |  |  | | --- | --- | --- | --- | --- | | Proposed Technology | S/W | Technical | Economic/Market | Environmental/  Climate Change | | Applicant Technology 1 | S |  |  |  | | W |  |  |  | | Applicant Technology 2  (if applicable) | S |  |  |  | | W |  |  |  | | Alternative Technology A | S |  |  |  | | W |  |  |  | | Alternative Technology B | S |  |  |  | | W |  |  |  | |
| Knowledge Transfer (Transfer and expand from EOI) *Reviewers will evaluate the FPP on the overall knowledge transfer opportunities to other Alberta Municipalities that may arise from a successful implementation of the project that is being proposed, and the likelihood that the outlined knowledge transfer activities will contribute to the replication of this project model across Alberta.*  Identify the knowledge transfer opportunity and activities to be carried out if successful for the project.   * Describe your proposed plan for capturing and disseminating the knowledge (technical, regulatory, financial, etc.) gained from the project to other Alberta municipalities so that they may replicate a similar project. * Describe how you will spread knowledge from the project to enable action in other Alberta municipal environments (e.g., how many additional sites in Alberta could implement your project? What evidence supports this level of scale-up?) * Include projections on number of events held and individuals reached as well as learning methods and technology to be used. * What knowledge transfer activities would you find most valuable if you were not successful in receiving funds in this Challenge? (i.e. How would you want successful projects to share their learnings so you can benefit?)   (Insert Response Here) |

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| FEASIBILITY |
| *Reviewers will evaluate the FPP based on the thoroughness, detail, and coherent nature of the work plan provided. The work plan should include milestones, deliverables, and performance indicators for tracking success. Include details for tasks with timeline, methodology and costs for each task, and an analysis of potential risks to the project.* ObjectivesPlease state the project objectives and outline the work plan that will achieve those objectives in the table below. Add rows as necessary. (Transfer and expand from EOI)  |  |  | | --- | --- | | **Key Project Objectives** | **Key Performance Indicator (KPI)** | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |
| **Work Plan (Transfer and expand from EOI)**   * Provide, ***in narrative form,*** a description of the work plan that will achieve project objectives (milestones, deliverables, work location, and end products that are expected). This enhances information provided in the Task Table (described below).   (Insert Response Here)   * **Task Table:** Using the “WorkPlan” tab in the spreadsheet titled **“MCGC FPP Workplan and Budget.xlsx”**, summarize the work plan schedule, deliverables, and budget by task. **(New section)** * **Gantt Chart:** You may want to attach a Gantt chart of the project schedule in PDF format with the submission. |
| **Risk Analysis & Mitigation (New section)**  In the table below:   * **Key Project Risks:** Identify the key risks that have the potential to adversely affect the project achievability. Describe their potential impact to the project by estimating the probability of occurrence (High, Medium, Low), and severity of their impact (High, Medium, Low) * **Mitigation Strategy & Status:** For those risks that are High-High, High-Medium, or Medium-High, clearly describe the risk mitigation strategies and what the status of the mitigation strategy is. * Add rows if needed.  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Key Risks | Prob. | Impact | Risk Mitigation Strategy | Mitigation Status | | Technical | | | | | | *e.g. Equipment Breakdown* | *Low* | *High* | *Have provisions in place with suppliers to repair equipment immediately upon breakdown* |  | |  |  |  |  |  | |  |  |  |  |  | | Project Plan & Timelines | | | | | |  |  |  |  |  | |  |  |  |  |  | | Regulatory & Permitting Risks | | | | | |  |  |  |  |  | |  |  |  |  |  | | Budget & Cost Uncertainties | | | | | |  |  |  |  |  | |  |  |  |  |  | | Financing | | | | | |  |  |  |  |  | |  |  |  |  |  | | Team/Management/Personnel Risks | | | | | |  |  |  |  |  | |  |  |  |  |  | | Environmental Risks | | | | | |  |  |  |  |  | |  |  |  |  |  | |
| Budget, ROI and Project Funding *Reviewers will evaluate the FPP based on the reasonableness of the budget, and the cost-sharing and in-kind funding provided by other project partners.* Budget  * **Importance of Public Funding:** Describe the importance of Challenge funding to the success of this project. Indicate clearly whether Challenge funding will be the catalyzing factor which allows the project to proceed, or whether additional funding will still need to be secured in order to proceed even if the project is successful in the Challenge. **(Transfer and expand from EOI)**   (Insert Response Here)   * **Budget**: Fill out the budget in the spreadsheet titled **“MCGC FPP Workplan and Budget.xlsx”.** Provide a budget commentary below if applicable, which may include additional details on capital, material and supplies, contractor and key vendors, travel, personnel, funding sources and commitments. **(Transfer and expand from EOI)**   (Insert Response Here) Project Return on Investment (ROI) (New section)  * Describe in detail the expected Return on Investment (ROI) for all parties contributing financially to the project. Indicate clearly the financial rate of return and how project revenue from the sale of electricity will be redirected to investors and/or other stakeholders. * As a reminder, the Municipality or Partner(s) may not register, claim, transfer, or sell any environmental attributes generated by the Project. This policy is to ensure that reductions being claimed by the project are not double counted, and that funding is efficient and effective in achieving the desired outcome of emission reductions. See the MCGC Program Guide for full details.   (Insert Response Here)   * **ROI Table:** You may want to attach an additional table to the submission indicating the expected ROI for all parties involved in the project based on the information found in the Project Budget Spreadsheet. |
| Project Ownership (New section) *Reviewers will evaluate the FPP based on the ownership structure described. Projects that have little to no risk of being held back by Section 95 of the Electric Utilities Act are more likely to be supported.*   * Describe the ownership structure of the project. Will the Municipality be the owner or partial owner of the generating unit upon completion of the project? If so, what steps are being taken to address Section 95 of the Electric Utilities Act? * Provide details on the discussions had between the applicant and the consultant made available through the Challenge to assist with project ownership structure questions.   (Insert Response Here) |
| Description of Project Network Team and Resources (Transfer from EOI) *Reviewers will evaluate the expertise of the Project Team, Champion and Network to execute the proposed project, the commitment from senior leadership within the applicant’s organization, and whether the proposed network provides a unique advantage to the project technology.*  In the table below:   * Identify the project champion(s). * List the project team members (e.g. SME, co-benefit partner, other partner), their expertise, and describe their role/responsibilities relevant to the project. * Please describe how the network partner(s) support the project, the volume of support, and what makes their support essential/unique to the project. Please provide a link (if available) to a public information source that provides a summary of the team member organizations listed. * Provide details evidencing all Partners demonstrated qualifications, experience, capabilities, and capacity to successfully perform the work for the Project (as attachments if necessary).  |  |  |  | | --- | --- | --- | | **Team Member** | **Organization, Title** | **Role, Responsibilities, Experience** | | ***EXAMPLE***  *John Smith* | *Party A, Buildings Lead* | *Project Champion, Project Manager, 15 years researching and building grids* | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  | |  |  |  |  * List the available facilities and equipment accessible to the team for the proposed project. Is there any additional equipment that is needed? How will any additional equipment be accessed/obtained? * Identify if there are any existing relationships between members of the project network team and if yes, **describe any potential conflicts of interest**. * Describe the project management approach, the management structure (areas of responsibilities, and any other considerations required to achieve the project's objectives, milestones, and deliverables).   (Insert Response Here) |

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| OUTCOMES |
| **GHG EMISSIONS REDUCTION IMPACTS (Transfer and expand from EOI)**  *Reviewers will evaluate the FPP on the potential for the knowledge/technology developed in the project to reduce GHG emissions in Alberta in 2025, 2030, and beyond. This includes reductions directly resulting from implementation of the knowledge/technology, from future commercial implementations, and from broader adoption across the relevant industry.*  The ultimate outcome of the MCCAC and CCITF investment is to achieve reduced greenhouse gas (GHG) emissions. One of the core criteria for evaluating CCITF projects is the scale of the potential GHG emissions reductions.  Describe how the proposed project will result in GHG emissions reduction in Alberta.   * Estimate how much energy the project will generate annually and over its life in units of kilowatt-hours (kWh). * Estimate how many GHG emissions will be reduced annually and over its life in tCO2e using the [Alberta Carbon Offset Emission Factors Handbook](https://open.alberta.ca/publications/2368-9528).   (Insert Response Here)  Complete the attached GHG Quantification Appendix.   * **Complete Appendix I - GHG Quantification** |
| **ENVIRONMENTAL BENEFITS (Transfer and expand from EOI)**  *Reviewers will evaluate the FPP on the overall expected environmental outcomes that may arise from successful implementation of the project, with focus placed on benefits for the local community and the province of Alberta.*   * Outline how the project may result in other potential environmental benefits beyond GHG emission reductions – quantify these benefits and where possible, indicate who receives these benefits. Consider climate adaptation, water quantity and quality, water use efficiency, air quality, land disturbance and management, contaminant reduction, and waste generation/reduction, etc. Please provide evidence that justifies your response. * If applicable, describe how the project aligns with a pre-existing community energy or environment plan.   (Insert Response Here) |
| ECONOMIC BENEFITS (Transfer and expand from EOI)*Reviewers will evaluate the FPP on the overall expected economic outcomes that may arise from successful implementation of the project, with focus placed on the benefits for the local community and the province of Alberta.*   * Estimate job creation directly and indirectly attributable to the project. Please provide evidence that justifies your response. * Outline how the project (including potential future deployments in other communities) provides quantifiable economic benefits to the community and to Alberta in areas such as employment, revenue, improved efficiencies, development of new commercial opportunities, attraction of new investment, diversification, etc. Please note any assumptions that are made. * Provide evidence of how this project may kickstart a new industry in Alberta and can be replicated in other forms without Public funding.   (Insert Response Here) |
| SOCIAL BENEFITS (Transfer and expand from EOI) *Reviewers will evaluate the FPP on the overall expected social outcomes that may arise from successful implementation of the project, with focus placed on benefits for the local community and the province of Alberta*   * What are the potential social and health benefits, if any, resulting from the project? Quantify these benefits and indicate who receives them, where possible. Consider community enhancement, reduced stress, improved safety, healthier lifestyles, etc. Please provide evidence that justifies your response.   (Insert Response Here) |
| COMMUNITY BENEFITS AGREEMENT OR STATEMENT (New Section) *Reviewers will evaluate the FPP on the process which will be undertaken to integrate the environmental, economic, and social benefits of the project into a Community Benefits Agreement (CBA) or Community Benefits Statement (CBS) for approval by the Alberta Utilities Commission (AUC) as per the Small Scale Generation Regulation, and whether this process is likely to be successful in resulting in significant benefit to the municipality.*  This section should include a comprehensive description of the process which will be undertaken to integrate the environmental, economic, and social benefits described above into a Community Benefits Agreement (CBA) or Community Benefits Statement (CBS) for approval by the Alberta Utilities Commission (AUC) as per the Small Scale Generation Regulation. Describe how the Municipality and any relevant Network Partners will determine the contents of the CBA/CBS and what steps will be taken to ensure it is approved.  (Insert Response Here) |

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| ADDITIONAL FUNDING Information |
| **Previous Funding**   * Use the table below to describe previous funding from CCITF, Al, MCCAC, the Alberta Government or other relevant agencies that relates to the work proposed in the application. Add rows as needed.  |  |  |  |  | | --- | --- | --- | --- | | **Date** | **Funding Program** | **Value** | **Description** | | *e.g. Aug 2019* | *MCCAC Community Generation Capacity Building Program* | *$105,000* | *For assessing solar PV feasibility* | |  |  |  |  | |  |  |  |  | |

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| Application Signatures |
| Freedom of Information and Protection of Privacy Act ("FOIP") Alberta Innovates and the Municipal Climate Change Action Centre are governed by FOIP. This means Alberta Innovates or the Municipal Climate Change Action Centre can be compelled to disclose the information received under this Application, or other information delivered to Alberta Innovates or the Municipal Climate Change Action Centre in relation to a Project, when an access request is made by anyone in the general public. In the event an access request is received by Alberta Innovates or the Municipal Climate Change Action Centre, exceptions to disclosure within FOIP may apply. If an exception to disclosure applies, certain information may be withheld from disclosure. Applicants are encouraged to familiarize themselves with FOIP. Information regarding FOIP can be found at <http://www.servicealberta.ca/foip/>.Publication of Non-Confidential and Aggregate Information by Alberta Innovates and the Municipal Climate Change Action Centre Alberta Innovates or the Municipal Climate Change Action Centre may: (1) publish and/or disseminate in the public domain certain information contained within this Full Project Proposal as a way to promote success stories about innovation or Community Generation in the Province of Alberta; and/or (2) use certain information contained within this Application as a way to verify information contained herein. On these bases, Alberta Innovates and the Municipal Climate Change Action Centre deem the following information in this Application to be non-confidential and subject to disclosure by Alberta Innovates and the Municipal Climate Change Action Centre in their sole discretion at any time: Applicant and Applicant Representative Contact Information, Project Title and Non-Confidential Summary.  Alberta Innovates and the Municipal Climate Change Action Centre will also aggregate certain information contained within this FPP for the purposes of reporting or dissemination in the public domain. For clarity, ‘aggregate’ means removal of personal identifiers such as names, locations, and addresses of the Applicant and employees, and combining such information with that of other Applications submitted by Applicants.  **Consent and Declaration of Applicant**  By submitting this FPP, including any supporting documentation, I, in my capacity as **the Authorized Representative** of the Applicant, legally represent for and on behalf of the Applicant that:   * The Applicant acknowledges, understands and agrees to the disclosure of non-confidential information and aggregate information as identified above, by Alberta Innovates and the Municipal Climate Change Action Centre in their sole discretion; * The Applicant Representative is legally authorized to submit this for and on behalf of the Applicant and has the requisite power to legally bind the Applicant; * The Applicant Representative has read and understands the Program Guide; * All information contained in this FPP including but not limited to the Project and supporting documentation, is true and accurate; * Relationships among the Applicant and all Partner(s) does not constitute any conflict of interest; * The Applicant acknowledges that failure to provide true and accurate information in this FPP will result in automatic rejection of the FPP; * The Applicant acknowledges that Alberta Innovates or the Municipal Climate Change Action Centre are not responsible for the costs incurred by the Applicant in the preparation and submission of this Application, and no costs for completing this Application will be reimbursed to any applicant, whether successful or unsuccessful; * Submission of this FPP does not obligate Alberta Innovates or the Municipal Climate Change Action Centre to make an Investment in the Project and Alberta Innovates and the Municipal Climate Change Action Centre has sole and absolute discretion in making its Investment determination; and * If this FPP is approved, Alberta Innovates, the Municipal Climate Change Action Centre, and the Applicant must execute an Investment Agreement which provides additional contractual terms and conditions governing the Investment made by Alberta Innovates and the Municipal Climate Change Action Centre to the Project before Alberta Innovates and the Municipal Climate Change Action Centre will advance funds.  |  |  | | --- | --- | | **Project Leader’s Name** | **Title/Organization** | | **Signature** | **Date** | | **Authorized Representative’s Name** | **Title/Organization** | | **Signature** | **Date** | |
| **Project Ownership Support:**  By signing below, I acknowledge I was engaged by the applicant to assist with project ownership structure questions.  **Independent Energy Consultant Sign here** |
| **Optional:**  By signing below, I acknowledge I am willing to allow Alberta Innovates and the Municipal Climate Change Action Centre to share this application with trusted funding partners and reviewers (e.g. Emissions Reduction Alberta, Natural Resources Canada).  **Applicant Sign here** |

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| **Attachments** |
| * All attachments *except the required Work Plan & Budget file (MS Excel)* and *Appendix I – GHG Quantification (MS Word)* must be PDF files with maximum size of 2 MB each. |
| **Required**:   * **MCGC FPP Workplan and Budget Excel file** * **MCGC Appendix I - GHG Quantification** |
| **Optional:**   * Attach letters of support from industry, government agencies and/or other organizations. * Attach relevant figures or images referenced in the proposal text (maximum 3). * Attach funding decision notifications as proof of confirmed funding contributing to the project where applicable. * Attach relevant Network Partner resumes / references |

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| **EVALUATION CRITERIA:** |
| **EVALUATION CRITERIA**  Your FPP will be evaluated based on the 10 criteria shown below. Please provide information in sufficient detail to allow the evaluation team to review the project, while at the same time being concise in describing your proposed project.   |  |  |  | | --- | --- | --- | | **A. EXCELLENCE / INNOVATION** | **B. FEASIBILITY** | **C. OUTCOMES** | | Knowledge, Technological, or System Opportunity | Objectives, Work Plan and Risk Analysis | GHG Emission Reduction Impacts | | Comparative Analysis | Budget, ROI, and Project Funding | Environmental Benefits | | Knowledge Transfer | Project Ownership | Economic Benefits | |  | Project Team, Network and Resources | Social Benefits | |  |  | Community Benefit Agreement or Statement |   **Use of External Reviewers in Review Process**  Alberta Innovates and the Municipal Climate Change Action Centre works with a variety of trusted external reviewers for the purposes of evaluating technical, market, business, and financial information on a confidential basis for the duration of the evaluation process. External reviewers and funding partners are required to sign a non-disclosure agreement with Alberta Innovates and the Municipal Climate Change Action Centre. Alberta Innovates’ and the Municipal Climate Change Action Centre’s use of external reviewers does not imply that the reviewers will participate in the project or provide any information or guidance on the proposal. Applicants are not entitled to access any information regarding the experts, including personal information, nor are they entitled to access or review the expert’s recommendation.  **APPLICATION PREPARATION & SUBMISSION INSTRUCTIONS**  Applicants must complete the FPP proposal in its entirety. Applicants that fail to use this template and complete all sections will not be considered. AI/MCCAC is not responsible for the costs incurred by the applicant in the preparation and submission of any application. This form will be used to review the proposal and its fit with the CCITF mandate and strategic priorities of Alberta Innovates and the Municipal Climate Change Action Centre.  **SUBMIT THIS FULL PROJECT PROPOSAL BY SENDING THE FOLLOWING ATTACHMENTS IN THE CORRESPONDING FORMATS:**   1. Full Project Proposal – Word Document **Use Calibri 11-point font only** 2. Signatures (Section 10) – Can be submitted as PDF 3. Attach relevant figures or images referenced in the proposal text - PDF files, maximum 2 MB each   **TO THE FOLLOWING EMAIL ADDRESS –** [inbox\_grants@albertainnovates.ca](mailto:inbox_grants@albertainnovates.ca)  Use the following file naming convention when submitting the FPP:  CCITF-MCGC-FPP *{Lead applicant municipality name} – {Submission Date YYYY-MM-DD}*  **Example: CCITF-MCGC-FPP Municipality Name – 2020-01-08** |