

Alberta Indigenous Climate Planning Program Guidelines

The Alberta Indigenous Climate Planning Program (AICPP) helps Indigenous communities establish an understanding of their energy conservation opportunities and set priorities to improve energy efficiency, reducing greenhouse gas (GHG) emissions and drive economic development.

The AICPP assists Indigenous communities by:

- Providing energy inventories;
- Forecasting community energy use and needs;
- Developing energy and emission reduction targets;
- Targeting actions and timelines for implementation; and
- Enabling greater participation in a low-carbon economy.

Who is Eligible?

- First Nation communities, Metis Nation of Alberta, Metis Settlements, and Aseniwuche Winewak Nation.
- Applicants must be in compliance with the terms and conditions of any previous Indigenous Relations funding.
- Applicant communities must be located in Alberta.

What Types of Projects are Funded?

The AICPP provides funding for two separate activities directly related to climate leadership outcomes:

1. Community Energy Plans

Indigenous communities can benefit from:

- Baseline studies of their community's current energy performance;
- An assessment of current and future energy needs;
- A priority and opportunity assessment related to energy use and generation; and
- A clearly-defined implementation plan to meet energy needs and achieve reduced GHG emissions.

2. Clean Energy Opportunities Assessments

Indigenous communities can benefit from:

- A community profile identifying current energy use, population, geographical location, community facilities and current GHG emissions;
- A feasibility assessment of potential clean energy projects within the community (e.g., cost of project, weather, amount of sunlight, etc.); and
- A recommendation for next steps, including a final assessment designed to support the community in the development of a clean energy project(s).

How much Funding is Available?

The AICPP can provide 100 per cent of the eligible expenses per project up to a maximum of \$100,000.

What Project Expenses are Covered?

Applicants must outline all (both eligible and ineligible) expenses in the [AICPP application form](#).

Eligible expenses include:

- Expenses related to contracting a professional consulting firm to conduct a Community Energy Plan or Clean Energy Opportunity Assessment;
- Expenses incurred related to meetings between the community or organization and the proposed contractor before project start-up;
- Administration costs incurred during the project; and
- Consultant costs must be limited to 50 per cent of the total project costs, and the project description must demonstrate how the consultant will engage community members to develop capacity within the community.

Ineligible expenses include:

- In-kind expenses, however, these are to be included in the budget;
- Payments for services normally provided without charge (i.e., honoraria for a community service); and
- Expenses incurred by the Indigenous community for permanently-employed staff.

Grant Information

An Indigenous community can only submit one application until March 31, 2018.

Each successful application will be funded on a first come, first served basis. Applications will be put in the review process in the order in which they are received. Only a correctly-completed AICPP application form and other needed documents, to the satisfaction of the Ministry of Indigenous Relations, will be reviewed. When the available funding is fully committed, the program will be closed to further applications.

When to Apply?

Once the program opens for submission, it will remain open until program funding is fully committed.

How do I Apply?

Application and other documents are available at Indigenous.alberta.ca/AICPP.

All applicants must submit a fully completed application form, including the following information and attachments:

1. **AICPP application form** signed and dated by the individual with full legal authority.

2. **Demonstrated support** for the project:
 - Band Council Resolution or Council Resolution/Motion or resolution of the council and/or board.
3. **Administrative details** related to the project:
 - A list of proposed project activities;
 - A full project budget, including all expenses and revenue for the project (see page 2 of the Application); and
 - Estimated start and completion dates for the project.

What are the Reporting and Deliverables needed?

Grant recipients are expected to report on the use of funding through the following:

1. A final copy of the Indigenous community's community energy plan or clean energy opportunity assessment;
2. A signed statement of project completion by the technical consultant;
3. A financial statement with an authorized signature, stating the information reported is accurate and correct;
4. A Lessons Learned Survey, that answers the following questions:
 - a. Is the Nation or community satisfied with the overall project?
 - b. What are the outcomes?
 - c. What would you do differently if you had the chance?
 - d. How will the community use and implement the findings of the final Community Energy Plan or Clean Energy Opportunity Assessment
 - e. Will any future projects be done? Why or why not?

Deliverables are due 60 days after the end date of the project.

Follow-up:

Indigenous Relations reserves the right to follow up with the applicants to evaluate the project effectiveness, including discussions of best practices and progress.

How are Applications Assessed?

Once an application is received, the following process is implemented:

- Indigenous Relations will initially assess the application to ensure it contains the required information; and
- A more in-depth assessment will confirm applicant eligibility and suitability with the AICCP.
- Additional information may be requested if an application is incomplete. Applicants will be informed of any deficiencies.

Who do I Talk to if I have Questions?

How do I Submit my Application?

1. **Have questions** about the program, services or the grant application process?
 - **Email:** IR.climate@gov.ab.ca (preferred)
 - **Phone:** 780-427-8407



To call toll-free anywhere in Alberta, dial 310-0000, Monday to Friday from 8:15 a.m. to 4:30 p.m.

2. **Application forms** and other documents should be downloaded from Indigenous.alberta.ca/AICPP.

All submissions must be made electronically to IR.climate@gov.ab.ca.

Please note in the email subject line "AICPP Application and (Community/Organization Name)".

A hard copy of the submission may also be couriered to:

Alberta Indigenous Relations
Attention "Aboriginal Initiatives-AICPP"
19th Floor, Commerce Place
10155 – 102 Street
Edmonton, Alberta T5J 4G8

NOTE: Funding approvals may take up to twelve (12) weeks.

How will I know if my Application has been Accepted?

A grant manager will communicate the status of the application by email and a final decision will be sent by letter through an email.