# Community Energy Conservation (CEC) Program Application Form

Please complete each portion of this form and submit it by email to [contact@mccac.ca](mailto:contact@mccac.ca) along with all required attachments as indicated below. Please submit ONE application per facility and per initiative. The application and required attachments will be reviewed by a MCCAC staff member.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Municipality:** | Click here to enter text. |  | **Building Name:** | Click here to enter text. |
| **Municipality Type:** | Choose an item. |  | **Building Type:** | Choose an item. |
| **Municipal Address:** | Click here to enter text. |  | **Building Address:** | Click here to enter text. |
| **Postal Code:** | Click here to enter text. |  | **Postal Code:** | Click here to enter text. |
|  | | | | |
| **Main Contact Name:** | Click here to enter text. |  | **Office Phone:** | Click here to enter text. |
| **Email:** | Click here to enter text. |  | **Mobile Phone:** | Click here to enter text. |

**Municipality / Contact Information**

**Program Ally/Contractor Contact Information (if applicable)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Company Name:** | Click here to enter text. |  | **Main Contact Name:** | Click here to enter text. |
| **Office Address:** | Click here to enter text. |  | **Email:** | Click here to enter text. |
| **Province:** | Click here to enter text. |  | **Office Phone:** | Click here to enter text. |
| **Postal Code:** | Click here to enter text. |  | **Mobile Phone:** | Click here to enter text. |

**Rebate Application Information**

Please indicate **ONLY ONE** of the following types of initiatives that you are applying for:

|  |  |
| --- | --- |
| Energy Audit | Retrofit Project  (see page 3 to input individual energy measure details) |

|  |
| --- |
| **Project Description – Please provide a description of your intended initiative indicated above** |
| In addition to a description for your intended initiative, please include:   * Type of building(s) that will be included in the Energy Audit and/or Retrofit * Main uses of the building(s) that will be included in the Energy Audit and/or Retrofit * Year of building(s) construction * Size of the building(s) (Floor area) * Average number of daily occupants * Typical building(s) operating hours * If the building(s) has any seasonal closures * If the building(s) has undergone any significant upgrades/renovations * Any other relevant details |

Please enter anticipated start and completion date for the Energy Audit or Retrofit Project:  
  
Start Date: Click or tap to enter a date. Completion Date: Click or tap to enter a date.

Have you received any other external funding for this project? If yes, please attach supporting documentation.

Yes  No

What is the total cost (excluding GST) of the Energy Audit or Retrofit Project?

Click here to enter text.

**Please include the following documentation as an attachment to the CEC Application, as applicable:**

For Energy Audits ONLY:

A minimum of 12 months of energy consumption and energy cost data from utility providers for all energy sources used in the facility including electricity, natural gas, and any other energy source.

A copy of the Energy Audit cost estimate from an approved Program Ally. NOTE: The contents of all Energy Audits and must adhere to the Energy Audit Requirements provided on the CEC Program website.

For Retrofit Projects ONLY:

A copy of the Retrofit Project equipment and installation quotes from the municipality’s chosen contractor.

A minimum of 12 months of energy consumption and energy cost data from utility providers for all energy sources used in the facility including electricity, natural gas, and any other energy source impacted by the Retrofit Project.

A copy of all applicable specification sheets for all equipment included in the application and distinct proof or product certification with CSA, or cUL and/or qualified product list compliance.

*If applying for a Complex Retrofit Project:*

A copy of the Energy Audit or other supporting document that includes financial and greenhouse gas analysis for the intended project (not required for lighting projects or Simplified Retrofits).

*If applying for a**Simplified Retrofit Project:*

All mandatory inputs for each Simple Retrofit as outlined in the Simplified Retrofit List

A copy of the CEC Lighting Project Calculator that includes energy and GHG savings calculations and one photo of each existing light fixture type (as applicable for lighting projects only).

NOTE: The MCCAC team will estimate the energy savings, cost savings, payback, and greenhouse gas emission savings for Simplified Retrofits to supplement the CEC application. Additional information such as temperature setpoints, photographs of existing equipment, nameplate ratings, or other additional information may be required.

The Municipality represents and warrants that all information contained in this CEC Program Application is true and correct.

Dated this [ ] day of [ ], 20[ ].

|  |  |
| --- | --- |
| [**INSERT MUNICIPALITY NAME**] |  |
| Per: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Name: Click here to enter text.  Title: Click here to enter text. | Per: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_    Name: Click here to enter text.  Title: Click here to enter text. |

If you are completing a Retrofit Project, use the following table to indicate the details of each energy measure involved with the project:

**Table 1: Energy Conservation Measure Information**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Measure Number** | **Measure Description** | **Total Cost ($)**  **(excluding GST)** | **Annual Energy Cost Savings ($)** | **Annual Electricity Savings (kWh)** | **Annual Natural Gas Savings (GJ)** | **Annual Greenhouse Gas Reductions (CO2e)** | **Lifetime Greenhouse Gas Reductions (CO2e)** |
| 1 | Enter text. | 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. | Enter text. |
| 3 | Enter text. | 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. | Enter text. |
| 5 | Enter text. | 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. | Enter text. |
| 7 | Enter text. | 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. | Enter text. |