



Application
Guidelines for the
**Energy
Conservation
Program**

Department of Environment and Natural Resources
Government of the Northwest Territories

September 2009



Preface

The Government of the Northwest Territories encourages the efficient use of energy and water, and the utilization of northern resources in a manner consistent with the economic and social well-being of residents. To assist community funded departments, boards and agencies, and non-profit organizations in achieving these goals, the Energy Conservation Program is available to support projects which reduce our usage of electrical and heat energy, and water.

There is no application form for the Energy Conservation Program because a wide variety of different projects can be eligible for funding. This document describes the type of information that is needed to determine eligibility of proposals.

Historically, the Energy Conservation Program has been used to correct or upgrade existing lighting, heating, ventilation, water and electrical systems. Examples of projects have included the installation of energy efficient equipment, the upgrade of existing equipment, heat recovery systems, and energy use monitoring or control systems. Typically, these types of projects also result in environmental benefits, including a reduction in emissions of greenhouse gases.

Studies, workshops or other activities that will lead to future energy conservation projects will be considered.

A summary of the projects funded over the past few years is available online, visit www.enr.gov.nt.ca for more information. Further information about the Energy Conservation Program or advice on preparing proposals is available by contacting:

Climate Change Specialist
Environment Division
Department of Environment and
Natural Resources
Government of the NWT
PO Box 1320
Yellowknife, NT X1A 2L9

Telephone: (867) 873-7654
Fax: (867) 873-0221

General

Requirements for Projects:

- Projects must involve buildings or assets that are owned or leased by community and Aboriginal governments, boards or agencies, and non-profit organizations. Buildings or assets located in the community that are owned or leased by Aboriginal or community corporations (development and land corporations) will be eligible where it can be demonstrated that the energy savings will benefit the local community stakeholders.
- Projects must relate to purchased electricity, fuel or water supply.
- The asset must have a remaining life/lease equal to or greater than the simple payback, which is the number of years it takes for the expected savings from an energy conservation project to equal the cost of investing in the project.
- Studies, workshops or other activities that will lead to future energy conservation projects will be considered.

Evaluation:

- Proposals will be evaluated according to the following criteria:
 - Simple financial payback
 - Proponent and other financial equity
 - Technical feasibility
 - Environmental benefits, including greenhouse gas emission reductions
 - Potential for studies or workshops to stimulate further energy saving opportunities
- Maximum funding available for any project is \$50,000.
- Proponents must provide at least 50% of funding for projects through sources other than the Energy Conservation Program, Alternative Energy Technologies Program or Energy Efficiency Incentive Program.
- Retrofits of existing lighting, heating, ventilation, water or electrical systems can be funded up to an amount that is five times the expected annual savings in dollars (i.e. a five year payback on the ECP funds provided).
- Final approval will be made by the Director of the Environment Division.

It is not the intent of the Energy Conservation Program to provide supplemental funding for projects that have previously been granted full funding under other budgets.

Allocation of Funds:

- Upon approval of the project, the Department of Environment and Natural Resources (ENR) will enter into a funding agreement with the project proponent.
- All funds must be spent within the fiscal year they are provided.

Post-funding Requirements:

- The Climate Change Specialist must approve any changes in scope or cost of projects after the funding agreement is signed.
- Upon completion of the project, the project proponent shall provide the Climate Change Specialist with final accounting information as described in the funding agreement.
- All surplus funding will be returned to ENR.
- Funding for projects during subsequent years may be withheld if these “post-funding requirements” are not met.

Requirements for Proposals

Proposals must include:

1. A covering letter that includes the following:
 - Project description
 - Legal name and address of the building or asset
 - Description of the building or asset and its use
 - Amount of ECP funds requested
 - Amount of funds from other sources
 - Signatures (demonstrating support for the project):
 - Regional head of the organization, board or agency requesting funding
 - Regional Superintendent of ENR
 - For the owner of asset – include mailing address, telephone and facsimile number
 - Person submitting the proposal – include mailing address, telephone and facsimile number
2. Calculations must be provided for expected annual savings of electricity, heating fuel or water in units of consumption and in dollars, where savings are applicable. Proposals for studies, workshops or other activities must include a description of the future energy conservation activities that the project could lead to.
3. A detailed cost estimate for implementation of project, e.g. shipping, labour, materials. Usually these are valid price quotes obtained from a contractor who will be available to undertake the work.

All proposals must be submitted to:

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