



CLEAN TECHNOLOGY DEMONSTRATION PROGRAM

PROGRAM GUIDELINES

PROGRAM OVERVIEW

The BLOOM Clean Technology Demonstration Program (the “Program”) is a merit-based, cost-share program that is supporting Ontario’s Climate Change Action Plan.

The major objective of the Program is to conduct ‘real-world’ commercial demonstrations of innovative clean technology and low carbon solutions in key end-use sectors of Ontario’s economy, where there is high potential to achieve major GHG emission reductions.

This is the ‘second round’ of funding for this Program. The first round for funding applications was issued in February 2017 and seven Projects were [awarded funding](#).

The outcomes and results from the demonstration Projects are being used to:

- ▶ Quantify the GHG and other environmental and economic net impacts from adoption of low carbon technologies, products and process solutions;
- ▶ Illustrate to sector stakeholders that viable cleantech and low carbon solutions are commercially available;
- ▶ Reduce the economic, business and market risks of adopting cleantech solutions; and
- ▶ Bridge the ‘adoption gap’ and increase the market demand for low carbon, cleantech solutions across Ontario.

HOW DOES THE PROGRAM WORK AND WHO CAN APPLY?

The Program has limited funding. Grants are being provided on a 50:50 cost-share basis, up to a maximum of \$150,000 per project. A target of five to seven demonstration Projects will be funded. All Projects must be fully completed by March 15, 2019. Only Projects that are completed in Ontario are eligible for funding.

The demonstration Projects must involve two Co-Applicants: a **cleantech solution provider** and an **end-user customer ‘host’** that is representative of the broader sector. Ideally, proposed Projects will also have other strategic partners that can support the subsequent roll-out and market adoption of the low carbon cleantech solution, following the completion of the demonstration Project.

Funding applications will require Co-Applicants to estimate the GHG savings and impacts of their proposed demonstration Projects. In addition, Co-Applicants must provide a description of the methodology that will be used to determine these GHG impacts. At a minimum, sufficient details need to be provided on:

- ▶ How the necessary data will be obtained to establish a BASELINE, prior to the demonstration Project; and
- ▶ What performance data will be generated and collected during the demonstration Project to determine GHG net impacts.



BLOOM will work closely with and support the Co-Applicants along with the Project team members to develop baselines and appropriate monitoring plans. This will allow BLOOM to independently analyze the results and quantify the Project's net impact on GHG emissions and other environmental and economic benefits.

The BLOOM Clean Technology Demonstration Program is a single application process, where Co-Applicants complete and submit one funding application. A copy of the Funding Application can be [downloaded](#).

KEY DATES:

- ▶ Issue call for funding applications: April 1, 2018
- ▶ Deadline for submitting funding applications: May 31, 2018
- ▶ Notify selected Co-Applicants: June 30, 2018

WHAT SECTORS ARE ELIGIBLE?

The demonstration Projects can be in any sector of Ontario's economy where there is **significant potential to reduce GHG emissions**.

Examples of end-use sectors for demonstration Projects include:

- ▶ Residential
- ▶ Commercial/Institutional
- ▶ Industrial
- ▶ Food and Beverage Processing
- ▶ Agriculture
- ▶ Transportation

TECHNOLOGY DEMONSTRATION PROJECT DETAILS

BLOOM will provide grant funding to the selected Co-Applicants to pay for 50 percent of eligible Project expenditures, up to a maximum of \$150,000 per Project.

- ▶ The Co-Applicants 50% cost-share can be a combination of cash and in-kind contributions.
 - The 50% share can be combined or 'pooled' by both Co-Applicants and other Project partners.
- ▶ Projects must be fully completed by March 15, 2019.
- ▶ Selected Co-Applicants must sign a Grant Contribution Agreement with BLOOM.
 - A copy of the Grant Agreement can be [downloaded](#) for reference.
 - Co-Applicants are highly encouraged to read this agreement and share it with senior decision-makers and legal counsel early in the application process.



WHAT ARE ELIGIBLE PROJECT EXPENDITURES?

Eligible expenditures are costs that are directly related and necessary for the successful completion of the demonstration Project. All eligible Project expenditures must be incurred on or before March 31, 2019. Any expenditure incurred after this date are not eligible for reimbursement. In addition, any costs incurred before the date of the signed Grant Contribution Agreement are not eligible.

A listing and brief description of eligible expenditures, as well as the expense limits for each expenditure type, are summarized below. Co-Applicants will need to provide details of these costs in the Project Expenditure Budget tables that are to be completed as part of the [Funding Application](#).

Salary/Benefits:

- ▶ These refer to that portion of employee salary/benefits of the Co-Applicants and other Project partners that are attributable to the demonstration Project.
- ▶ Time sheets should be used to properly record time spent on the demonstration Project for auditable purposes.
- ▶ Salary/Benefits may account for up to 50% of total BLOOM funding to a limit of \$75,000.

Supplies/Materials:

- ▶ These refer to those supplies/materials that are purchased and consumed during the course of the demonstration Project (e.g., raw materials, analytical/testing supplies, chemicals, gases)
- ▶ Supplies/Materials may account for up to 50% of total BLOOM funding to a limit of \$75,000.

Professional Services:

- ▶ These refer to professional services that are specific to and required to successfully complete the demonstration Project (e.g., sub-contractors/trades, engineering consultants; accredited laboratories, designers/installers, etc.)
- ▶ Professional Services may account for up to 50% of total BLOOM funding to a limit of \$75,000.

Facilities and Equipment:

- ▶ These refer to the rental, lease or in-kind contribution of facilities and equipment that are specific to and required to successfully complete the demonstration Project.
- ▶ Eligible expenses must be limited to a pro-rated valuation based on the depreciation value over the duration of the Project, and/or the % utilization of the facilities and equipment during the demonstration Project period.
 - For example, equipment that is rented for 24 weeks, but is only used for six weeks during the Project must be pro-rated as 25% of the actual rental cost.

Note: Co-Applicants and any Project partners MUST retain all proof of purchases, receipts, and other relevant documentation related to eligible expenses. BLOOM reserves the right to audit any Project expenses.



WHAT ARE INELIGIBLE PROJECT EXPENDITURES?

Ineligible Project expenditures include, but are not limited to the following:

- ▶ Costs associated with the preparation of the funding application for this Program;
- ▶ Costs incurred prior to the Project approval date (i.e., date of signed Grant Contribution Agreement);
- ▶ Costs not specifically required for the execution of the demonstration Project;
- ▶ Normal operating costs associated with carrying out the Co-Applicant's or Project partners' businesses such as costs to maintain compliance of the businesses current operations with Requirements of Law, office space, utilities, phone, board, committee and annual meetings.
- ▶ Costs associated with permits and approvals necessary to complete the demonstration Projects (if any permit or approval is required for the demonstration Project, this should be identified in the funding application);
- ▶ Capital costs associated with the purchase land, buildings, facilities or vehicles; and
- ▶ Any cost, including a tax that is eligible for a rebate, credit or refund (i.e., a refundable portion of the Harmonized Sales Tax).

APPLICATION, EVALUATION AND AWARD PROCESS

The application, evaluation and approval process is illustrated in Figure 1.

All funding applications will undergo an administrative review by BLOOM for completeness and eligibility. BLOOM can support Co-Applicants with completing the Funding Application.

Funding applications that are eligible and fully complete, will then be assessed and evaluated by an external Review Panel comprised of industry experts. Members on the Panel will sign non-disclosure agreements with BLOOM prior to the review of the applications.

The Review Panel will evaluate each funding application in accordance with, but not limited to the following evaluation criteria:

- ▶ The demonstration Project is in a sector of economic importance to Ontario;
- ▶ The demonstration Project is in a sector where there is high potential to achieve major GHG emission reductions through adoption of the demonstrated low-carbon solution;
- ▶ The low-carbon, cleantech solution to be demonstrated is commercially available and/or commercially-ready;
- ▶ The low-carbon, cleantech solution provider can articulate how the demonstration outcomes will support their deployment strategy;
- ▶ The customer hosting the demonstration is representative of the sector so that the outcomes can be quantified and communicated to enable broader market adoption;
- ▶ The host customer is a sophisticated buyer who can provide invaluable feedback to the cleantech solution provider, and who can serve as a reference and case study in which future customers will depend;
- ▶ The Project has other strategic partners that can support broader market adoption of the low-carbon cleantech solution, following completion of the demonstration Project; and



- ▶ The Co-Applicants have clearly articulated how the necessary baseline data will be obtained AND that there is suitable monitoring planned to collect the relevant data during the demonstration.

The Review Panel will score and rank the funding applications.

Successful Co-Applicants will be notified by BLOOM and will be required to sign a Grant Funding Agreement. A copy of the Grant Agreement can be [downloaded](#) for reference. Co-Applicants are highly encouraged to read this Agreement and share it with senior decision-makers and legal counsel early in the application process.

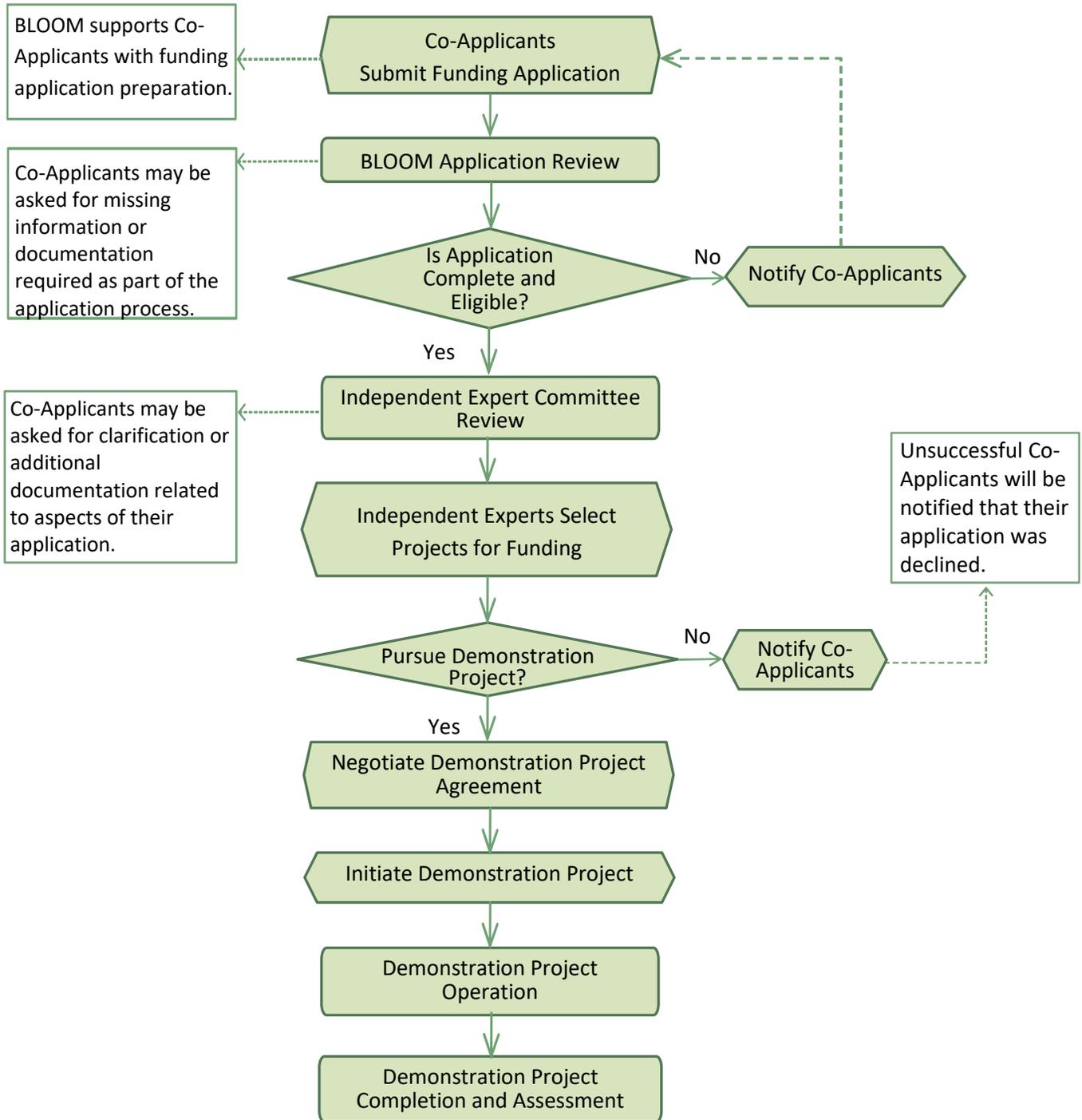
As part of this Grant Agreement, the Co-Applicants will need to certify that all internal corporate approvals have been put in place to proceed with and complete the demonstration Project.

Co-Applicants who are not selected for receipt of funding will receive email notification from BLOOM. An opportunity for Co-Applicants to discuss the decision with BLOOM is available if requested.

Note: By submitting an application, the Co-Applicants agree that Project information may be shared among all partners, Co-Applicants, and other contributors, listed in the application form. Project information includes application forms and supporting documents, application reviews and assessments, public releases, outcome reports and impact measures. For more information, refer to BLOOM's [privacy policy](#).



Figure 1: Application, Evaluation and Award Process



This program is an initiative of The Bloom Centre for Sustainability with support of the Government of Ontario.



GENERAL TERMS

By submitting a Funding Application (“Application”) you confirm that you have read, understand and accept the information contained in the Program Guidelines and the Call for Funding Applications (the “Call”), and, that each of you, as the Co-Applicants (“Co-Applicants”) and any Project partners, agree as follows:

1. The Bloom Centre for Sustainability (“BLOOM”) and the Ontario Ministry of Research, Innovation and Science (MRIS) (collectively the “Funders”) are relying on the information provided in the Application for all purposes relating hereto. The Co-Applicants acknowledge that they have reviewed, and that they are in compliance with, all applicable terms and conditions as stated within the Program Guidelines.
2. The Funders may at any time withdraw, suspend, cancel, terminate, amend or alter all or any portion of this Call, including but not limited to the Application requirements, the Application selection and review process, and the Application eligibility criteria.
3. Applications that do not comply with the requirements described in this Call may be rejected in whole or in part or not considered by the Funders. The Funders reserve the unqualified right to accept or reject a non-compliant Application.
4. This Call is an invitation only. It is not a funding offer and the submission of an Application does not create a contract or agreement of any kind between the Funders and the Co-Applicants.
5. No conduct, act or omission of the Funders, or their directors, officers, consultants, Project advisors, agents, servants and their respective successors and assigns (collectively the “Funding Parties”) other than a written notice to the Co-Applicants signed by an authorized person for the Funders, will constitute an acceptance of an Application.
6. Acceptance of an Application does not create a binding contract between the Funders and the Co-Applicants. The Funders shall not be obligated in any manner whatsoever to any Co-Applicants until a written Grant Funding Agreement (“Grant Agreement”) between the Funders and the Co-Applicants has been duly executed relating to an approved Application.
7. As between the parties, the Application and all information, documents and materials submitted to the Funders in connection with this Call (collectively, “Applicant Information”) are the exclusive property of the Funders immediately upon delivery to the Funders. For clarity, this refers to the materials themselves, not to any technology or innovations disclosed or discussed in them. Intellectual property developed during the course of the Project will be addressed through the Grant Agreement and will normally be owned by the Co-Applicants.
8. The Co-Applicants and any Project partners will keep this Application confidential and will not use, reproduce or distribute it, any portion of it, or any data, information, drawings, or specifications included in or provided with it except as necessary to prepare an Application as requested by the Funders.
9. The Funders will not have any liability whatsoever to the Co-Applicants or any Project partners, or any of them, in connection with this Call or any Application prepared in response to it.
10. The Co-Applicants and any Project partners will not make a claim against the Funders for any reason whatsoever or howsoever relating to this Call. The Co-Applicants are undertaking the expenditures required to prepare and submit an Application entirely at their own risk, and waive any right and release the Funders from any demands, liability, claim or recovery for costs, expenses, or damages



incurred whatsoever or howsoever arising out of or relating to this Call or any Application prepared in response to it, whether such right or claim arises in contract, negligence or otherwise.

11. The Funders take no responsibility for the accuracy of the information supplied during this Call by the Funders or the Funding Parties.
12. The Co-Applicants hereby represent and warrant that:
 - 12.1 There are no actions, suits, investigations or other proceedings pending or, to the knowledge of the undersigned, threatened against the Applicant, the Project or the Project assets, including any intellectual property forming part of the Project and to the best of the Co-Applicants' knowledge there is no order, judgment or decree of any court or governmental agency which could materially and adversely affect the activities contemplated by the Grant Agreement to be entered into between the Funders and the Co-Applicants and the performance by the Co-Applicants of its duties and obligations under such Grant Agreement;
 - 12.2 All factual matters contained in the Application and Co-Applicants' information are true and accurate, and that all estimates, forecasts and other related matters involving judgment were prepared in good faith and to the best of the Co-Applicant's ability, skill and judgment;
 - 12.3 The Application and Co-Applicants' information does not contain any untrue statement of a material fact nor omit to state a material fact necessary in order to make the statements contained herein or therein, in light of the circumstances under which they were made, not misleading;
13. To the best of the Co-Applicants' knowledge, the Co-Applicants:
 - 13.1 Have, in respect to the Project, assessed trade and competition impacts, including compliance with international agreements;
 - 13.2 Certify that the Project complies with all applicable federal, provincial/territorial and municipal legislation; and
 - 13.3 Certify that neither the Co-Applicants, nor to the knowledge of the Co-Applicants, any Project partner, has paid or agreed to pay either directly or indirectly, any contingency fees for the solicitation, negotiation, or obtaining of BLOOM funding, to any person including a broker, consultant or advisor. 'Contingency fee' means any payment or other compensation that is contingent upon or is calculated upon the basis of a degree of success in soliciting or obtaining BLOOM funding. It is BLOOM policy that any applications or proposals that involve the payment of a contingency fee will be rejected.