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EMISSIONS REDUCTION
FUND

OFFSHORE DEPLOYMENT PROGRAM

APPLICANT'S GUIDE
TO SUBMIT A PROJECT PROPOSAL

NATURAL RESOURCES CANADA

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PURPOSE OF THIS GUIDE

This Guide was developed to assist applicants in their submissions to the Emissions Reduction Fund's Offshore Deployment Program. The Guide outlines application requirements, including eligibility criteria and mandatory documentation, and provides instructions for preparing and submitting an application for funding. It also explains how the Program will review proposals in a consistent, fair, and transparent manner.

Please read this Guide carefully and direct any questions you may have to the Offshore Deployment Program at nrcan.erffshore-freextracotier.nrcan@canada.ca. Incomplete applications will not be accepted.

A **read-only** version of the application form will be available on the [Emissions Reduction Fund website](#) starting on November 9, 2020. Anyone wishing to complete an application should request one directly from the [Offshore Deployment Program](#).

SECTION 1: OFFSHORE DEPLOYMENT PROGRAM OVERVIEW

1.1 Emissions Reduction Fund Objectives

The \$750 million Emissions Reduction Fund (ERF) is a contribution program announced on April 17, 2020, to assist firms that are preparing to reduce greenhouse gas emissions (GHGs) and conduct research and development while helping keep oil and gas workers employed. Of the \$750 million, up to \$675 million is available to conventional onshore oil and gas companies, primarily to reduce methane (Onshore Program). The remaining \$75 million is for investments in the offshore sector for capital projects that drive near-term emissions reductions (Offshore Deployment Program) and research, development, and demonstrations that drive innovation and longer-term emission reductions (Offshore Research, Development and Demonstration Program).

ERF objectives include:

1. Accelerating the adoption and deployment of clean technology and solutions to reduce GHG emissions
2. Driving innovation in Canada's natural resources sectors by supporting research, development and demonstration activities to reduce emissions in Canada's offshore oil and gas sector

1.2 Offshore Deployment Program

This Applicant's Guide focuses exclusively on the **Offshore Deployment Program**. Information on the other two Programs available under the ERF (i.e. the Onshore Program and the Offshore Research, Development and Demonstration Program) are available on the [ERF website](#).

The Offshore Deployment Program will contribute up to \$42 million to companies in the form of fully repayable contributions for projects that reduce direct and indirect GHG emissions stemming from offshore oil and gas operations. The Program will also support projects that improve the environmental performance of oil spill monitoring, detection and response activities.

1.3 Disclaimer

Natural Resources Canada (NRCan) reserves the right to alter or cancel any call for proposals, funding amounts and/or deadlines associated with any program component, or to cancel any application process at its sole discretion. Any changes will be communicated to registered applicants via Natural Resources Canada's ERF website.

Any costs incurred for the submission of any application or project proposal are at the project applicant's own risk. In all cases, any funding under any submission, review and assessment process will be contingent upon the execution of a contribution agreement.

Until a written contribution agreement is signed by both parties, no commitment or obligation exists on the part of NRCan to make a financial contribution to any project, including any expenditure incurred or paid prior to the signing of such contribution agreement.

1.4 Program Duration

ERF Program funding will extend from the date of execution of the Contribution Agreement to March 31, 2022. Completion of physical work paid for by the recipient or the recipient's partner(s) may extend past the program's end date up to a maximum of two (2) years.

NRCan may, when it considers it appropriate, also reimburse Recipients for eligible expenses the Recipient has incurred from April 17, 2020 to the date of execution of the Contribution Agreement. For further details please see Section 2.4 (Eligible Expenditures) of this Guide.

1.5 Recipient Eligibility

To be considered for Offshore Deployment Program funding, the applicant must be a company or organization that operates in, or directly supports, upstream oil and gas companies in the offshore area adjacent to Newfoundland and Labrador. This includes third-party entities that provide support and services including, but not limited to engineering, procurement, construction, installation, and assessment.

In all instances, companies and organizations must have legal entities validly incorporated or registered in Canada. Eligible recipients and organizations may also include provincial, territorial, or municipal governments that own or operate offshore oil and gas facilities.

1.6 Eligible Activities

Eligible Offshore Deployment Program projects are limited to the following:

- 1) Building capacity for, and the deployment of, technology projects that support GHG emissions reductions or improvements to oil spill monitoring, detection and response (including engineering and design).

- 2) **Capital projects** that result in the reduction or elimination of greenhouse gas emissions (as compared to baseline assessments) whether through:
 - Reduction or elimination of fugitive emissions;
 - Capture and storage of fugitive emissions; or
Conversion of high-intensity emissions to low-intensity emissions, including facility retrofits; upgrades; operational improvements, **OR**
- 3) **Capital projects** that result in environmental performance improvements as it relates to monitoring of spills or unintended release; detection; and response measures¹

¹¹ Capital projects to improve oil spill monitoring, detection and response are assumed to indirectly support marginal GHG reductions (e.g. as a result of fewer specialized vessels and aircrafts deployed to monitor or resolve the spill or unintended release)

SECTION 2: FUNDING RULES

2.1 Type of Recipient

Proponents of selected projects will receive funding **directly** from NRCan to undertake approved activities. Direct recipients may take the form of individual regulated companies, groups of regulated companies, and service providers that would own and install and/or maintain eligible technologies and solutions for regulated companies.

The accountability and roles and responsibilities of a Direct Recipient, including compliance with the Terms and Conditions, will be established through a contribution agreement between NRCan and the Direct Recipient.

2.2 Funding Amounts

The Offshore Deployment Program has notionally allocated \$10 million for technology deployment projects (including building capacity), \$20 million for capital projects that reduce GHG emissions, and \$12 million for capital projects that improve the environmental performance of oil spill monitoring, detection and response measures.

An eligible recipient may propose one or more projects at one or more facilities under a single contribution agreement. The minimum contribution payable under any single contribution agreement is \$100,000 dollars. The maximum amount, per eligible recipient, is the full funding amount available under the Program.

The Program may provide an eligible recipient with up to 75% of total eligible supported project costs. The maximum amount of contributions to the project from all levels of government must not exceed the stacking limits described in Section 2.3.

For projects selected for funding, it is possible that the applicant may not receive the full amount requested. The amount of funding contributed to each project will be based on the number of successful projects, the results of the proposal evaluations, and available program funding.

2.3 Stacking Provisions

Recipients will be allowed to stack funding received under this Program with funding from other federal programs, as well as programs from provincial, territorial, and municipal governments. The maximum level of total Canadian government funding (stacking limit) authorized under this program is **90% of eligible project costs**.

In cases where the proponent is a provincial, territorial, municipal government or a registered not-for-profit organization, total Canadian government funding authorized shall not exceed 100% of total eligible project costs.

To ensure the stacking provisions are respected, prior to signing a contribution agreement, and for the duration of the agreement, recipients will be required to disclose all anticipated Canadian and non-

Canadian sources of funding for the proposed Project, including, for example, those from other Canadian federal, provincial, territorial and municipal programs.

The stacking limit must be respected when assistance is provided. In the event that actual total government assistance to a Recipient exceeds the eligible expenditures, Natural Resources Canada will adjust its level of funding so that the stacking limit is not exceeded, and will seek reimbursement of funds if necessary.

Applicants must indicate stackable funding in Appendix B of the Application Form.

2.4 Eligible Expenditures

Eligible Program expenditures (as listed below) are those which are incurred from the date of execution of the Contribution Agreement to March 31, 2022. The Offshore Deployment Program may, when it considers it appropriate, also reimburse Recipients for eligible expenses the Recipient has incurred from April 17, 2020 to the date of execution of the Contribution Agreement. Canada's reimbursement of pre-agreement eligible expenses will be subject to the parameters specified in the contribution agreement and will not exceed 30% of the amount of Canada's contribution to the project.

Applications must be received no later than **December 15, 2020** for the Project to be considered for retroactive funding. Retroactive eligibility is also conditional upon a having a signed contribution agreement in place no later than March 31, 2021.

Eligible expenditures fall into the following categories:

- Salaries and benefits of employees on the payroll of the Recipient for the actual time spent by the employees on the Project;
- Professional, scientific, technical, management, data collection 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 for the implementation of this project;
- Capital expenditures (Emissions Projects) – including informatics hardware and software, and improvements to existing capital equipment or the purchase and installation of new capital equipment to reduce GHG emissions at offshore facilities;
- Capital expenditures (Spill Projects) - including informatics hardware and software, and improvements to existing capital equipment or the purchase and installation of new capital equipment to improve the environmental performance of offshore oil spill monitoring, detection, and response activities;
- Material, supplies, and equipment;
- Equipment leasing or rental;

- Overhead expenditures provided that they are related to the conduct of the Project and can be attributed to it. Overhead expenditures may be included in the total Project costs up to 15% of total eligible supported expenditures; and,
- GST, PST or HST, net of any tax rebate to which the Recipient is entitled².

A maximum of 10% of total eligible supported costs, excluding purchases of equipment may be incurred outside of Canada.

2.5 Ineligible Expenditures

Ineligible expenditures include:

- Purchase of land;
- Fines and penalties; and
- Lobbying activities for the purposes of obtaining contribution funding under the ERF.

Please note that in-kind contributions and costs incurred outside of the eligible expenditure period may be eligible for consideration of total project costs but are not eligible for reimbursement.

2.6 Basis and Timing of Payments

The Government of Canada's fiscal year is the period beginning on April 1 of any year and ending on March 31 in the following year. Multi-year agreements will establish a funding amount per fiscal year adding up to the total contribution under the agreement. Details will be provided within each contribution agreement regarding the documentation that is required when submitting a claim for payment. The contribution agreement will also stipulate the start date and end date of eligible costs for each project.

Payments will be made based on receipt and approval of financial reports signed by the recipients' chief financial officer (or duly authorized officer) outlining actual eligible costs incurred for the project over the period in question. The frequency of payments will be negotiated at the Contribution Agreement stage of the Program. Advance payments, or a combination of advance payments and progress payments, may be permitted at the request of the proponent with an assessment of their need, risk levels, and cash-flow requirements.

Final payment will not be made until all agreed-upon project activities outlined in the Statement of Work included in the contribution agreement have been completed by a recipient and are deemed acceptable by the Offshore Deployment Program. To ensure appropriate project oversight, a reasonable holdback may be applied and released once all conditions of the contribution agreement have been met.

² In accordance with the departmental GST/PST/HST certification form, the reimbursable Goods and Services Tax, Provincial Sales Tax, and Harmonized Sales Tax costs must be net of any tax rebate to which the Recipient is entitled.

SECTION 3: REPAYMENTS

3.1 Repayable Contributions

- Contributions made to recipients under the Offshore Deployment Program are unconditionally repayable - meaning the Recipient must repay the full amount received through a Contribution Agreement.
- Recipients will be presented with three (3) repayment schedules developed by Natural Resources Canada and will select, prior to the signing of the Contribution Agreement, the schedule that best meets their unique business requirements. A sample schedule is provided in the table below to illustrate the type of repayment plan that may be offered. The final repayment schedule is subject to negotiation.

Repayment Plan	2022-23	2023-24	2024-25	2025-26	2026-27
5-year equal annual amounts	20%	20%	20%	20%	20%
5-year equal increments with an initial payment of 5% of total repayable in Year 1	5%	12.5%	20%	27.5%	35%
3-year equal increments with an initial payment of 10% of total repayable in Year 3	0%	0%	10%	33.3%	56.7%

- Repayments will be due in full five (5) years from the final disbursement of funds to the Recipient. Recipients may be given up to two (2) years following the final disbursement to begin repayments. Interest will be due on any late payment.

SECTION 4: APPLICATION

4.1 Application Process

A **read-only** version of the application form is available for viewing on the [ERF website](#). Anyone wishing to complete a project proposal should contact the [Offshore Deployment Program](#) to request an **editable** version of the application in Microsoft Word.

The Program will accept applications on an ongoing basis until all program funding has been allocated.

Complete applications should be submitted to nrcan.erffshore-freextracotier.rncan@canada.ca.

Note: the maximum size of email attachments to Natural Resources Canada is 10MB. If the submission exceeds the maximum, the applicant may forward their files in a series of emails with the same subject line. Natural Resources Canada is not responsible for the security of the files during transmission. The Offshore Deployment Program will send you a confirmation email when the Project Application Form and mandatory supporting documentation has been received.

Submission of an application does not guarantee applicants will receive funding under the Program. Project approval will be conditional upon the execution of a contribution agreement. Until a written contribution agreement is signed by both parties, no commitment or obligation exists on the part of the Offshore Deployment Program to make a financial contribution to any project.

4.2 Application Form

The application form and supporting materials will be used by the Offshore Deployment Program as the basis to select projects for funding. Projects will be evaluated based on mandatory and rated criteria (as outlined in Sections 5.1 and 5.3 of this Guide) and fully assessed and verified from both a technical and financial perspective.

Once the call for proposals is closed, the Offshore Deployment Program reserves the right to share the information provided by applicants in the sections that are clearly marked for public disclosure. All other information will be considered confidential. The ERF Program aims to safeguard the confidential information provided as part of the application process. Please see Section 7.4 (Confidentiality and Security of Information) for more information.

4.3 Service Standards

NRCan maintains a suite of service standards on the expected delivery timelines for each phase of program delivery. Our goal is to achieve our service standards a minimum of 90% of the time under normal circumstances:

- Respond to general inquiries made to our email address before the end of the next business day.
- Acknowledge receipt of application within five business days of the date received by the Department.
- Issue an official written notification of the funding decision within 100 days of the end the Request for Project Proposals deadline.
- Send you a draft contribution agreement for review within 30 business days of issuing the Letter of Conditional Approval.
- Issue payments within 30 calendar days of the successful fulfillment of requirements as outlined in the contribution agreement.

SECTION 5: APPLICATION EVALUATION & DUE DILIGENCE

5.1 Mandatory Criteria

To be eligible for funding under the Offshore Deployment Program, projects must meet all mandatory criteria. The responsibility lies with the applicant to demonstrate (in the application and supporting materials) that the project clearly meets each mandatory criterion. Failure to clearly demonstrate that the project meets every mandatory criterion may result in the project being eliminated from consideration for funding.

At a minimum, the proposal needs to:

- 1) Satisfy the eligibility requirements listed in sections 1.5 and 1.6
- 2) Demonstrate how the project either:
 - a) Contributes to methane and other Greenhouse Gas (GHG) emissions reductions; or
 - b) Improves overall environmental performance as it relates to oil spill monitoring, detection and response measures
- 3) Include the mandatory documentation outlined in section 4 (Application Checklist) of the application form

5.2 Due Diligence

Project applications that satisfy the mandatory criteria listed in Section 5.1 will undergo a due diligence process. Proposals will be evaluated against the capacity and experience of the applicant to implement the proposed project, to achieve the stated objective, and to fulfill repayment obligations. Factors taken into consideration may include managerial, technical and workforce capability, technical feasibility, and financial and market risk. Although the Program anticipates relying on the applicant's business plan and other mandatory documentation to complete the evaluation, we may request that the applicant provide additional information to support the due diligence process.

The findings from the due diligence assessment could determine risk mitigation strategies that will be included in the Contribution Agreement (for example monthly progress reports or percentage of risk holdback).

5.3 Rated Criteria

All Projects which pass the due diligence phase will then be assessed and ranked by a multidisciplinary investment committee against the rated criteria below:

Rated Criteria for All Offshore Deployment Projects	
<ul style="list-style-type: none"> Overall quality of the Proposal 	
<ul style="list-style-type: none"> Technical feasibility and financial viability of the project 	
<ul style="list-style-type: none"> Sources of funding for the project and ability to leverage support from other government departments, other orders of government, academic institutions, not-for profit organizations, or industry. (E.g. ability to stack funding with Newfoundland and Labrador's \$320 million fund for Canadians with offshore energy jobs) 	
<ul style="list-style-type: none"> Socio-economic benefits, including jobs retained or created 	
Criteria Specific to Emissions Reduction Projects	Criteria Specific to Oil Spill Projects
<ul style="list-style-type: none"> Cost of project eligible activities to reduce each tonne of GHG emissions in carbon dioxide equivalent (CO₂e) 	<ul style="list-style-type: none"> Predicted improvement in capacity to monitor and identify source of spill; anticipated improvement in timeliness of spill response; predicted improvement in recovery of spilled hydrocarbons; and/or predicted improvement in environmental outcomes associated with hydrocarbon spills
	<ul style="list-style-type: none"> Whether the project addresses a gap identified thorough collaborative work between industry, government and the offshore board
<ul style="list-style-type: none"> Total volume of GHG emissions reductions in tonnes of CO₂e 	<ul style="list-style-type: none"> Demonstrated partnerships with local stakeholders

5.4 Selection of Recipients

As the ERF is designed to be an emissions reduction program, preference will be given to projects that demonstrate the greatest anticipated GHG reductions at the lowest cost. Should the Offshore Deployment Program only receive applications for projects that target the environmental performance of oil spill monitoring, detection and response measures, preference may be given to projects that clearly address a [lesson learned](#) at the Canada-Newfoundland and Labrador Offshore Petroleum Board (CNLOPB) 2019 Oil Spill Forum or satisfy a relevant focus area of CAPP's [Continuous Improvement Plan](#) for the Atlantic Canadian offshore industry. The Program will aim to spread funding amongst multiple recipients and will also consider the distribution of funds across firms of different sizes. NRCan reserves the right to amend the selection criteria depending on the type and quality of applications received.

Once the evaluation process is complete, conditionally approved projects will receive Letters of Conditional Approval and unsuccessful project proposals will receive Letters of Regret.

SECTION 6: CONTRIBUTION AGREEMENTS

6.1 Agreements

Following project approval, a contribution agreement will be negotiated and signed by the successful applicant and Natural Resources Canada. The applicant will then become a direct funding recipient and will be required to meet the obligations as outlined in the agreement. Until a contribution agreement is duly executed by the parties, no obligation exists on the part of Natural Resources Canada to contribute funding to a project. More information on NRCan contribution agreements will be made available to successful applicants following the project application evaluation results notification.

6.2 Reporting Requirements

Recipient reporting will be performed at the project level, where periodic status reports to support claims for payments as well as post-project reports will confirm activities performed match those that were supported under the contribution (i.e., status reports will serve as a monitoring tool). Reporting requirements include financial, progress, and performance reports.

Upon project completion, recipients will provide information that demonstrates how the contribution was spent, with a declaration as to the total amount of contributions or payments received from other sources in respect of the Project. Recipients will also provide a final narrative report to describe how project activities have contributed to the achievement of the Offshore Deployment Program's objectives.

Contribution agreements may include reporting requirements that extend beyond the repayment period (e.g., with respect to GHG emissions, project-related intellectual property, full-time equivalent job numbers).

SECTION 7: OTHER TERMS AND CONDITIONS

7.1 Carbon Offset Credits

Carbon offset credits generated through the project can be maintained by the eligible recipient, as permitted through applicable carbon offset provisions.

7.2 Impact Assessment

It is unlikely that the Offshore Deployment Program will generate “designated projects” under the *Impact Assessment Act*; however, any potential projects generated from the proposal will be subject to the *Impact Assessment Act* and assessed accordingly.

7.3 Duty to Consult

Should funding decisions on specific projects trigger a duty to consult, pursuant to the NRCan contribution agreement, the Department will withhold project funding from the date it provides notice to the proponent that the duty to consult has arisen to when the Department is satisfied that the duty to consult, and if appropriate to accommodate, has been met and continues to be met.

7.4 Confidentiality and Security of Information

Paragraph 20(1) of the *Access to Information Act* prohibits a government institution, including NRCan, from disclosing in response to an Access to Information inquiry, any information – financial, commercial, scientific or technical – supplied by an applicant to NRCan so long as the applicant treats the information as confidential in its own establishment.

Accordingly, NRCan will protect the applicant's confidential information in its possession to the same extent as the applicant protects said confidential information in its own establishment: if the applicant chooses to send the application or other confidential information to NRCan by e-mail, NRCan will respond to the application by e-mail. Similarly if the applicant's correspondence is through regular mail, NRCan's response will be in like manner.

For more information on this subject, a careful reading of the entire Section 20 of the [Access to Information Act](#) is encouraged.

7.5 Intellectual Property

All Intellectual Property that arises in the course of the contribution agreements shall vest in or be licensed to the recipient or be licensed to the recipient in the event that a recipient's subcontractor retains title to such Intellectual Property. The recipient will grant Canada a non-exclusive, irrevocable, world-wide royalty-free license in perpetuity to use the data and information contained in project reports, including all interim and final evaluation reports, and modify such reports and documents for non-commercial government purposes.

7.6 Official Languages

The Recipient will be responsible to clearly identify the clientele/target audience for its projects and, in consultation with NRCan, take the necessary measures to respect the official languages requirements in its activities.

If NRCan determines that the Recipient's government funded activities may have an impact on official-language minority communities or be susceptible of promoting linguistic duality, the funding agreement must specify the Recipient's linguistic commitments and ensure that additional expenses incurred as a result of these commitments are considered eligible for contribution funding. Commitments relating to the development of minority communities will be determined based on the needs of the community (determined after consultations with the community, if appropriate).

7.7 Diversity and Inclusion Measures

As a first step to gaining a better understanding of diversity and inclusivity within the offshore industry, applicants will be asked if they have a workforce gender and diversity plan in place. The response to the question itself will not impact the decision for the applicant. Applicants with plans in place will be asked if they will voluntarily share any data related to the plan and to include it in their submission. Information obtained from workforce diversity data would provide the Department insights into underrepresented groups (e.g., women, immigrants, visible minorities, youth, and Indigenous peoples) occupying different positions in the offshore industry.

DEFINITIONS

“Applicant” is the person/organization who has submitted or is going to submit a proposal to the Emissions Reduction Fund – Offshore Deployment Program.

“Baseline assessment” is an offshore facility's annual baseline emissions level calculated using the methodology prescribed under Newfoundland and Labrador's [Management of Greenhouse Gas Regulations](#)

“Capital Project” encompasses facility retrofits, upgrades, or operational improvements to directly reduce emissions or improve the environmental performance of oil spill monitoring, detection and response activities.

“Carbon dioxide equivalent (CO₂e)” means the mass of carbon dioxide that would produce the same global warming impact as a given mass of another greenhouse gas, as determined in accordance with Newfoundland and Labrador's [Management of Greenhouse Gas Regulations](#).

“In-kind” means a contribution from a Proponent and/or its partners which is not a cash contribution, but which is verifiable and is directly attributable to the Project.

“Intake period” means the period of time by which applications can be accepted via the Offshore Deployment Program's email: nrcan.eroffshore-freextracotier.nrcan@canada.ca

“Program” means the Emissions Reduction Fund – Offshore Deployment Program.

“Project Completion” refers to the date on which all project activities have been completed and implemented, and after which results can be measured.

“Project proposal” or “Application” means a completed proposal submitted to the Emissions Reduction Fund's Offshore Deployment Program

“Proponent” in respect of a project, means the person, body, federal authority or government that proposes the project.

“Stacking” means the maximum limit of total Canadian government funding that is permitted under a contribution agreement for a project. Canadian government funding refers to funding from federal, provincial, territorial, and municipal governments for that activity.

“Technology Deployment Project” includes building capacity for, and the deployment of, pre-commercial or recently commercialized technologies to reduce emissions or improve the environmental performance of oil spill monitoring, detection and response activities, including from the offshore services sector.

“Total Project Costs” means the Contribution and other verifiable cash or in-kind contributions either received or contributed by the Proponent and directly attributable to the Project.