

# Clean Fuels Program – Building New Domestic Production Capacity

## Application Form

Thank you for your interest in the Clean Fuels Program. Along with instructions included within this application, additional guidance is available in the **Applicant’s Guide for the Clean Fuels Program – Building New Domestic Production Capacity**. Natural Resources Canada (NRCAN) strongly recommends that applicants read the Applicant’s Guide, including key definitions, before completing this Form.

Unless otherwise specified, the “proposed project”, the “application”, or the “proposal” in this form refers to the project submitted in response to NRCAN’s call for project proposals to the Clean Fuels Program (the “Program”).

This Application Form contains four sections and an attestation. All must be completed and will be assessed and verified by the Program. **Incomplete applications will not be considered for funding.**

I, the Applicant, acknowledge that:

1. I have read and understand the instructions and information provided in the Applicant’s Guide on how to complete this application;
2. I am an eligible recipient based on the eligibility criteria listed in **Section 2** of the Applicant’s Guide;
3. I understand that project contributions for Production Projects are conditionally repayable. Contributions for Feasibility Projects non-repayable. Please refer to **Section 6** of the Applicant’s Guide for more information.
4. Applicants, their partners and collaborators must submit all information required under this request;
5. If my proposal is selected for funding under the Clean Fuels Program, my name, project partners’ names, project title, non-confidential overview, and amount awarded will be disclosed publicly on the Government of Canada’s website; and
6. My submission will **not** be successful without the inclusion of the mandatory documents listed in **Section 7 of the Applicant’s Guide**. When a call for proposals is open, all applications are accepted electronically through Integro. Please refer to **Section 7 of the Applicant’s Guide** for more information on how to apply.

All applications will be accepted electronically through Integro, and the entry fields are listed within this form. For each entry, the system will allow for a maximum of 8000 words for each data entry field (except as noted, below). If you encounter problems with the Project Application Form, please notify the program staff by email as soon as possible ([nrcan.cleanfuelsfund-fondsdecarburantspropres.rncan@canada.ca](mailto:nrcan.cleanfuelsfund-fondsdecarburantspropres.rncan@canada.ca)).



## SECTION 1: Applicant Information

This section provides reviewers with a clear overview of the application. Some of the information requested below is only applicable to Production Projects, otherwise all information is required.

### 1.1 Project Applicant

Legal name of company that could sign a legally binding contribution agreement with NRCan

### 1.2 Corporate Business Address

#, street, city, province postal code

### 1.3 Organizational Capacity

Indicate the current number of full-time equivalent employees under the Legal Entity. Full-time equivalents are people who work assigned hours and/or scheduled hours under a collective agreement

Current number of employees:

Number of employees pre-Covid-19:  
(Calendar year 2019)

## 1.4 Length of Time in Operation

Indicate the number of years the company has been in operation, i.e. since it has been incorporated or a registered legal entity in Canada. Indicate “1” year if the company has been in operation for one year or less

## 1.5 Main Contact for the Project

The main contact does not need to be the signing authority for the contract agreement

Name:

Title:

Telephone:

Email address:

Project responsibilities (if applicable):

## 1.6 Workforce Diversity

Applicant eligibility will be based on the status of the organization’s Workforce Gender and Diversity Plan

Select the workforce diversity statement that best applies to your organization (select one):

A company-wide workforce gender and diversity plan is in place

The company is developing a workforce gender and diversity plan for this application

## 1.7 Outstanding Legal Actions

Indicate whether there is any legal action currently underway or anticipated in the near future against the applicant, parent companies or any partner, including any potential related financial loss (select one)

Yes

No

If “Yes”, please provide details

## SECTION 2: Project Information

Information in this section will provide reviewers with a clear overview of the project and its alignment with the core objectives and requirements of the Clean Fuels Program. Some of the information requested below is only applicable to Production Projects, otherwise all information is required.

### 2.1 Eligible Recipient (Attachment)

Eligible recipients must:

- Comply with the eligibility criteria listed throughout the Program Applicant’s Guide; and
- Be a validly incorporated or registered legal entity in Canada including not-for-profit and for-profit organizations. Attach proof of business incorporation, articles of incorporation or registration.

## 2.2 Eligible Activity

Which eligible activity does your project represent? Please select from the two options below:

**Production Capacity Build-out Projects (Production Projects)** – A capital clean fuel production project using a fuel production technology in advanced stages of technological readiness (TRL 9) and that is designed for commercial deployment, with the intent to operate the technology at commercial scale during its life.

**Production Facility Feasibility Assessments/Studies (Feasibility Projects)** – A study to assess the feasibility of a potential low carbon fuel facility or the blending of hydrogen into natural gas systems. Eligible studies include feasibility studies, basic engineering studies and detailed front-end engineering studies.

Clearly describe how your project satisfies the eligible activity you selected above.

## 2.3 Project Title (non-confidential)

Indicate the title of the project. Note that if the proposal is approved for funding under the Program, the information provided as the project title will be disclosed publicly on the Government of Canada’s website

## 2.4 Project Overview (non-confidential)

Provide an overview of the proposed project(s):

- Provide an overall project description of the clean fuel facility to be assessed, built, expanded or converted.
- Indicate which type of clean fuel will be produced, the type of feedstock to be used, and the total new production capacity resulting from the project.
- Clearly state project objectives and the rationale for the project.
- Note that if the proposal is approved for funding under the Program, the high-level information provided in the Project Overview will be disclosed publicly on the Government of Canada’s website. The character limit for this section is set to 5,000 characters maximum.

There is room for more text on the next page

## **2.4 Project Overview (non-confidential) –continued from page 6**

### **2.5 Project Summary (Attachment)**

Describe the objectives, outputs and outcomes of the proposed project. Please highlight any co-benefits of the project, including job creation, revenue generation, environmental benefits, and competitiveness advantages.

### **2.6 Project Location**

Provide information on the location or potential location where the project will take place. If the project is a modification, or expansion, to an existing facility, provide a short description of the facility, including any applicable facility ID numbers

## 2.7 Project Partnerships (Attachment)

Indicate all project partners and explain the nature of partnerships. A partner could be an industrial stakeholder, small and medium sized enterprise, research institute, and/or various levels of government.

## 2.8 Expected Project Start Date (YYYY/MM)

Indicate the start date of the proposed project. Dates and descriptions for each individual project milestone must be included in the Key Milestones of the Project (mandatory documentation).

## 2.9 Expected Project Completion and Commissioning Dates (YYYY/MM)

Indicate the anticipated completion date for feasibility study projects, or commissioning date for new production capacity projects. Projects must be completed and facilities must be commissioned prior to March 31, 2026. Dates and descriptions for each individual project milestone must be included in the Key Milestones of the Project (mandatory documentation).

## 2.10 Project Co-Benefits and Socio-economic Benefits (Attachment)

Please describe the anticipated co-benefits and/or socio-economic benefits of the proposed project, which may include the following:

- Competitiveness;
- Engagement/involvement of small and medium enterprises;
- Engagement/Involvement of Indigenous groups;
- Cost savings; and/or
- Revenue generation

Provide a substantiation the anticipated benefits explaining how they were determined, and what supporting and corroborating information is available

## 2.11 Anticipated Jobs Created from Project

Insert the new number of full-time equivalent and temporary (contractors, construction etc.) employees under the Legal Entity that would result from this project. Full-time equivalents are people who work assigned hours and/or scheduled hours at a minimum of thirty-five hours per week.



## 2.12 Anticipated Fuel Carbon Intensity

Provide a brief description of the anticipated fuel life cycle carbon intensity. More information on the methodology that must be used to determine the carbon intensity can be found in Section 3 of the Applicant’s Guide. A complete and credible life cycle assessment, following the same methodology, must also be submitted as supporting documentation.

## 2.13 Key Milestones of the Project (Attachment)

Provide the key milestones (in a table or Gantt chart) and the critical path for the proposed project. Ensure to include the following:

- Project title;
- Location(s) of the project(s);
- Key milestones in a logical sequence; and
- Start and end dates.

Examples of key milestones could include:

- Engineering, Procuring and Construction/Commissioning in place;
- Equipment procurement;
- Required permits and licenses; and
- Access to land agreements.

For each milestone, identify all and any potential risks, as well as proposed mitigation measures. Key milestones should be specific, measurable, realistic and relevant to the project objective(s). List all key milestones and associated activities in a logical sequence, including the timelines and/or duration of each, and descriptions. All Construction project facilities must be commissioned by March 31, 2026. A complete critical path must be submitted as a supporting documentation.

## 2.14 Baseline Opportunity Assessment (BOA) (Production Projects only) (Attachment)

Please refer to the Section 4 of the Applicant’s Guide for more information on this section. The Baseline Opportunity Assessment must contain all the information below, which must be identified or highlighted within the document so that evaluators can easily locate the information:

1. The respective location and applicable facility identification number(s) or site location for all facilities listed in the project proposal.
2. A detailed description of the method(s) to be used for the production of clean fuels as well as detailed information on the proposed clean fuel facility, including:
  - A detailed description of fuel production technology, and an evidence-based demonstration that production technology is in an advanced state of readiness and is suitable for commercial scale deployment (TRL 9).
  - Facility process flow diagram, including facility unit operations and detailed information on all streams entering, within, and exiting the facility.
3. A detailed description of the method(s) used for determining the detailed life cycle carbon intensity of the fuel, which could include:
  - Process simulation tools used and source(s) of information used to inform the simulation(s);
  - Predictive modeling tool(s) used and associated simplifying assumptions; and,
  - Estimation methodology(ies) used and the associated uncertainty(ies), including justification of the chosen clean fuel end-use that is inputted into the model (e.g. transportation/industrial sectors).
4. Demonstration of how project costs and milestones will be tracked, and how the proponent will ensure that established project timelines will be met.
5. A detailed facility economic assessment (over five years), which demonstrates the estimated costs of feedstock, energy and utilities flows, and cost of finished fuel per unit of energy over the lifecycle of the project (on a yearly basis). Include a description of fuel production and cost accounting systems.
6. Demonstrate how the project will use existing provincial/federal regulatory frameworks and best practices to ensure feedstock sustainability (for projects using biomass feedstocks), and how biomass feedstocks must be grown and harvested in a sustainable manner.
7. Provide a detailed market analysis and assessment, which demonstrates how the project will integrate into previous and future operations, market strategy and impact of project, commercial risks, projected end-use markets, and projected growth.
8. Provide any relevant reports, studies and relevant applications that may further substantiate the validity of the project, such as front-end engineering, feasibility and/or research studies, permitting, regulatory approvals, environmental assessments (and their status).

## 2.15 Company and Project Team Information (Attachment)

Provide an overview of the Project Management Team and Project Management Plan that will be implemented in order to ensure the success of the project. Include all relevant personnel, including the engineering, procurement and construction team roles and responsibilities. The Project Management Team will work with the Technical and Financial team(s) to ensure that all critical decisions are made and all key milestones and deliverables are achieved.

## 2.16 Business Plan (Attachment)

Please attach a business plan that includes:

- For Production Projects:
  - Detailed technical description of the project;
  - Financial indicators;
  - Financial forecasting or analysis that includes anticipated earnings (or cost savings) resulting from the projects;
  - Cost estimate that meets or exceeds a Class-3 level as per the American Association of Cost Engineers Cost Estimate Classification System;
  - Applicant's goals;
  - Problems and solutions the project proposal aims to address;
  - External and internal project risks and mitigation; and,
  - Other items relevant to the project (e.g. scalability, vertical/horizontal integration)
- For Feasibility Projects:
  - Detailed technical description of the project;
  - Financial indicators;
  - Applicant's goals;
  - Problems and solutions the project proposal aims to address; and,
  - Other items relevant to the project (e.g. scalability, vertical/horizontal integration)

## 2.17 Risk Management (Attachment)

This section must identify all risks not included in the Key Milestones of the Project, or the Business Plan mandatory documentation. Provide a detailed overview of project risks and potential mitigation strategies. (Highlight technical risk, business risk, financial risk, project performance risk, timeline risks, and other relevant risks).

## 2.18 Other Relevant Documentation (Production Projects only) (Attachment)

Please provide a summary of any permits and approvals required to undertake the project. Provide details on the status and timeline to obtain these, and the impact that any delays may have on the overall project execution. Please attach any permits and approvals, reports, studies and other relevant applications that may further substantiate the validity of the project, such as engineering, feasibility, and research studies.

## SECTION 3: Project Budget

### 3.1 Project Contributions

Please ensure these figures match the totals in Appendix A and B

Funding requested from Clean Fuels Program:

Dollar amount: \$ (maximum \$150M)  
% of total project cost: % (maximum of 30%)

Applicant's own funding

Dollar amount: \$  
Committed: Yes No  
% of total project: %

Summary of funding from other sources

Dollar amount: \$  
Committed: Yes No  
% of total project: %

Total project cost:

Dollar amount: \$  
Committed: Yes No  
% of total project: 100%

### 3.2 Detailed Cost Breakdown (Attachment)

This section should provide documentation that demonstrates the applicant’s financial position, capacity to complete the project, and potential ability to repay any contribution provided under the Program.

- a) Applicants are required to complete Appendix A, which requests a breakdown of private and public contributions to the project
- b) Applicants are required to provide a detailed cost breakdown of their project in Appendix B.
- c) Public companies are asked to provide Audited Financial Statements for the last three years, along with the accompanying independent auditor’s report
- d) Private companies are asked to provide a complete set (including 1) Balance Sheet (or statement of financial position); 2) Income statement (or statement of operations); 3) Cash flow statement; and 4) Related notes accompanying the financial statements) of annual financial statements (whether or not audited or reviewed) for the last three years, along with the accompanying independent auditor’s report (if available.). If unaudited statements are provided, the statements must be certified by the company’s Chief Financial Officer.
- e) Companies are asked to provide the company’s Budget and Cash Flow Forecasts for the next two fiscal years. Please include analysis of the potential risks impacting the financial performance anticipated and major assumptions used to prepare the Budgets and Cash Flow Forecast.
- f) Project Financial Projections for ten years starting the year of project commissioning to include the major assumptions used for the projections. The Repayment Amount defined in Section 6.1 of the Applicant’s Guide should be included in the projections.

## SECTION 4: Mandatory Documents Required for Application

To submit a completed Application to the Clean Fuels Program, the documentation listed in **Section 7.2 of the Applicant’s Guide** must be included. **Incomplete applications will not be considered for funding.**

## SECTION 5: Applicant Attestations

By submitting this project(s) proposal, the Applicant:

- Attests that the applicant is legally registered or incorporated in Canada.
- Attests that the information provided is true and accurate to the best of their knowledge.
- Understands that project funding decisions will only be made following receipt, review, selection of project proposals, and the successful completion of due diligence.
- Understands that any costs incurred for the submission of the project(s) proposals are at the Applicant's own risk.
- Understands and acknowledges that no liability and no commitment or obligation exists on the part of NRCan to make a financial contribution to the project until a written Contribution Agreement is signed by both parties.
- Attests that it is the owner of all information - proprietary, confidential or otherwise - provided as part of the proposal submission, or, if the information belongs to another party, that it has obtained written consent to disclose the information to NRCan. Federal reviewers are bound by the requirements of the *Access to Information Act* and the *Privacy Act* regarding the treatment of confidential information.
- 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 contribution agreement by duly authorized representatives of the project applicant and its partners and collaborators.
- NRCan reserves the right to alter the currently envisaged process, and deadlines, or to cancel the calls for proposals at its sole discretion.
- NRCan may share this proposal and any other information provided as supplemental material as part of this response with other funding entities in effort to better support projects in Canada. Please indicate which of the following you consent to having your proposal shared with:

• Departments or Agencies across the Government of Canada	Yes	No
• Provincial and Territorial Governments	Yes	No
• Municipal Governments	Yes	No

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**The individual signing below attests that he/she has the authority to sign a legally binding contribution agreement between NRCan and the project proponent.**

**Please sign below to confirm these attestations:**

Name of Duly Authorized Officer: \_\_\_\_\_ Title \_\_\_\_\_

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

## PROJECT BUDGET

### Appendix A: Project Contributions

Financial capacities and financial viability of proposed project(s) will be evaluated. Refer to Section 2 in the Applicant’s Guide for more details. You must reflect all funding including all government contributions in the following table. Please ensure that the “Total Contributions” in this table matches the “Total Project Costs” in Appendix B: Detailed Cost Breakdown.

SOURCE OF CONTRIBUTIONS	Cash (\$)	In-Kind (\$)	TOTAL (\$)	Percentage	Firm or Conditional (F or C)	Funding evidence provided (Yes or No)
<b>Private Sector Contributions and Financing</b>						
<b>Proponent</b>						
<Other Private Sector 1>						
<Other Private Sector 2>						
<b>Total Private Sector Contributions and Financing</b>						
<b>Government Contributions</b>						
<b>Clean Fuels Fund (NRCan Program)</b>		N/A			N/A	N/A
Public Sector Proponent						
<Government 1>						
<Government 2>						
<b>Total Government Contributions</b>						
<b>TOTAL CONTRIBUTIONS</b>						

## Appendix B: Detailed Cost Breakdown

Provide an overall budget describing costs per the federal government’s fiscal year (April 1 to March 31). Please add a column if expenditures are anticipated beyond March 31, 2026.  
 Refer to Sections 2.6 & 2.7 of the Applicant’s Guide for information on expenditures

APPROVED BUDGET (\$)	2021–2022	2022–2023	2023–2024	2024 –2025	2025–2026	TOTAL (\$)
<b>ELIGIBLE EXPENDITURES</b>						
Capital expenditures						
Salaries and benefits						
Professional, scientific, technical, management and contracting services						
Professional and regulatory fees for the acquisition and protection of intellectual property necessary for or arising from the Project activities						
Travel expenditures related to the project, including meals and accommodation, based on National Joint Council Rates						
License fees, data purchases, certification costs, permits, and fees associated with regulatory compliance and inspection						
Materials, supplies, and equipment						
Equipment leasing or rental						
GST, PST and HST net of any tax rebate to which the recipient is entitled						
Overhead Expenses*						
<b>Total Eligible Expenditures</b>						
<b>INELIGIBLE EXPENDITURES</b>						
Ineligible Expenditure 1 (Specify)						
Ineligible Expenditure 2 (Specify)						
Ineligible Expenditure 3 (Specify)						
<b>IN-KIND COSTS</b>						
Description 1 (Specify)						
Description 2 (Specify)						
Description 3 (Specify)						
<b>Total Ineligible Costs</b>						
<b>TOTAL PROJECT COSTS</b>						

\*Overhead expenditures are administrative expenditures of eligible recipients that are attributable to projects funded through Natural Resources Canada’s contribution. It includes general office salaries, stationery, telephones, etc. Overhead Expenses cannot exceed 15% of Eligible Expenditures.



## Annex C: Diversity and inclusion plan template<sup>1</sup>

*\*This template is a guide for companies that do not already have a diversity and inclusion plan.*

### Vision

1--2 sentence description

### Priorities

1--2 sentence description

### Objectives and actions

Organizations may want to consider incorporating the following areas of focus into their diversity and inclusion plan. The organization should decide for itself what is possible and include time lines (e.g. 6 or 12 months). The plan should include objectives and suggested actions for each one.

### Areas of focus

- **Current situation:** Outline your current programs that address diversity and inclusion and/or list activities that your organization would be willing to incorporate to support new diversity and inclusion objectives.
- **Human resources – recruitment, hiring and retention:** Create job descriptions that provide opportunities for a wider pool of qualified candidates.
  - Re-examine job descriptions, removing any possible unconscious biases in the text. For example, the term “tradesman” tends to encourage male applicants. Consequently, an organization may want to change the term to “tradesperson.”
  - Establish an interview process that has a diverse selection committee that includes staff who will work closely with the new recruit.
  - Review the position requirements with the selection committee and candidates.
  - Implement a policy that requires hiring managers to submit a report giving reasons for not hiring unsuccessful candidates.
  - Review the hiring and onboarding practices to ensure that they are inclusive and support diversity.
  - Create a feedback system that engages and promotes new employees.
- **Staff training and development:** Create training and development opportunities and encourage staff participation.
  - Discuss skills training and leadership opportunities with staff.
  - Direct managers to create staff development plans aimed at helping employees achieve their goals.
  - Identify ways to celebrate successes.
- **Other:** Encourage corporate activities that seek to increase or support diversity and inclusion in the organization.

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<sup>1</sup> Source: [www.princeton.edu](http://www.princeton.edu)

## Communication

- Explain how this plan will be communicated internally (staff, board members) and externally (donors, funders, members).
- Tell the staff about the diversity and inclusion plan and obtain feedback.
- Partner with the human resources department to develop customized training for hiring managers and staff that is related to cultural competence and the potential for unconscious bias.
- Develop or identify training opportunities for hiring managers and those responsible for writing job descriptions.
- Develop awareness on cultural sensitivity and diversity. For example, develop training sessions that relate to working with a diverse customer population, collaborating with diverse staff, and building cultural competence.

## Indicators

- Partner with the human resources department to review performance indicators for each area within the organization (e.g. demographic data, training focused on diversity). Use the information gathered to develop standardized criteria to measure diversity and inclusivity progress across the organization.
- Share data and progress with staff on a regular basis.