

Government of
Northwest Territories

GHG GRANT PROGRAM GUIDE for Government



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1. INTRODUCTION

Thank you for considering applying to the Government of the Northwest Territories (GNWT) GHG Grant Program (**Program**) for Government. This program is an application-based grant program designed to support greenhouse gas (GHG) emissions reduction projects and initiatives for NWT governments. Funding and resources for this program have been provided jointly by the GNWT in support of the GNWT 2030 Energy Strategy, and by the federal Department of Environment and Climate Change Canada under the Low Carbon Economy Leadership Fund in support of the Pan-Canadian Framework on Clean Growth and

Climate Change. The **Program** is open to Community and Indigenous governments, as well as Government of the Northwest Territories departments, agencies and Crown Corporations (and related organizations). Projects may include, but not limited to, initiatives such as support to implement community energy plans, community government biomass boilers and district heating, off-grid renewable electricity, community-based transportation initiatives, government facility energy retrofits, waste-to-energy, and methane capture and use.

2. HOW TO APPLY

1. Review the GHG Grant Program Guide (this document).
2. Complete the GHG Grant Program Application Form and Proposal Template.
3. Prepare all relevant supporting documents listed in the Guide and Application Form Checklist.
4. Contact the GHG Grant Program Coordinator if you have any questions.
5. Submit the completed Application Form and all supporting documents.

Email: GHGGrant@gov.nt.ca

Phone: (867)767-9021, Ext. 32026

By Mail:

**GHG Grant Program Coordinator
Energy Division
Department of Infrastructure
Government of the Northwest Territories
P.O. Box 1320
Yellowknife, NT, X1A 2L9**

3. WHAT TO EXPECT

The GNWT commits to process applications in a timely fashion and to provide support to ensure application requirements are clear to applicants. Before you apply, if you have any questions, please contact the GHG Grant Program Coordinator. The applicant should expect the following:

1. Once a signed application is submitted, the GNWT will acknowledge receipt of the application.
2. The GNWT will assess the application for substantial completeness as well as eligibility, assuming sufficient information is available to make that assessment. The GNWT may require the applicant to submit additional material in order to make an accurate initial assessment of the proposal.
3. The GNWT commits to inform the applicant in a timely fashion if a proposal is eligible for the **Program** and if the proposal will be considered for funding. **Consideration for funding does not mean it will be approved for funding.**
4. Should the proposal proceed for a detailed assessment the GNWT may request additional material at any time.
5. Additional material should be provided by the applicant in a timely fashion. Should the applicant not provide the required material in a timely fashion, the proposal may be removed from consideration and the applicant may be required to re-apply to the **Program**.
6. Once proposals are considered complete, the GNWT commits to provide a decision to an applicant in a timely fashion.

4. TOTAL GRANT AMOUNT AVAILABLE

Government GHG Fund Available	Total
	\$4,100,000

The GNWT including its agencies and Crown corporations may only access up to 25% of these funds annually. Other governments in the NWT, such as communities or Indigenous governments may access the total amount annually. There is no maximum grant request per applicant, and a single non-GNWT applicant may seek the entire yearly allocation. However, there may be other competitive applicants requesting funding and the GNWT may choose to support multiple projects over just one.

1. The GNWT will accept applications throughout the year, however, submissions will get assigned to the next open review period, which occurs three times throughout the year. Deadlines and review periods are further outlined in Section 13.
2. The last date for submitting an application for the current fiscal year is November 1.
3. Funding decisions will be made at set times during the year to allow for competitive comparison of applications.
4. Multi-year projects will be considered.
5. All projects must be completed no later than March 31, 2024.

Please see *Section 13. Process and Timelines* in this document for more details and dates.

5. MINIMUM THRESHOLD FOR FUNDING

The GHG Grant Program is designed to fill a gap in funding for larger GHG reduction initiatives in the NWT. There is a minimum grant size to be eligible for this program.

Applicants	MINIMUM Project Size	Eligible Grant Amount
Community or Indigenous Government	\$ 100,000*	50% for first \$100,000 of Eligible Expenditures 75% for remainder of Eligible Expenditures

*Minimum limits are subject to change in order to maintain consistent program deliverables with Arctic Energy Alliance.

The GNWT provides funding through the **Arctic Energy Alliance (AEA)** for smaller buildings and community based projects. If your project cost is below our MINIMUM level we encourage you to contact the AEA to discuss eligibility for smaller project grants (aea.nt.ca). Programs through the AEA provide hands-on support to applicants interested in smaller projects to help ensure success. Projects receiving funding from the AEA are ineligible to receive funding under this Program.

6. GENERAL DETAILS ON PROGRAM REQUIREMENTS

The following information is a summarized version of the detailed information found throughout the remainder of this document.

- Applicants can receive a grant of up to 75% towards approved Eligible Expenditures.
- Applicants must contribute cash or other real value to the project and initiative, it cannot be in-kind.
- Applicants will have to provide a signed application and a proposal containing all of the required information in *Section 18* of this *Guide*, as well as other supporting documentation as requested.
- Projects or initiatives must result in GHG emission reductions to be eligible for a grant.
- Proposals will be assessed in terms of total GHG emission reductions, per grant dollar invested.
- Proposals are competitive and total funding is limited. Projects or initiatives that show a greater GHG emission reduction per grant dollar will be given preference.
- Projects will be assessed on a number of other factors, including but not limited to:
 - Likelihood of success.
 - Capacity of the applicant or organization.
 - Quality and completeness of the proposal including: financial information and budget, project plan, business plan, timelines, and risk management.
 - Documentation of required permits, business licence, and agreements with partners such as a memorandum of understanding (MOU) or contracts.

This is just an overview of the *Program* requirements, further detailed requirements are found in the remainder of this guide.

7. PROJECT ELIGIBILITY

Please be sure to discuss eligibility with a GNWT GHG Grant Coordinator before you begin your application as there may be projects eligible but not included below.

The following are **eligible** for funding under the *Program*:

- Institutional, residential or commercial scale biomass heating that displaces fossil fuels.
- Off-grid renewable electricity.
- Fuel switching that results in GHG reductions.
- Renewable energy projects for space or water heating.
- District heating systems for new and existing buildings based on residual or renewable heat sources.
- Combined heat and power, where heat is the primary energy output.
- Waste-to-energy, and methane capture and use.
- Building energy management systems.
- Building energy retrofits.
- Retrofits to mobile equipment and fleet vehicles, such as heavy equipment, boats and marine vessels, fire equipment, fleet vehicles such as light cars and trucks.
- Incremental biomass energy installation costs for new buildings.
- Electric Vehicle Charging Stations with firm GHG reduction potential

The following are **ineligible** for funding under the *Program*:

- Any project or initiative that does not result in GHG emissions reductions.
- The purchase of mobile equipment and fleet vehicles.
- Renewables such as solar or wind energy to produce electricity on grid.
- Building certification, such as LEED or BOMA Best, ISO 140XX, etc.
- Research, development and demonstration (RD&D) elements.
- Standalone educational or capacity building elements.
- Energy planning.
- Stand-alone feasibility study, engineering studies or other prospective studies: The project cannot be dependent on any preliminary studies aimed at informing the decision of whether or not to go forward with the initiative. Such studies must be completed before the Formal Proposal is submitted.
- The construction of new buildings: The *Program* will not fund projects for which GHG emissions reductions are achieved based on the construction of new buildings (e.g., reductions stemming from building beyond code or via carbon sinks in wood buildings)

8. PROGRAM PARAMETERS

8.1 WHO CAN APPLY & COST SHARE

Recipients of this program are required to fund part of the cost of the project or initiative they are applying for. Funding must be real value and not in-kind.

The following **Recipients** are eligible for up to seventy-five percent (75%) of **Eligible Expenditures**:

- a) The GNWT and its Crown corporations, agencies and entities;
- b) Other public sector bodies or boards, including school boards that are established by or under territorial statute or by regulation or are wholly owned by a territory or local or regional government;
- c) Indigenous governments in the NWT; First Nations, Métis and Inuit communities; First Nations, Métis and Inuit development corporations; Indigenous organizations; modern land claim organizations; band or tribal councils; modern treaty signatories; and self-governing First Nations; or
- d) Regional entities delivering municipal type services, local, or regional municipal governments established by or under territorial statute, or regional municipal organizations.

8.2 LIMITS TO OTHER FEDERAL FUNDING

Grants received from Indigenous, Métis or Inuit governments and municipalities may be combined with other sources of federal funding under the Pan-Canadian Framework on Clean Growth and Climate Change (PCF), such as:

- > The Green infrastructure funding stream under the Investing in Canada Infrastructure Program;
- > The Disaster Mitigation and Adaptation Fund; and
- > The Clean Technology funding through the Innovation and Skills Plan.

If you are not applying on behalf of an Indigenous, Métis or Inuit government or municipality, receiving PCF federal funds for your project or initiatives, this would make you ineligible for this program.

If you are receiving federal funding for the project you are applying for and are unsure if it is PCF funding please discuss this with the GHG Grant Program Coordinator.

8.3 ELIGIBLE EXPENDITURE

If you have any doubts, or have proposed expenditures that do not fit into the criteria below, be sure to discuss these with the GHG Grant Program Coordinator before any cost is incurred. Questionable expenditures may not be reimbursed. Projects cannot claim any eligible expenditures if they are incurred before a project approval is granted.

Eligible Expenditures for the *Program* are:

- a) Management and professional service costs, such as accounting, communications, official languages translation, audit charges, GHG emissions reductions and cost-per-tonne estimate verification, and results monitoring, measuring and reporting;
- b) Planning and feasibility work as part of a project or initiative that will lead to direct GHG emissions;
- c) Material and supplies costs;
- d) Printing, production, and distribution costs;
- e) Equipment and capital assets purchase or rental;
- f) Vehicle rental and operation costs;
- g) Contractors required to perform activities related to the project;
- h) Any GST/HST that is not reimbursable by the Canada Revenue Agency;
- i) Incremental human resource costs, including salaries and benefits; and
- j) Other costs that, in the opinion of the GNWT are considered to be direct and necessary for the successful implementation of a project and have been approved by the GNWT in writing prior to being incurred.

8.4 INELIGIBLE EXPENDITURE:

Ineligible expenditures for the *Program* are:

- a) Costs incurred for withdrawn or cancelled program or initiative;
- b) Land acquisition; leasing land, buildings and other facilities; leasing equipment other than equipment directly related to the construction of a project; real estate fees and related costs;
- c) Financing charges, legal fees, and loan interest payments, including those related to easements (e.g. surveys);
- d) PST/GST/HST, for which the **Recipient** is eligible for a rebate, and any other costs eligible for rebates; and
- e) Maintenance or operational costs.

9. PROJECT CLOSURE REPORTING AND HOLDBACK

The GNWT will require a final report after project completion in addition to financial reports for reimbursement purposes (see Section 10). The GNWT may choose to hold back the final disbursement of funds until a final report has been submitted. Final reports must include a final summarized accounting of the projects as well as an estimation of job creation. Detailed reporting requirements will be included in the funding agreement.

10. PAYMENTS

After projects have been approved, applicants will be required to sign a Contribution Agreement, which will identify a schedule of payments, holdback amounts, and financial reporting requirements. Reimbursement to recipients only occurs after expenditures have been incurred and a financial report has been submitted and approved. Documentation such as invoices or salary reports will be required with each financial report to support all expenses being claimed. Expenditures incurred after the end date of the funding agreement or March 31, 2024 (whichever comes first) are not eligible. Details can be further discussed with the GHG Grant Program Coordinator.

11. REPORTING ENERGY AND GHG REDUCTIONS

The applicant will be required to provide a detailed method by which they will calculate, measure or estimate energy use and GHG emissions reductions in order to get approved.

For approved projects, applicants will be required to track and report on energy and GHG emissions reductions to the GNWT on a yearly basis until the last GHG reporting deadline of May 15, 2024 regardless of funding end dates. This yearly GHG reduction reporting must be submitted annually to the GNWT no later than **May 15** for the previous fiscal year (April 1 to March 31).

For assistance in GHG emissions calculations please contact the GHG Grant Program Coordinator for guidance.

12. EVALUATION CRITERIA AND REQUIREMENTS

12.1 APPLICATION EVALUATION CRITERIA

The GNWT will assess applications based on the following main criteria:

1. GHG emissions reductions per dollar of grant awarded.
2. Project feasibility and likelihood of success and completion.
3. Capacity of the individual, team or organization undertaking the project or initiative.
4. Quality and completeness of the proposal including: financial information and budget, project plan, business plan, timelines, risk management, etc. Regional representation of the project or initiative.

12.2 APPLICATION REQUIREMENTS

The GNWT will require the following information to fulfill application requirements:

1. Completed and signed application with declaration and consent section signed and dated.
2. A detailed project proposal using the Application Proposal Template provided in *Section 18* and/or a business plan, if available. This should include the following:
 - a. Technical details in order to allow the GNWT to assess the technical feasibility of the proposal or initiative.
 - b. Quotes for the purchase of material and equipment related to the project.
 - c. Estimate or quotes of other costs such as employment, contractor, and other Eligible Expenditures.
 - d. Project team qualifications and the role they will play in the project and initiative.
 - e. Funding sources and documentation showing funding is available or secured.
 - f. Timelines, milestones and project completion plan.
 - g. The method for which the applicant will measure/estimate/calculate, track and report projects benefits such as GHG emissions.
3. Documentation of required permits, business licence, and agreements with partners such as MOUs or contracts, etc.
4. Any other information deemed necessary by the GHG Grant Program Coordinator to evaluate the application.

The GNWT reserves the right to waive requirements or add additional requirements as necessary depending on the situation and magnitude of the proposal. Please discuss this with the GHG Grant Program Coordinator before you start your application if you have any concerns.

The GNWT will make the applicant aware of any additional requirements and discuss with the applicant how they should best fulfill the application requirements in a timely manner.

13. PROCESS AND TIMELINES

Applications for the **Program** will be accepted on a continuous basis, however, only complete applications will be assigned to the next available review period according to the Completed Application Deadlines in the chart below. An application submission date will only be finalized when the application has been acknowledged as complete by the GHG Grant Program Coordinator. Note that for deadline dates that fall on a Saturday, Sunday, or statutory holiday; refer to the next working day of that calendar year.

The GNWT will assess completed applications for approval or rejection during three periods of the year which occurs immediately following each Completed Application Deadline. Decisions will be made within 4-6 weeks after the application deadline unless further approval from the Government of Canada or other parties is deemed necessary.

Fiscal Year	Application Period Opens	Completed Application Deadlines
April 1, 2022 to March 31, 2023	January 1, 2022	March 1, 2022 July 1, 2022 November 1, 2022
April 1, 2023 to March 31, 2024	January 1, 2023	March 1, 2023 July 1, 2023

*This application deadline may be removed from this list at a future date depending on program availability.

14. AUDIT

Projects or initiatives funded through the **Program** may be audited by the GNWT and/or the Government of Canada. Applicants will be required to give consent to be audited by either party to receive funding and must agree to keep financial and project records for at least seven years from the date of project completion.

15. COMMUNICATIONS AND MARKETING

Projects may require such things as onsite signage. Should onsite signage be required the cost of this signage will be considered an **Eligible Expenditure**. The design of the signage will be provided by the GNWT and/or the Government of Canada. All marketing and communications materials must include branding for the GNWT and the Government of Canada and acknowledgment that the project and initiative was funded by these entities. The Government of Canada has set communication and marketing protocol that must be followed by the **Recipient**.

You are required to discuss communications and marketing activities with the GHG Grant Program Coordinator before engaging in these activities.

16. INFORMATION COLLECTION, USE & DISCLOSURE

Information collected from the applicant for the purposes of administering the **Program** is collected under section 40(c) of the Northwest Territories' *Access to Information and Protection of Privacy Act*. The GNWT Department responsible for administering this program will share information, including personal information, with the Government of Canada and other territorial departments and their agencies as deemed appropriate by the administering Department for the purposes of administering the program including verification and processing of applications, program monitoring, reporting and evaluation.

If a project is approved, information may be shared publically by the administering Department or the Government of Canada for communicating and reporting purposes, including project title, description, recipient name, total project costs, grant amount, as well as annual GHG and energy savings.

If a project is approved, a photograph of the project may be requested and shared with the GNWT and the Government of Canada. The photograph may be used to promote a given project or the overall program in social media and other communications activities.

If you have any questions about the collection, use or disclosure of information, please contact the GHG Grant Program Coordinator at (867)767-9021, Ext. 32026 or by mail at:

Energy Division
Department of Infrastructure
Government of the Northwest Territories
P.O. Box 1320
Yellowknife, NT, X1A 2L9

17. APPEALS

Appeals based on process, perceived errors or administrative issues can be made in writing to the Director of Energy:

Energy Division
Department of Infrastructure
Government of the Northwest Territories
P.O. Box 1320
Yellowknife, NT, X1A 2L9

Appeals will not be accepted if an application is rejected on the basis of non-conformance with the Program requirements, incompleteness, lack of program funds remaining, or if the application was rejected because the GHG emission reduction per dollar invested was lower than competing applications.

Applicants may reapply to the **Program** if they feel that they can amend or improve their proposal to meet program criteria or be more competitive. In the case of insufficient program funds remaining in a given fiscal year, the applicant would have to reapply in the next fiscal year but no later than the last application submission date indicated in *Section 13*.

18. APPLICATION PROPOSAL TEMPLATE

Project proposals should include the identified sections listed below. **Applicants must submit a project proposal as well as a signed application to be considered for funding.**

Some of the content in the proposal can be the same as on the program’s application form. Applicants can copy and paste the relevant sections. This template is meant as the preferred presentation for your project; however, your project may not fit precisely in this template. You may add additional headings or revise headings as required, keeping in mind that it is the content under each heading that is required. Consult with the GHG Grant Program Coordinator if you have any questions on the content of your proposal.

NAME OF THE PROJECT

This name is how the GNWT will identify the project, and the name will be used to identify the project in public announcements if the project is approved. The name should be descriptive but short.

For example: “The Fort Energy Community Center Electric Heating Project”

RECIPIENT TYPE

Please see *Section 8.1 Who Can Apply and Cost Share* in this document to identify the recipient type and document it here.

SHORT DESCRIPTION OF THE PROJECT

The short description of the project should contain highlights of the next sections. This is how the GNWT will describe the project in public announcements if the project is approved. This should be the same or similar to what was used on the application form.

DETAILED PROJECT DESCRIPTION

This description should start with an introduction of the project in relation to the community or organization undertaking the project and then follow with the supporting details. The reader should be able to gain a general understanding of the whole project.

This section will include, but is not limited to, the following information:

- Who is doing the project?
- What is going to be done?
- Why is the project beneficial? For instance, what are the benefits of the project to the community, job creation, economic development potential, etc.
- Where is the equipment going to be installed? Describe the community, buildings or locations that will benefit from the equipment. A map may be necessary if more than one building or site is involved.
- Technical details for the projects. Describe the technology, equipment and processes used to complete the project.
- How is the project going to achieve GHG reductions? Provide an assessment of the GHG emissions before and after the project.
- Current and Future Annual Energy Use (Provide calculations):
 - Examples: Litres of oil, kWh of electricity.
- A business plan or business case, if available.
- Anticipated cost savings.
- Documentation informing how the applicant will be paying for their portion of the project costs.
- Documentation of required permits, business licence, and agreements with partners such as MOUs or contracts.

GHG REDUCTIONS

Please include the methods that the applicant will use to measure/estimate/calculate, track and report GHG emissions reductions. The federal department of Environment and Climate Change Canada publishes an emissions factors annex that aids in calculating emission estimates from various fuel sources. There are also a number of organizations that can provide energy modeling reports. The GHG Grant Program Coordinator is available for assistance with this section and can provide references for emissions calculations.

PROJECT TIMELINE

This should include the major milestones of the project, including the estimated date of completion for each step. This timeline should be used to demonstrate that an organization understands the steps that need to happen to complete the project (use seven milestones or fewer).

Milestone	Estimated Date of Completion	Cost to Complete
Start of Project		\$
Milestone 1 -		\$
Milestone 2 -		\$
Milestone 3 -		\$
Milestone 4 -		\$
Milestone 5 -		\$
Milestone 6 -		\$
Milestone 7 -		\$
Project Completion		\$

PROJECT TEAM

This section should include a short summary of the project lead, the project team and any contractors or suppliers that have already been selected. Include names and relevant qualifications of the main people that will be involved, however, keep this section as brief as possible. Including CVs, resumes and team portfolios can strengthen an application.

PROJECT BUDGET

The project expenses should be divided in the following categories:

Expenditure Types	Amount
Management and professional services	\$
Materials and supplies	\$
Printing, production, and distribution	\$
Equipment and capital assets (purchase or rental)	\$
Vehicle rental and operation	\$
Contractors required to perform activities related to the Portfolio components	\$
GST/HST/PST that is not reimbursable by the CRA or P/T government	\$
Incremental human resource costs, including salaries and benefits	\$
TOTAL	\$

Please include relevant quotes for the purchase of material and equipment related to the project and estimate or quotes of other costs such as employment, contractor, and other **Eligible Expenditures**. You may place these in an appendix.

FUNDING SOURCES

All funding sources for the project have to be disclosed to qualify for funding:

Source of Funds	Name of Fund, Program or Source	Amount	%
Requested GNWT Funds	GHG Grant	\$	%
Other GNWT Funding		\$	%
Federal Funding		\$	%
Applicant’s Share of the Funding		\$	%
Other Funding		\$	%
TOTAL		\$	%

In-kind contributions are not permitted. The proponent must provide cash or other real value for its contribution. A letter or resolution from the applicant’s organization’s leadership (Council, Board, etc.) must be provided to confirm the availability of the applicant’s share of the funding. Other funding provided for the project must also be demonstrated with a letter from the funding agency.

FINAL COMMENTS OR OTHER RELEVANT INFORMATION (OPTIONAL)

Applicants may include any information they think may help improve application success. Only the first page of optional information will be considered and applicants will not be penalized for not providing information in this section.

19. GENERAL INQUIRIES

If you have any questions about the application process or the **Program** please contact the GHG Grant Program Coordinator:

Email: GHGGrant@gov.nt.ca

Phone: (867)767-9021, Ext. 32026

By Mail:

GHG Grant Program Coordinator
Energy Division
Department of Infrastructure
Government of the Northwest Territories
P.O. Box 1320
Yellowknife, NT, X1A 2L9

