



Pollution Probe

Pollution Probe Community Charging Program Support:

APPLICATION FORM

Instructions

Before you proceed, please review the Applicant Guide carefully and sign your acceptance of the program. Terms used in this form are defined in the Pollution Probe Applicant Guide.

1. Complete all fields in this Application Form to the best of your ability and sign the “Applicant’s Attestations” section. **Failure to complete an approved project by March 31, 2024 will result in no costs incurred being reimbursed to Ultimate Recipients.**
2. Complete the Application Budget and Timeline document.
3. Save the three completed documents and attach them to an email addressed to Fern Tran (ftran@pollutionprobe.org). Please include “**CCPS Application**” in the subject line of the email.

There is no deadline to submit applications, however funding is limited and will be allocated on a first-come, first-serve basis.

SECTION 1: APPLICANT INFORMATION

Legal Name:

Operating Name:

Type of Applicant:

- Electricity or gas utilities
- Companies
- Industry associations
- Research associations
- Standards organizations
- Indigenous and community groups
- Academic institutions
- Provincial, territorial, regional or municipal governments or their departments or agencies

Other:

Contact Information:

Name of Primary Contact:	
Position / Title:	
Email:	
Primary Telephone:	
Secondary Telephone:	

Name of Signing Authority:	
Position / Title:	
Email:	
Telephone:	

Mailing Address:

Street Address:	
PO Box:	
City / Town:	
Province:	
Postal Code:	

Primary Charging Infrastructure Location Address:

Street Address:	
City / Town:	
Province:	
Postal Code:	
GPS Coordinates:	
# of chargers at this address:	

Secondary Charging Infrastructure Location Address (if any):

Street Address:	
City / Town:	
Province:	
Postal Code:	
GPS Coordinates:	
# of chargers at this address:	

Tertiary Charging Infrastructure Location Address (if any):

Street Address:	
City / Town:	
Province:	
Postal Code:	
GPS Coordinates:	
# of chargers at this address:	

~Please include any additional installation sites in Annex A of this form

SECTION 2: PROJECT SUMMARY

Name of Project:	
Program Year: ¹	
Planned Start Date (dd/mm/yy):	
Planned End Date (dd/mm/yy):	
Total funding requested (\$)?:	

****Must match amount on Budget sheet***

SECTION 3: MANDATORY CRITERIA

IMPORTANT: You must ensure that your proposed project meets all the mandatory requirements to be considered for funding. Please read each statement below and check each applicable box.

- You acknowledge that the project's EV charging stations will be installed in Canada.
- You acknowledge that the project's EV charging stations will be permanent installations.
- You acknowledge that all EV charging stations will be new installations or expansions of existing installations (not for the replacement of an existing installation).
- You acknowledge that all EV charging stations installed will be connected as defined in Section 1.3 of the Applicant Guide.
- You acknowledge that for all EV charging stations with multiple connectors, each connector must be capable of charging a vehicle and support a dedicated parking space simultaneously.
- You acknowledge that EV charging stations that will be installed conform to the technology requirements as per Table 1 of the Applicant Guide.
- You are confirming that all EV charging stations installed under this project will be installed for eligible locations, as defined by Section 1.2 of the Applicant Guide.
- You are confirming that all funding received for your project will not exceed the total funding stacking limits as per Section 1.7 of the Applicant Guide.
- You are confirming that all additional mandatory criteria as per Section 2.2 of the Applicant Guide will be met through this project.
- You are confirming that your application package is complete and contains a signed Applicant Guide, a completed and signed Application Form, and a completed Application Budget and Timeline.
- You are confirming that all EV charging stations installed under this project will be operational by March 31, 2024, otherwise you will not be reimbursed for any expenses incurred during your project.

¹ Reminder that Program Year is April 1, 2023 – March 31, 2024. Failure to complete an approved project in the program year specified will result in no costs incurred being reimbursed to Ultimate Recipients.

SECTION 4: PROJECT DESCRIPTION

1. Type of Location(s):

Public Place: please specify

On-Street

Multi-Unit Residential Building (MURB)

Workplace

Light-Duty Vehicle Fleet: specify

2. Type of Charging Stations:

Total number of single port Level 2 (208 / 240 V) stations, 3.3 kW to 19.2 kW:	
Total number of dual port Level 2 (208 / 240 V) stations, 3.3 kW to 19.2 kW:	
Total number of DC fast charging stations, 20 kW to 49 kW:	
Total number of DC fast charging stations, 50 kW to 99 kW:	
Total number of DC fast charging stations, 100 kW and above:	

3. Project Background and Rationale

Briefly describe why you have decided to install EV charging infrastructure at the proposed location(s) and what you hope to achieve through the installation (e.g., revenue generation, value-added service to clients/visitors/staff/residents, reduce greenhouse gas and air pollutant emissions from operations, attract a captive audience to your site, etc.).

4. Technical Details

Please provide notes on the following aspects of the proposed charging station(s):

- 1. Business model and payment framework (e.g., free, time-based, electricity consumption-based, parking costs, etc.);*
- 2. Power-sharing versus dedicated circuits for each charger;*
- 3. Confirmation that the total power and connectivity needs of each charging station can be met;*
- 4. Location: indoor or outdoor (if indoor please indicate above or below ground);*
- 5. Will the public have 24/7 access to the stations?;*

6. Will stations have signage and be well-lit during in-service hours?

5. Capacity to Deliver Projects

Briefly describe your capacity to deliver this project on time and on budget (e.g., have charging stations been selected? Have contractors been approached for installation? Have local electricity distributors been consulted on power availability at site? Have staff hours been allocated to deliver project? Has weather been considered as a possible source of delays?).

6. Marketing Plan

Briefly describe any plans to encourage usage of the station(s) once operational (e.g., providing station information to station locator apps such as PlugShare, ChargeHub, Natural Resources Canada; announcing stations to potential users such as staff, clients, visitors; promoting stations through signage, etc.).

7. Operation and Maintenance Plan

Briefly describe any plans to ensure that stations continue to operate safely and reliably throughout each year (e.g., overview maintenance plans, insurance coverage, station connectivity, customer support services, etc.).

SECTION 5: APPLICATION CHECKLIST

Applicants must ensure that the following documents are included in their application package:

- Signed Applicant Guide
- Signed and complete Application Form
- Completed Application Budget and Timeline document

Please note that incomplete applications will not be considered for funding.

APPLICANT'S ATTESTATIONS

By submitting this application, the applicant attests that:

- It is acting on behalf of all partners and collaborators and has received written permission from them to do so.
- All funding (cash and in-kind) identified by the applicant and its partners and collaborators in the proposal is expected to be available for commitment at the time of the signing of the Funding Agreement by duly authorized representatives of the project applicant and its partners and collaborators.
- Any proprietary or confidential information provided as part of the submission, by any party, is provided with the approval of that party.
- It understands and acknowledges that should the project be accepted for co-funding from the Program no liability and no commitment or obligation exists on the part of Pollution Probe to make a financial contribution to the project until a written funding agreement is signed by both parties, the project is completed in adherence with all mandatory criteria in this guide, and, furthermore, that any costs or expenses incurred or paid by the applicant prior to the execution of a written funding agreement by both parties are the sole responsibility of the applicant, and no liability exists on the part of Pollution Probe.
- It understands and acknowledges that Pollution Probe officials will not entertain any request by project applicants to review or revisit Pollution Probe's project approval decisions.

- It understands and acknowledges that Pollution Probe reserves the right to alter or cancel the currently envisaged process at its sole discretion.

The individual signing below attests that he/she has the authority to sign a legally binding funding agreement between Pollution Probe and the project applicant.

Name of Duly Authorized Officer:

Name:	
Title and Organization:	

Signature:

Date:

ANNEX A: Additional Installation Location Addresses

Please only use this section if you intend to install EV charging infrastructure at more than three locations through this program. The first three locations should be captured in the body of the application form.

Charging Infrastructure Location Address (site 4):

Street Address:	
City / Town:	
Province:	
Postal Code:	
GPS Coordinates:	
# of chargers at this address:	

Charging Infrastructure Location Address (site 5):

Street Address:	
City / Town:	
Province:	
Postal Code:	
GPS Coordinates:	
# of chargers at this address:	

Charging Infrastructure Location Address (site 6):

Street Address:	
City / Town:	
Province:	
Postal Code:	
GPS Coordinates:	
# of chargers at this address:	

Charging Infrastructure Location Address (site 7):

Street Address:	
City / Town:	
Province:	
Postal Code:	
GPS Coordinates:	
# of chargers at this address:	

Charging Infrastructure Location Address (site 8):

Street Address:	
City / Town:	
Province:	
Postal Code:	
GPS Coordinates:	
# of chargers at this address:	