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| Part 1: Application Information | |
| 1.a. Key Information | |
| **Project Title:** |  |
| **Applicant:** |  |
| **Submission Date:** |  |
| Applicant’s Designated Contact  (e.g. project lead, project manager, etc.) | |
| **Name:** |  |
| **Title:** |  |
| **Mailing Address:** |  |
| **Phone:** |  |
| **Email:** |  |
| Applicant’s Executive with Signing Authority  (e.g. CEO, CFO, ED, etc.) | |
| **Name:** |  |
| **Title:** |  |
| **Mailing Address:** |  |
| **Phone:** |  |
| **Email:** |  |

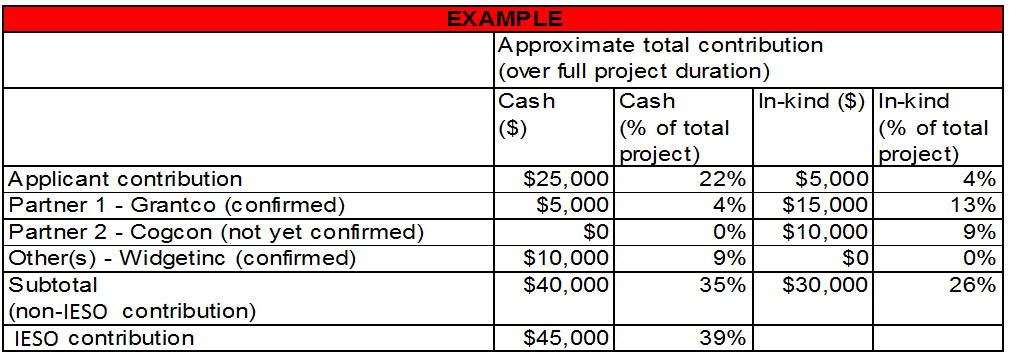
DO NOT FILL OUT THIS TEMPLATE UNTIL YOU HAVE READ AND UNDERSTOOD THE PROGRAM GUIDELINES AND HAVE SPOKEN TO AN IESO STAFF MEMBER – WE ARE HERE TO HELP YOU.

**PLEASE READ THROUGH THE ENTIRE TEMPLATE PRIOR TO COMPLETING TO ENSURE THAT YOU UNDERSTAND THE QUESTIONS AND CAN PLACE YOUR ANSWERS IN THE RIGHT SECTIONS TO AVOID REPEATING INFORMATION.**

**🛈 MAXIMUM 12,000 WORDS EXCLUDING “ATTACHED ITEMS” described in Section 6**

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| 1.b. Brief Project Description | | |
| In no more than two sentences, describe the project: | | |
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| Expected Project Duration: **Months** | | |
| Project Overview | | |
| **Please choose all categories and markets that are applicable** | | |
| **Category** | **Target Market(s)** | **Project Type** |
| Energy efficiency | Small Commercial | Program |
| Demand response | Institutional | Tool |
| Conservation Behaviour | Industrial | Training program |
| Efficient electrification | Agricultural | Community of practice |
| Load reduction | Commercial | Strategic research |
| Load displacement |  | Emerging technology demonstration |
| System integration |  | Strategic opportunity |
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| 1.c. Budget Overview |
| Complete the table below following the example provided.Please list the names of any and all third party contributors and indicate whether or not their funding is confirmed. In addition to the budget outline below, Applicants must complete the Budget, Work Plan and Measuring Results excel template provided in Appendix A. “IESO Contribution” represents your cash request to the IESO. This request should not violate the leverage rules of the specific project category as stated in the Application Guideline. |





\* Note: Provide actual name

\*\*Note: Add rows as necessary

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| 1.c. About the applying organization |
| Describe the mandate and composition of the applying organization. Provide:   * a brief history of the organization (1 paragraph max); * a description of the organization’s primary business activities; * a description of how the organization is funded and staffed; * a description of the role of the organization in the sector |
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| 1.1 Project Concept and Rationale |
| In this section, fully describe the proposed project by addressing each of the points below: |
| A. Describe the project concept and scope (max. 1 paragraph). |
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| B. Describe the project rationale and how the initiative that is being proposed addresses the region(s), hours and months identified in Appendix C – Local Impact. If the hours, months and/or regions being targeted by the proposed project fall outside of what is listed in Appendix C, please provide rationale to support the deviation.. |
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| C. Describe related projects in other jurisdictions or background research to support your project’s rationale. |
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| D. Describe the unique and innovative elements this project features. |
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| E. Describe the technology class (HVAC, motors, lighting controls, etc.) that will be targeted by this project. |
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| F. Describe how this project will lead to sustainable energy savings, cost reductions and/or increased reliability that persist long after this project has been completed. |
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| G. Describe the impact on the project if IESO Grid Innovation Fund funding were unavailable. |
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| H. A competitive bidding process is required for any subcontracts over $50,000.00 in value. If you require external consultants, please outline the key attributes and selection criteria you will use to make a decision. If you plan to continue using any 3rd parties that have already been competitively procured, please provide information on them, including the role that they will play in this project, their existing contracted roles with your organization, and the manner and date that they were selected as your service providers. |
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| 1.2 Technical & Scalability Assessment |
| Please note that this section is only applicable to those applicants who are developing or piloting a technology or process innovation. If applicable, please address each of the points below. |
| Technology |
| A. Describe in detail the technology or process innovation. Clearly establish the basis for the solution’s novelty and technical and functional superiority. Provide diagrams, etc. as necessary (within this document). |
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| B. Outline work completed to date confirming/validating the feasibility of the technology/process (e.g. trials, third party validation, and expert comment). List any patents secured or applied for (include status). |
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| C. Describe the current state of the technology/process innovation, the state of development this project is intended to achieve and activities required to establish its commercial readiness. Please note which activities fall under the scope of this project. | | | | |
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| D. What makes your technology unique from and superior to those of your competitors and current baseline technologies? How exactly does the performance of your technology compare against these solutions? Using the table below, demonstrate your understanding of the performance of these other technologies (measures), and specify your performance goals. | | | | |
| **Competitor Name** | **Measure (Technology)** | **Performance Factor 1 (specify)** | **Performance**  **Factor 2 (specify)** | **Performance**  **Factor 3 (specify)** |
|  | Your technology (specify) | e.g. Annual Electricity Savings (kWh) | e.g. Cost of generation ($/kWh) | e.g. Incremental Cost ($) |
|  | Baseline technology (specify) |  |  |  |
|  | Competing technology 1 (specify) |  |  |  |
|  | Competing technology 2 (specify) |  |  |  |
|  | Add additional lines as necessary |  |  |  |
| **Note:** Demand side technologies should reference baseline and competing technologies (measures) listed in the [IESO’s Measures and Assumptions List](https://www.google.com/url?client=internal-uds-cse&cx=002629981176120676867:kta9nqaj3vo&q=http://www.ieso.ca/-/media/Files/IESO/Document-Library/conservation/Measures-and-Assumptions/IESO-Prescriptive-Measures-Assumptions-List-February-2019.pdf%3Fla%3Den&sa=U&ved=2ahUKEwjopuDPrIXjAhWDHM0KHRVEB0sQFjADegQIDhAB&usg=AOvVaw0qSKvpfkgXsxBQF2WdoO5g):  Specify the performance factors most relevant to your technology and critical to competitive advantage in your market place.  Please list references for all figures used below:  1.  2. | | | | |
| Market | | | | |
| E. Describe the target market (segment, electricity demand, and % of segment reached through pilot), and the projected savings (in kW/kWh) from this project. | | | | |
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| F. What is the potential size, structure and trends of your target market? |
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| G. List current and potential customers in Ontario and please include level of interest and timeline for potential adoption by customers. |
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| H. What are the non-regulatory and non-policy barriers to entry in your target market? How is this project designed to address those? |
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| I. Outline the commercialization plan for the product, such as scaling up production and growing the company. |
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| J. Who specifically are your competitors and what is their market share? |
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| K. Describe your sales and distribution strategy to obtain the potential identified customers. |
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| Business Model |
| L. Has there been an agreement reached to work together with key suppliers/partners after the pilot?  **(I.e. a MOU/agreement level) If there are alternatives to these key partners/activities for the future, please describe them.** |
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| M. Please state whether the product/service will be financially feasible for scaling following project completion. (I.e. Are there customers that are ready to purchase the product? What is the estimated simple payback period and underlying assumptions?) |
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| N. If the technology/solution is currently not financially feasible, please explain what will enable it to become commercially viable (ex. lower technology cost). Please indicate if/how this project will address this. |
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| O. Please list any assumed grants/incentives for financial feasibility. If these grants/incentives were no longer available, would it still be financially feasible? |
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| Regulatory / Policy Barriers |
| P. Please list any current regulatory or policy barriers to adoption, and indicate the relevant entities that would have the authority revise relevant regulation and policy. |
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| Q. Please indicate if there are any current discussions or ongoing processes for removing the relevant regulatory/policy barriers. |
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| R. Please indicate the potential timeline for removal of regulatory/policy barriers. |
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| S. If applicable, please describe the approach other markets/ jurisdictions have taken to remove relevant regulatory/policy barriers. |
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| 2. Project Team & Partners | | |
| A. In this section, please outline the composition of the project team and list any project partners. Note the role that each person and organization participating in the project will play. Include the applicant organization in this table. If a 3rd party is not yet part of the team, please identify the accountability they will be responsible for and enter TBD for the name and organization. Letters confirming the role and responsibilities of any and all partners must be included with the application. Please attach CVs for project team members as an appendix. | | |
| Project Team | | |
| **Project team member** | **Organization and job title** | **Major accountability** |
|  |  | e.g. Project lead |
|  |  | e.g. Evaluation, Measurement and Verification |
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| Project Partners | | |
| **Organization** | **Project role (e.g. participant, funder)** | **Financial or in-kind contribution (indicate if confirmed). Please note that if you are invited to submit a proposal your partner must confirm their contribution in writing to the IESO.** |
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\*Note: Add rows as necessary

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| 3.1 Project Plan (Appendix A) |
| Using the space provided in this section, fully describe how the work for this project will be undertaken and what the outcomes of the work will be. |
| A. In one sentence, state the ultimate goal of this project. |
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| B. Use the templates provided in Appendix A to provide additional details about your project’s budget, workplan and logic model. |
| **Note:** There is one budget template in Appendix A that must be completed. The detailed project budget should provide information about all activities undertaken as part of the project and reflect the in-kind and cash contributions of the applicant and any and all project partners. Please refer to the Application Guideline posted on the [Grid Innovation Fund website](http://www.ieso.ca/Get-Involved/Funding-Programs/Grid-Innovation-Fund/Overview) for information about eligible and ineligible expenses.  Please fill out the Work Plan tab according to the instructions in the file. The items that you include in this document must match the deliverables and major task areas described in the milestone section 3.2A.  Create a Program Logic Model that demonstrates how your project will achieve its objectives. Your logic model should explain how the project’s activities and deliverables lead to the desired immediate, intermediate, long term, and ultimate outcomes. The logic model should provide a complete picture of the project, and should reflect the more detailed description that is provided through the milestone schedule, the budget and work plan. The logic model should be attached to the proposal in a separate document appended to this proposal, and can be made using a variety of software tools. The completion of the Logic Model will assist you in designing the short- and long-term outputs and outcomes of your project. |

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| 3.2 Project Plan |
| **A.** Using the milestone table provided below, provide a milestone schedule listing the deliverables and major activities in each task area. Describe each of the major task areas for this project (e.g. program design, development of training, measurement and verification, research, communications, knowledge transfer, etc.). Describe each of the major deliverables that will be provided to the IESO as part of this project. Please indicate which 3rd parties will also receive these deliverables, where applicable.  Milestones typically occur 3-5 times throughout the course of the project. For approved projects, milestone deliverables are submitted with a milestone report to the Grid Innovation Fund and form the basis for the release of funding. Consequently, please provide full, detailed description of deliverables. Milestone payments will not be made until all deliverables for that milestone have been satisfactorily completed.    The milestone schedule should be aligned with the project budget, work plan, and measuring results tables, as well as with the logic model in Appendix A. Milestone payments are based on the project costs incurred as described in the budget for that milestone. |

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| Milestone Description | |
| Milestone 1: **[Title]** | Proposed Submission Date: **[XX] days from project start date** |
| Brief description of how this milestone advances the project: | |
|  | |
| Detailed activities in each major task area: | |
|  | |
| Deliverables: | |
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| Milestone 2: **[Title]** | Proposed Submission Date: **[XX] days from project start date** |
| Brief description of how this milestone advances the project: | |
|  | |
| Detailed activities in each major task area: | |
|  | |
| Deliverables: | |
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| Milestone 3: **[Title]** | Proposed Submission Date: **[XX] days from project start date** |
| Brief description of how this milestone advances the project: | |
|  | |
| Detailed activities in each major task area: | |
|  | |
| Deliverables: | |
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| Milestone 4: **[Title]** | Proposed Submission Date: **[XX] days from project start date** |
| Brief description of how this milestone advances the project: | |
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| Detailed activities in each major task area: | |
|  | |
| Deliverables: | |
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| Milestone 5: **[Title]** | Proposed Submission Date: **[XX] days from project start date** |
| Brief description of how this milestone advances the project: | |
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| Detailed activities in each major task area: | |
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| Deliverables: | |
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\*Insert more if required

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| 4. Measuring Results: Evaluation Measurement | |
| A. Use the information provided in Section 3.1 and 3.2 (“Project Plan”) to develop a detailed account of how the progress and impacts of this project will be accurately assessed. Fill in this information in the Measuring Results Worksheet in Appendix A. | |
| **Note:** Measuring results requires a performance indicator to be established for each project outcome and deliverable as well as a plan for how it will be measured. This enables the IESO to monitor not only the progress of the project, but its effectiveness at achieving its objectives. The logic model and the project plan are useful guides in completing this table.  Measurement and evaluation of the activities described in your measuring results worksheet should be accounted for in the project budget. Proper measurement and evaluation is a very important element for Grid Innovation Fund projects, and therefore sufficient resources should be allocated for this purpose.  For measurement of energy savings, you should follow the [IPMVP](http://www.nrel.gov/docs/fy02osti/31505.pdf) (International Performance Measurement and Verification Protocol) that the IESO uses as its standard. | |
| B. Economic Development | |
| In this section please describe the development of the labour force that will occur as a result of:   1. Creation of new jobs through this project\*; 2. Learning of new skills by workers in existing positions; 3. Potential additional and/or indirect employment opportunities that may be created by you and your partner organizations   \*Note: For A) please provide an estimate of the duration of the employment that will be created (e.g.: 2 weeks, 6 months, 5 years, etc.) | |
|  | |
| 5. References | |
| In this section, please provide three references that the IESO may contact to discuss your project. Examples of references could include: co-funders, or other parties who can attest to the strength of the project proposal and the project team. 3rd party project participants should not be listed as references. | |
| Reference 1 | |
| **Name:** |  |
| **Job Title:** |  |
| **Organization:** |  |
| **Relationship:** |  |
| **Email:** |  |
| **Phone:** |  |

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| Reference 2 | |
| **Name:** |  |
| **Job Title:** |  |
| **Organization:** |  |
| **Relationship:** |  |
| **Email:** |  |
| **Phone:** |  |

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| --- | --- |
| Reference 3 | |
| **Name:** |  |
| **Job Title:** |  |
| **Organization:** |  |
| **Relationship:** |  |
| **Email:** |  |
| **Phone:** |  |

\*Insert more if necessary

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| 6. Application Instruction |

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| Use this list to verify that the requested items have been completed and included in your electronic package.  Please use the following labeling convention for your electronic submissions: Please scan statements and materials that require signatures, as electronic versions of all materials are preferred. Additional materials will not be considered in your review unless specifically requested by IESO. |
| **Submission check list:**  1. Cover letter from applicant (signed by applicant executive with signing authority)  2. Completed Proposal template (this file)  3. Completed Appendix A, which includes: Budget, Timeline and Measuring Results template and the Project Logic Model  4. CVs of Project Team (max. 2 pages each)  5. Most recent audited financial statements of applying organization  6. Copy of the lead organization’s certificate of incorporation  7. Signed final page of proposal (this page)  8. Signed Letters of Support from all project partners to specify all cash and/or in-kind/ site demonstration commitments to the project.  Submit these files by the specified deadline to: [gridinnovationfund@ieso.ca](mailto:gridinnovationfund@ieso.ca) |
| **List of Additional Documents attached to this proposal**  Please list any other documents included in this proposal including Letters of Support from sites for proposals that involve piloting at specific sites |

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| --- | --- |
| Attachment 1 | |
| Title of Document: |  |
| Description of Document: |  |

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| Attachment 2 | |
| Title of Document: |  |
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| Attachment 3 | |
| Title of Document: |  |
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| Attachment 4 | |
| Title of Document: |  |
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\*Insert more if necessary

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| **\*\*PRINT AND SCAN THIS PAGE (SIGNATURE REQUIRED)\*\*** |

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| 7. Declaration | |
| I attest to the accuracy of the content of this proposal and the attached financial statements. | |
| Signature:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name:  Date: | |
| **Disclaimer**  Receipt of an application to the Grid Innovation Fund does not constitute a commitment by the IESO to support the application, nor does it create a business relationship between the applicant, its partners and the IESO.  The approval of the IESO’s Grant Award Committee is required for the Grid Innovation Fund to provide any financial support to any project, and the IESO will not provide financial support for the work of applicants performed prior to the Grant Award Committee’s approval of that project.  The decision of the Grant Award Committee is final and takes precedent over prior communications. Financial support from the IESO to an applicant to the Grid Innovation Fund will only be provided upon execution of the contribution agreement between the applicant and the IESO, and only according to the terms and conditions therein. The IESO reserves the right to make public the names of applicants, the title and a description of their proposed project, the amount of funds applied for.   All other information submitted by the applicant in their proposal application will be treated as confidential.  Members of the Grant Award Committee, Business and Technical Review Committee may be IESO staff or external experts | |