

# ENERGY EFFICIENCY GRANT PROGRAM

## Program Overview and Application Form

### Purpose

The purpose of this program is to encourage commercial building and business owners to invest in projects and initiatives that will reduce greenhouse gas emissions in their building and operation in Mount Pearl. This will allow the city and its businesses to lead the way in climate change mitigation and adopt more carbon neutral efficiencies.

### Program Goals

- ✓ Reduce carbon footprint in our city.
- ✓ Provide financial incentive for building/business owners to improve energy efficiency.
- ✓ Demonstrate commitment and leadership in climate change.
- ✓ Reinforce the city's commitment to the business community.
- ✓ Help commercial property owners retrofit their buildings to attract and retain tenants.
- ✓ Contribute to the quality of life of residents, employees, and visitors.

### Program Guidelines

#### *How it Works*

The Energy Efficiency Grant Program will be designed to encourage building and business owners across all industries and sectors. The intent is to reduce commercial carbon footprint and to support a wide range of business types including small to mid-size enterprises (SMEs), large-scale operations, organizations, and commercial properties.

The financial assistance will be in the form of a **grant** and will issued at the **city's discretion**. The grant can equal up to **50%** of the total proposed project cost to a maximum of **\$5,000** per energy efficiency project.

The city will assess/review the applications on a case-by-case basis and award respective grants to applications who meet project criteria and prove to have measurable results.

#### *Eligibility*

The Energy Efficiency Grant Program will support a variety of energy efficiency improvements to business operations/structures. The project must support more than just maintenance improvements and can include improvements to the following:

- Energy Efficient Lighting
- Solar Panels (connection to NL Power net metering)

- Fuel Switching from Fossil Fuels to Less GHG-Intensive Fossil Fuels or Renewable Energy
- Improvements to the Envelope of a Building
- Plumbing Fixture Upgrades (such as low-flow toilets and low-flow faucet aerators)
- Installation of Bike Racks or Other Projects that Promote Sustainable Commuting
- Other Proposed Project (If the applicant proposes an initiative that falls outside of the preceding list of eligible projects, the applicant must explain how the project reduces green house gas emissions and must provide proof of reduction upon project completion.)

### ***Important Criteria***

Applicants must meet the following criteria for their project:

- ✓ Currently registered (or in application process) business or commercial property in Mount Pearl with no outstanding debts to the city.
- ✓ The proposed improvement must reduce greenhouse gas emissions.
- ✓ Required reporting and proof that the project reduced carbon footprint must be presented upon completion of project to receive the funds.
- ✓ The applicant must be the building owner(s) or their designate.
- ✓ Must clearly identify in application the impact of the energy efficiency initiative and the benefits it will provide to the building and the community.

### ***Grant Reimbursement Process***

The applicant must provide the following for reimbursement from the city:

- ✓ A certificate of completion signed by the applicant and the contractor or architect indicating that the work described within the agreement has been fully completed.
- ✓ Proof all contractors have been paid in full by the applicant for the portions or parts of the project for which the applicant is seeking reimbursement. This shall be a final invoice marked paid in full, and/or a copy of the cheque made payable to the contractors.
- ✓ Proof that the improvements have passed final inspection and meet all City of Mount Pearl's bylaw requirements including zoning, building, and safety codes.
- ✓ Required reporting and proof that the project reduced carbon footprint must be presented upon completion of project to receive the funds.

Applications must be submitted in an envelope clearly marked, or as a PDF attachment via email with the subject line, "Energy Efficiency Grant Program". Applications can be dropped off in person, by mail, or emailed to:

The City of Mount Pearl  
 3 Centennial Street  
 Mount Pearl, NL A1N 1G4  
 Attention: Jeremy Schwartz, Marketing and Economic Development Officer  
 Email: [jschwartz@mountpearl.ca](mailto:jschwartz@mountpearl.ca)

# ENERGY EFFICIENCY GRANT PROGRAM

## Application Form

### Part 1: Applicant Information

Date: \_\_\_\_\_

Applicant/Business Name: \_\_\_\_\_

Mailing Address:

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Applicant Title:    Property Owner    Tenant    Agent of Property Owner    Other

Are you currently registered with the City of Mount Pearl?    Yes    In Progress

Complete ONLY if property owner is different from applicant

Property owner name: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Note: if the applicant is NOT the property owner, a signed letter from the property owner providing written permission is required at the time of application

### Part 2: Property Information

Property Address: \_\_\_\_\_

Building Age: \_\_\_\_\_ Number of Storeys: \_\_\_\_\_

### Part 3: Project Information

Approximate date project construction will begin: \_\_\_\_\_

Anticipated work completion date: \_\_\_\_\_

Please select which improvements are related to your project:

- Energy Efficient Lighting
- Solar Panels (connection to NL Power net metering)
- Fuel Switching from Fossil Fuels to Less GHG-Intensive Fossil Fuels or Renewable Energy
- Improvements to the Envelope of a Building
- Plumbing Fixture Upgrades (such as low-flow toilets and low-flow faucet aerators)
- Installation of Bike Racks or Other Projects that Promote Sustainable Commuting

Other proposed project improvements (attach a list if more space is necessary):

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

#### Funding Request:

The financial assistance will be in the form of a **grant** and will be issued at the city's discretion on a case-by-case basis. The grant can equal up to **50%** of the total proposed improvement cost and up to a maximum of **\$5,000 per project**.

Total Cost of Improvements (excluding HST): \_\_\_\_\_

Amount of Funding Requested: \_\_\_\_\_

Description of current and future business operations:

Please identify the impact of the energy efficiency initiative and the benefits it will provide to the building and the community:

Why should you be awarded a grant through the Energy Efficiency Program?

## Part 4: Additional Documentation

In addition to completing parts 1, 2, and 3, please attach the following documents with your application for consideration:

- Proof of ownership/consent from owner.
- Detailed project plan.
- Photos or drawings of current conditions.
- Two different sets of contractor quotes.
- All relevant project details, including:
  - A site plan
  - Elevations
  - Detailed drawings, photos, samples or brochures of key features (ex. Lighting and/or signage) [if available]
  - Renderings showing the finished project [if available]
- Proof of registration with Service NL (or proof of application).
- Proof of registration with the Government of Canada.

## To Submit:

Applications **must be submitted** in an envelope clearly marked, or as a PDF attachment via email with the subject line, “Energy Efficiency Grant Program Application”. Applications can be dropped off in person, by mail, or emailed to:

The City of Mount Pearl

3 Centennial Street

Mount Pearl, NL A1N 1G4

Attention: Jeremy Schwartz, Marketing and Economic Development Officer

Email: [jschwartz@mountpearl.ca](mailto:jschwartz@mountpearl.ca)

## Questions? Contact Us

Jeremy Schwartz

Marketing and Economic Development Officer

City of Mount Pearl

3 Centennial Street, Mount Pearl, NL A1N 1G4

P: (709) 748-1117

E: [jschwartz@mountpearl.ca](mailto:jschwartz@mountpearl.ca)