

Government of  
Northwest Territories



# GHG GRANT PROGRAM GUIDE



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## 1. ABOUT THE PROGRAM

Thank you for considering applying to the GNWT GHG Grant Program (Program). This program is an application-based grant program designed to support greenhouse gas (GHG) emissions reduction projects.

Funding and resources for this program have been provided jointly by the GNWT and by the federal Department of Environment and Climate Change Canada (ECCC) under the Recapitalized Low Carbon Economy Leadership Fund (LCELF), which aligns with the federal goal of reaching net-zero emissions by 2050.

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
- Government facility energy retrofits

## 2. WHO CAN APPLY & COST SHARE

You may apply if you are one of the following:

Recipient and Ultimate Recipient Type	Maximum Low Carbon Economy Fund Cost-share	Maximum Federal Stacking Limit <sup>1</sup>	Maximum Overall Stacking Limit <sup>2</sup>
<b>Indigenous Recipients</b> – domestic Indigenous representatives/ organizations, for-profit and not-for-profit organizations, governments, individuals, boards, commissions, communities, research, academic or educational institutions, associations and authorities	75%	100%	100%
<b>Territories and/or Territorial Entities</b> – Government of the Northwest Territories departments, agencies and Crown Corporations (and related organizations)	75%	75%	100%
<b>Municipalities</b> – Regional and Local and/or municipal entities, regional or local governments and/or their entities	75%	75%	100%
<b>Canadian Not-for-Profit</b> non-governmental organizations	50%	75%	100%
<b>Canadian Public Sector Bodies or Boards</b>	50%	75%	100%
<b>Canadian Research</b> , academic, and educational institutions	50%	75%	100%
<b>Canadian for-Profit</b> organizations, such as small and medium sized enterprises, companies, corporations and industry associations	25%	25%	100%
<b>Canadian Individuals</b> <sup>3</sup>	50%	75%	100%

<sup>1</sup> This refers to the maximum amount of all federal government funding for a particular Portfolio Component funded under the LCELF.

<sup>2</sup> This refers to the maximum amount of government funding (federal, provincial/territorial, and/or municipal) for a particular project funded under the LCELF.

<sup>3</sup> For programs and incentives that are also funded through Natural Resources Canada's Oil to Heat Pump Affordability Program and the Canada Greener Homes Initiative, including the Canada Greener Homes Grant and the Canada Greener Homes Affordability Program, delivered by Natural Resources Canada and the Canada Greener Homes Loan delivered by the Canada Mortgage and Housing Corporation, the LCELF federal stacking limit applicable to those programs is up to 100% of Eligible Expenditures.

### NOTES

Applicants must:

- Be legally able to operate in the Northwest Territories
- Have the capacity to carry out the proposed project

If unsure, contact the GHG Grant Program team before applying.

### 3. 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.

Category	Description	Examples
<b>Energy Efficiency</b>	<i>Projects that reduce energy use by improving how buildings or equipment operate.</i>	Building energy management systems
		Building energy retrofits (e.g. insulation, windows, doors, LED's)
		Stationary equipment retrofits for energy efficiency
		Mobile equipment and vehicle retrofits for energy efficiency
		Building envelope upgrades (e.g. insulation, window, doors)
		Heat recovery
<b>Fuel Switching to Low Carbon Alternatives<sup>1</sup></b>	<i>Projects that replace fossil fuels with lower-carbon or renewable energy sources.</i>	Institutional, residential or commercial-scale biomass heating that displaces fossil fuels
		Fuel switching that results in GHG reductions
		Renewable energy projects for space or water heating
		Stationary equipment retrofits for fuel switching
		Mobile equipment and vehicle retrofits for fuel switching
		Incremental biomass energy installation costs for new buildings
<b>Energy Production</b>	<i>Projects that produce clean or low-carbon energy, mainly for on-site or local use.</i>	Off-grid renewable electricity
		District heating systems for new and existing buildings based on residual or renewable heat sources
		District energy and/or heating
		Combined heat and power, where heat is the primary energy output
		Clean energy production <sup>2</sup>
		Low carbon fuel production <sup>2</sup>

<sup>1</sup> Low carbon alternatives could include electricity, biomass and biofuels, clean hydrogen, solar or geothermal heating. Switching to lower-emitting fossil fuels such as natural gas is not eligible.

<sup>2</sup> Clean electricity production and low carbon fuel production must be primarily for own-use if the ultimate recipient is a private sector for-profit organization.

<p><b>Transportation, Fleet &amp; Mobile Equipment</b></p>	<p><i>Projects that reduce emissions from vehicles and mobile equipment through retrofits (not new vehicle purchases).</i></p>	<p>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</p>
<p><b>Waste, Industrial Processes &amp; Non-Energy Emissions</b></p>	<p><i>Projects that reduce GHGs outside of traditional energy use.</i></p>	<p>Organics diversion</p> <p>Industrial process emissions changes</p> <p>Industrial product use changes (e.g. refrigerants)</p>

The following are **NOT ELIGIBLE** for funding:

- Construction of new facilities or buildings
- Any project or initiative that does not result in greenhouse gas (GHG) emissions reductions
- Purchase of on-road vehicles. Off-road vehicles, marine vessels, and off-road equipment
- Research, development, and demonstration (RD&D) activities; standalone educational or capacity-building activities; energy planning activities; or standalone feasibility, engineering, or other prospective studies. Projects must not depend on preliminary studies to determine whether to proceed. All such studies must be completed before the formal proposal is submitted
- New fossil-fuel combustion equipment, including new cogeneration or combined heat and power production
- Carbon capture for enhanced oil recovery (EOR)
- Expansion of public transit, active transportation, zero-emission vehicle infrastructure, and new fuel transportation infrastructure

Off-road vehicles, marine vessels, and off-road equipment **MAY BE ELIGIBLE** if they demonstrate material GHG reductions.

## 4. HOW TO APPLY

### Application Steps

1. Review this Program Guide
2. Complete the Application Form
3. Prepare required supporting documents
4. Submit the completed application package
5. Respond to follow-up information requests

**Applicants are encouraged to contact the Program Coordinator early with any questions.**

**Email:** GHGGrant@gov.nt.ca

**Phone:** (867)767-9021, Ext. 32058

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

## Eligible and Ineligible Expenditures

### Eligible Expenditures

1. Incremental human resources costs, including salaries and benefits
  2. Management and professional service costs, such as accounting, monitoring, communications, official languages translation, audit charges, GHG emission reductions and federal cost-effectiveness estimate verification, and results monitoring, measuring and reporting
  3. Material and supplies costs
  4. Printing, production, and distribution costs
  5. Equipment and capital assets purchase or rental
  6. Vehicle rental and operation costs
  7. Contractors required to perform activities related to the Portfolio Component
  8. Training fees and expenses, including materials
  9. Hospitality, travel, and venues/conference expenses in accordance with the Treasury Board Secretariat's Directive on Travel, Hospitality, Conference, and Event Expenditures
  10. Hospitality expenditures (meals and refreshments) including costs related to Indigenous ceremonial offerings to be utilized or consumed during meetings or ceremonies such as traditional medicines, cultural foods, tea and sacred plants
  11. Participation fees (participation fee activities may include preparation time, meeting participation, conducting or leading a discussion or providing a presentation). Indigenous specific participation fee activities may also include the sharing of Indigenous knowledge and protocols, leading a traditional ceremony (including the opening and closing of meetings), providing translation services, providing spiritual advice to individuals, and demonstrating traditional art and other practices
  12. Monetary Honoraria offered to Indigenous Elders and/or Knowledge Keepers related to specific participation activities, which may include but not be limited to translation and interpretative costs, leading a traditional opening/closing ceremony and/or prayer, the sharing of Indigenous knowledge and protocols, (including spiritual advice to individuals), and demonstrating traditional art and other practices
  13. Any GST/HST that is not reimbursable by Canada Revenue Agency and any PST not reimbursable by the provinces
  14. Other costs that, in the opinion of Canada, are considered to be direct and necessary for the successful implementation of a Portfolio Component and have been approved by Canada in writing prior to being incurred
  15. In-Kind Contributions provided by other levels of governments may count towards a Portfolio Component's total Eligible Expenditures but shall not count towards those Eligible Expenditures that will be reimbursed by Canada. Canada may request that the GNWT provide, to Canada's satisfaction, written justification that demonstrates the fair market value assessment of the In-Kind Contributions
- Costs must be **approved and incurred after project approval**.

### Ineligible Expenditures

1. Any costs incurred in implementing Portfolio Components that are cancelled or withdrawn
2. Land securement, leasing land, buildings and other facilities, leasing equipment other than equipment directly related to the construction of the Portfolio Component, and real estate including fees and related costs
3. Financing charges, legal fees, and loan interest payments, including those related to easements (e.g., easement surveys)
4. Provincial sales tax (PST) and Goods and Services tax (GST) Harmonized Sales Tax (HST), for which the Ultimate Recipient is eligible for a rebate, and any other costs eligible for rebates.

Applicants should confirm cost eligibility **before incurring expenses**.

### Cost Share and Federal Funding Rules

#### Applicants must:

- Contribute real cash or value (no in-kind)
- Follow federal stacking limits
- Comply with Low Carbon Economy funding rules

#### Projects:

- Cannot combine with certain federal programs
- Cannot exceed maximum federal or total government funding

Contact the program team if unsure.

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## 5. 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.

## Funding Agreements and Payments

Successful applicants must sign a Contribution Agreement before funding is provided. The agreement will outline the approved project scope, eligible costs, reporting requirements, payment schedule, and any holdbacks.

Funding is provided on a reimbursement basis after eligible costs are incurred and approved.

## Reporting, Communications, and Audits

Approved projects may be subject to reporting, communications, and audit requirements. Recipients may be required to acknowledge GNWT and Government of Canada funding and follow applicable communications and branding protocols.

Projects funded through the Program may also be audited by the GNWT and/or the Government of Canada. Recipients must retain financial and project records for a minimum period following project completion.

Further details on reporting, communications, record keeping, and audit requirements will be included in the Contribution Agreement.

## Privacy and Information Use

Information collected through this program is used for program administration and may be shared with the Government of Canada and other territorial departments for verification, monitoring, reporting, and evaluation purposes.

If a project is approved, certain project information may be made public for reporting or communications purposes.

## Appeals

Appeals related to program process or administrative issues may be submitted in writing to the Director of Energy.

Applications rejected due to ineligibility, incomplete submissions, lack of available funding, or lower competitiveness compared to other proposals are not eligible for appeal.

Applicants may revise and resubmit proposals in a future intake.

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## 6. GENERAL INQUIRIES

Applicants are encouraged to contact the GHG Grant Program team with questions **before applying**.

**Email:** GHGGrant@gov.nt.ca

**Phone:** (867)767-9021, Ext. 32058