



EMISSIONS REDUCTION FUND

Offshore Deployment Program – Application Form

Thank you for your interest in the **Emissions Reduction Fund (ERF) - Offshore Deployment Program**.

Along with instructions included within this application, additional guidance is available in the [Applicant's Guide for the Offshore Deployment Program](#). Natural Resources Canada (NRCan) strongly recommends that applicants read the Applicant's Guide before completing this Form. Incomplete applications will not be considered for funding.

Unless otherwise specified, the “proposed project”, the “application”, or the “proposal” in this form refers to the project submitted in response to NRCan's request for a project proposal to the ERF-Offshore Deployment Program (the “Program”).

This Application Form contains five sections. All sections are mandatory and will be fully assessed and verified by the Program.

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 **Sections 1.5 and 1.6** of the Applicant's Guide;
3. I understand that project contributions are unconditionally repayable, similar to an interest-free loan. Please refer to **Section 3 (Repayments)** 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 Emissions Reduction Fund, 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 4 (Application Checklist)** of this Application Form. Documents should be sent to nrcan.erffshore-freextracotier.rncan@canada.ca as an attachment along with this Application Form.

Please sign below to confirm these attestations:

Signature

Date

Name of duly authorized officer for applicant

Title

Please fill out the Project Application Form by entering the requested information into the allocated fields. Do not alter the Project Application Form. If you encounter an error in the Project Application Form or are experiencing incompatibility issues, please notify the program staff by email as soon as possible.

SECTION 1: Applicant Information

This section should provide reviewers with a clear overview of the applicant

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:

[Insert 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, before March 16, 2020]

1.4 Length of time in operation:

[Insert 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 1 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 not 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 exploring developing a workforce gender and diversity plan
- A workforce gender and diversity plan is not place

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

This section, as a whole, should provide reviewers with a clear overview of the project and its alignment with the core objectives and requirements of the Offshore Deployment Program (as outlined in Section 1.1 of the Applicant's Guide). The manner in which the project either reduces greenhouse gas emissions or improves the environmental performance of oil spill monitoring, detection and response measures should be apparent.

2.1 Project title (non-confidential):

[Insert 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]

2.2 Project location:

[Name the location or facility(ies) where the project will take place]

Facility(ies):

[Provide a short description of the facility(ies) at which the project will take place]

Facility ID numbers (if applicable):

Province:

2.3 Expected project start date (YYYY/MM):

[Refer to Section 2.4 (Eligible Expenditures) of the Applicant's Guide for more information on retroactive eligibility]

2.4 Expected project completion date (YYYY/MM):

2.5 Eligible Activity:

[Section 1.6 of the Applicant's Guide provides further details].

Which eligible activity does your project satisfy? Please select from the three options below:

- Building capacity for, and the deployment of, **technology projects** that support GHG emissions reductions or improve oil spill monitoring, detection and response activities
- A **capital project** that results in the reduction or elimination of greenhouse gas emissions (as compared to the baseline assessment)
- A **capital project** that results in environmental performance improvements as it relates to monitoring of spills or unintended release; detection; and response measures¹

2.6 Project Summary

[If the proposal is approved for funding under the Program, the high level information provided under the Project Summary will be disclosed publicly on the Government of Canada's website]

Describe the objectives, outputs and outcomes of the proposed project and indicate how it will impact Newfoundland and Labrador's offshore oil sector. Please highlight any co-benefits of the project, including job creation, cost savings, revenue generation, environmental benefits, competitiveness, etc.

- a) Please complete Appendix A – Key Project Milestones

¹ Capital projects to improve oil spill monitoring, detection and response are assumed to indirectly support marginal greenhouse gas emissions reductions (e.g. as a result of fewer specialized vessels and aircrafts deployed to monitor or resolve the spill or unintended release).

2.7 Summary of Expected Project Budget:

[Please ensure these figures match the totals in Appendix B]

Funding requested from Offshore Deployment Program:

Dollar amount: \$ _____

% of total project: ____% (**maximum of 75**)

Applicant's own funding

Dollar amount: \$ _____

Committed: Yes No

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%

2.8 Capacity to deliver project

Provide an overview of the project management team and plan to complete the proposed project(s). Please include positions and responsibilities and service contract(s) and agreement(s), where applicable.

2.9 Business Plan

Please attach a business plan that includes a technical description of the project, financial indicators, financial forecasting, cost estimates, details of the proposed repayment plan, the applicant's goals, the problems and solutions the project proposal aims to address and any other items relevant to the project.

2.10 Risk Management

If not otherwise included in the business plan, please provide a high level overview of project risks and potential mitigation strategies. (Please highlight technical risk, business risk, financial risk, project performance risk and other relevant risks).

2.11 Permits & Approvals

Please provide a summary of any permits and approvals required in relation to the project. Provide details on the status and timeline to obtaining these, and the impact any delays in obtaining these may have on the overall project execution.

Section 3: Mandatory & Rated Criteria

Note: All mandatory criteria must be met for projects to be evaluated. For rated criteria, applicants are only required to fill out sections that are applicable to their projects. Please refer to **Sections 5.1 and 5.3 of the Applicant's Guide** for mandatory and rated criteria details, respectively.

3.1 Eligible Recipient (Mandatory)

Eligible recipients are: companies and organizations who are operating in, or directly support, upstream oil and gas companies in the offshore area of Newfoundland and Labrador. In all instances, companies and organizations must have legal entities validly incorporated or registered in Canada.

Do you meet the above criteria? Yes No

a) Please provide (in the space below or in an attachment) background information on your company and briefly describe how you meet the above criteria. This may include a brief history of the company, a description of the services and expertise offered by the company, as well as the mission and vision.

b) Please attach proof of business incorporation, articles of incorporation or registration

3.2 Eligible Activity (Mandatory)

Clearly describe how your project satisfies the eligible activity you selected in section 2.5 of this application form.

3.3 Technical Feasibility (Rated)

This section should provide documentation to substantiate claims that the proposed project can be implemented, is likely to perform as expected, and will generate the quantity and quality of results identified by the applicant. Please note that the Program may request additional information from the applicant to support its technical evaluation of the project proposal. Applicants are only required to complete the fields that correspond with the eligible activity they selected in Section 2.5 of this form.

If your proposal builds capacity for, or deploys a technology project that supports GHG emissions reductions or improves oil spill monitoring, detection and response activities:

a) Describe the technology or technical process to be deployed. Attach supporting documentation to validate the technical feasibility of your project.

b) Describe past work that the proposed project builds upon. Please provide references to the results and conclusions of that past work that have been used in developing this project proposal.

c) Does the project advance the [technology readiness level](#)? Please provide details.

If your proposal is for a capital project that results in the reduction of greenhouse gas emissions:

- a) If not otherwise included in your business plan, please provide an overview of the technical plan for the project.
- b) Provide a summary of your facility's baseline emissions level for the most recent year available. Please show your calculations for baseline emissions using the methodology prescribed under Newfoundland and Labrador's [Management of Greenhouse Gas Regulations](#).
- c) Attach a breakdown of greenhouse gas emissions per type and source, similar to what is provided to the Government of Newfoundland and Labrador under their GHG reporting form for offshore operators.
- d) Identify and accurately quantify the direct impact of the proposed project upon the total volume (tonnes) and rate (tonnes/year) of emissions from the individual source(s) being targeted within the project proposal. Where applicable, provide engineering studies or other documentation to support these estimates.

If your proposal is for a capital project that improves the environmental performance of oil spill monitoring, detection and response measures:

- a) If not otherwise included in your business plan, please provide a detailed overview of the technical plan for the project.
- b) Attach engineering reports, technical specifications, assessments, or any other evidence as may be required to validate the technical feasibility of your project.

3.4 Financial Viability (Rated)

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

- a) Applicants are required to complete **Appendix B**, which requests a breakdown of private and public contributions to the project
- b) Applicants are asked to provide a detailed cost breakdown of their project in **Appendix C**.
- c) **Public companies** are asked to provide a **complete set**² of annual 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** of annual financial statements (whether or not audited) for the last three years, along with the accompanying independent auditor's report, if available.

² A **complete set** refers to the following: 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.

- e) **Company's Budget and Cash Flow Forecast** 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.

3.5 Socio-economic Benefits (Rated)

Please describe the anticipated socio-economic benefits of the proposed project, including jobs retained or created.

3.6 Anticipated Results (Rated)

If your proposal builds capacity for, or deploys a technology project that supports GHG emissions reductions or improves oil spill monitoring, detection and response activities:

- a) Should the project be successful, please identify the environmental benefits that would be generated. Identify how you expect the project to make an impact in these areas, and when these impacts would be realized (i.e.: at project completion, 5 years after project completion, or by 2030).
- b) Please attach any environmental assessment or relevant reports which justify the environmental improvements identified in part (a).
- c) Describe the target audience of this technology deployment project and the uptake potential at project completion. Identify any potential receptors/collaborators for when the project is complete.

If your proposal is for a capital project that results in the reduction of greenhouse gas emissions:

- a) What are the anticipated emissions reductions in the first year following project completion?
[Insert volume of carbon dioxide, methane and nitrous oxide in tonnes of CO₂ equivalent]
- b) By 2030, what will the cumulative (including first year) emissions reductions be (allowing for potential change in production)?
[Insert volume of carbon dioxide, methane and nitrous oxide in tonnes of CO₂ equivalent]

If your proposal is for a capital project that improves the environmental performance of oil spill monitoring, detection and response measures:

[Given the variety of projects that could qualify under this part of the Program, we have not set prescribed environmental performance criteria. Applicants are asked to provide details specific to their Project]

- a) Provide details on the anticipated environmental performance improvements generated by your project – both in the first year following completion and by 2030. Attach supporting documentation (e.g. studies, assessments) where applicable.
- b) Does the project address a lesson learned at the Canada-Newfoundland and Labrador Offshore Petroleum Board's (C-NLOPB) 2019 Spill Prevention and Response Forum or a focus area from the Canadian Association of Petroleum Producers' (CAPP) Continuous Improvement Plan? If yes, please provide details.
- c) Briefly describe how you will measure the performance of your project, including meeting your intended objectives and outputs.³
- d) If applicable, please provide details on how local stakeholders will be involved in the project.

³ Given the variety of projects that could qualify under the oil spill component of the Program, we have not set fixed performance indicators

Section 4: Application Checklist

To submit a completed Application Form to the Emissions Reduction Fund – Offshore Deployment Program, the following documentation **must** be included. **Incomplete applications will not be considered for funding.**

Mandatory Document		Document attached?
1	Proof of Business Incorporation, Articles of Incorporation or Registration	<input type="checkbox"/> Yes <input type="checkbox"/> No
2	Background information about the company	<input type="checkbox"/> Yes <input type="checkbox"/> No
3	Business Plan for proposed project(s)	<input type="checkbox"/> Yes <input type="checkbox"/> No
4	Past three years of annual Financial Statements	<input type="checkbox"/> Yes <input type="checkbox"/> No
5	Company's Budget and Cash Flow Forecast for the next two fiscal years	<input type="checkbox"/> Yes <input type="checkbox"/> No
6	Completed Section 5 of this Application Form: Applicant Attestations	<input type="checkbox"/> Yes <input type="checkbox"/> No
7	Completed Appendix A of this Application Form: Key Milestones of the Project(s) or equivalent	<input type="checkbox"/> Yes <input type="checkbox"/> No
8	Completed Appendix B of this Application Form: Project Budget	<input type="checkbox"/> Yes <input type="checkbox"/> No
9	Completed Appendix C of this Application Form: Detailed Cost Breakdown	<input type="checkbox"/> Yes <input type="checkbox"/> No
Where applicable, please also include:		
10	Technical Plan & other documents to validate the technical feasibility of the project	<input type="checkbox"/> Yes <input type="checkbox"/> No
11	Breakdown of GHG emissions per type and source	<input type="checkbox"/> Yes <input type="checkbox"/> No
12	Reports, studies or assessments that substantiate anticipated results (e.g. emissions reductions, environmental improvements)	<input type="checkbox"/> Yes <input type="checkbox"/> No

Section 5: Applicant Attestations

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

- Attests that the facility(ies) identified is (are) 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 request 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 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Provincial and Territorial Governments | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Municipal Governments | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

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:

Appendix A: Key Milestones of the Project(s)

Provide the **key milestones** (in a table or Gantt chart) or the **critical path** for each proposed project.

Ensure to include the following:

- Project title
- Location(s) of the project(s)
- Key milestones in a logical sequence
- Start date
- End date

Examples of key milestones could include:

- Engineering, Procuring and Construction/Commissioning (EPC) in place
- Required permits and licenses
- Access to land agreements

Any other key activities relevant to the project timeline must be clearly defined in order for Program reviewers to effectively assess the feasibility of the proposed project(s).

Appendix B: Project Budget

Financial capacities and financial viability of proposed project(s) will be evaluated. Refer to **Section 2 (Funding Rules)** 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 C: Detailed Cost Breakdown**.

Contributions (\$)	Cash	In-kind	TOTAL	Firm or Conditional	Funding evidence provided
Private Sector Contributions					
Proponent			\$ -		
<Other Private Sector 1>			\$ -		
<Other Private Sector 2>			\$ -		
Total Private Sector Contributions	\$ -	\$ -	\$ -		
Government Contributions					
NRCan		N/A	\$ -	N/A	N/A
Public Sector Proponent			\$ -		
<Government 1>			\$ -		
<Government 2>			\$ -		
Total Government Contributions	\$ -	\$ -	\$ -		
Total Contributions	\$ -	\$ -	\$ -		
Committed Funding			\$ -		

Appendix C: 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, 2022.

[Refer to Sections 2.4 & 2.5 of the Applicant’s Guide for information on expenditures]

APPROVED BUDGET (\$)	Apr 1, 2020 - Mar 31, 2021	Apr 1, 2021 - Mar 31, 2022	TOTAL (\$)
The Program (NRCan Contribution)			
ELIGIBLE EXPENDITURES			
Salaries and benefits			
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			
Capital expenditures			
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 directly related to the project will be considered to a maximum of 15% of Eligible Expenditures			
Total Eligible Expenditures	\$	\$	\$
INELIGIBLE EXPENDITURES			
Ineligible Expenditure Description 1 (Specify)			
Ineligible Expenditure Description 2 (Specify and insert/delete rows as applicable)			
Ineligible Expenditure Description 3 (Specify and insert/delete rows as applicable)			
			\$
IN-KIND COSTS			
Description 1 (Specify)			
Description 2 (Specify and insert/delete rows as applicable)			
Description 3 (Specify and insert/delete rows as applicable)			
			\$
Total Ineligible Costs			\$
TOTAL PROJECT COSTS			\$

*Overhead expenditures are administrative expenditures of eligible recipients that are attributable to projects funded through Natural Resources Canada’s contribution. Administration overhead (administration expenses) are part of the general overhead of an organization that is incurred in carrying out its administrative activities. It includes general office salaries, stationery, telephones, etc.