



## Electric Vehicle Charger Program (EVCP) *Application Form*

### Instructions:

The following application form outlines the details required to participate in Eco-West Canada's rebate program for the installation of electric vehicle charging stations in public places, on-street, multi-unit residential buildings, workplace, strategic infrastructure projects for urban delivery, and light-duty fleet applications.

Please complete each portion of this form for all electric vehicle charging stations included in your proposed project. Applications must be submitted to [amasse@eco-ouest.com](mailto:amasse@eco-ouest.com) along with all required attachments as indicated below. We encourage you to provide as many details as possible. This application form allows for up to ten charging connectors. Additional entries can be submitted through an additional application form if needed.

Please note, retroactive funding is not available through the program. Applicants must not initiate work, sign any contracts, or begin construction until their applications have been approved in writing, and funding agreements have been duly signed.

If you have any questions or concerns, please email [amasse@eco-ouest.com](mailto:amasse@eco-ouest.com)

### General and primary contact information (5 points):

**Municipality:**

**Organisation Type:**

**Contact:**

**Contact:**

**Name:**

**Title:**

**Phone:**

**Email:**

### Organization name + brief description (150 words max) (10 points):

- Tell us about your organisation & its ability to complete the project.
- Where will the project location be located? (Public Spaces, On-street, MURB, Workplace, Light-duty vehicle fleets)

**Organization website:**  
**Organization Address:**

**How did you hear about the program (select all that apply)**

- Internet Search
- Peers
- Social Media (Please specify) \_\_\_\_\_
- Newsletter
- Presentation (Please specify) \_\_\_\_\_
- Media
- Service providers
- Other (Please specify) \_\_\_\_\_

**Does your community and/or organization already have an EV charger?**

- Yes
- No

**Please describe your project, including the following:**

- Motivation for pursuing the project and how the project will support the community or other stakeholder
- Description of benefits and reasoning for the planned installation of the locations throughout the community.
- Approach to ensure stations are visible, have appropriate lighting, and are accessible 24/7, 365 days per year (all if available to the public)
- Confirmation that the install site will not be impacted by, or is free of subsurface utilities such as water, gas, irrigation, or communication lines, if trenching is required.
- Confirmation that each connector includes a dedicated EV-only parking spot with appropriate signage
- Confirmation that the municipality/organization understands and accepts expenses, including but not limited to networking fees, electrical demand, electricity, and maintenance.

Table 1: Project description (100-300 words) <i>(20 points)</i>

Table 2: Project Details <i>(35 points)</i>
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#	Location Name	Location address	GPS Coordinates	Charger brand/model & # connectors	Charger plug type	Charging voltage	Power output	Intended use	Pay for use
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									

**Table 3: Electric Vehicle Charging Station Cost Details (25 points)**

#	Charging station and equipment quote (\$)	Install and construction quote (\$)	Engineering and design quote(\$)	Permitting and Inspection quote (\$)	Signage costs (\$)	Total cost per EV charging station (\$)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

***Expected project start date:***

***Expected project completion date:***

**(5 points)**

Any deviations from this application form should be immediately notified to EWC. A duly executed amendment to the Letter of Engagement could be required depending on the degree of change to the project scope, completion date, or other project aspects.

## **Please include the following documentation as attachments**

- Copy of all itemized quotes for costs included in table 3, including quotes for the EV charging station equipment and installation. A detailed scope of work description is required for engineering and design costs.
- Copy of all specification sheets (or brochure with technical information) for all EV charging station equipment.
- Proof of Land ownership for the charging station installation sites.
- All organizations not registered as a municipality will need to provide Articles of Incorporation
- A council resolution or company/business commitment letter stating a commitment to the project pending funding.

***Total Points: /100 points***

### **Attestations:**

- Project is for a new installation, or expansion of an existing installation (not for the replacement of an existing installation)
- The work performed must be in compliance with all applicable local codes and by-laws;
- Chargers will have the ability to communicate to other stations and/or to a server or the cloud through cellular/wireless signal or connected vehicle communications using software to report on usage and/or other capabilities such as providing real-time status of charging stations;
- Acknowledgement of the responsibility as the station owner to provide power, maintain equipment, and ensure that each electrical vehicle charging station remains operational and connected to a network. The agreement is for five years after receiving the rebate; the incentivized equipment and products will not be sold, leased, or otherwise disposed of, directly or indirectly, to any entity, without the prior written approval of EWC and Natural Resource Canada.
- Chargers will be commercially available and certified for use in Canada (for example, CSA, ULC, UL, Interlink).
- Level 2 chargers will have a SAE J1772 standard plug head or be a proprietary connector type.

- Data sharing agreement: the municipality/organization agrees to grant EWC access to data on funded charging station use, including access to an online portal for monitoring system use and performance as available upon request.
- All the information provided in this application is true and verifiable. The person submitting this application has the authority to make these attestations and submit information on behalf of the organization.
- The municipality/organisation has or will secure the matching fund contribution for the total project cost.
- The municipality/organisation will pay all upfront project cost and will be reimbursed for 50% (up to \$5,000) of eligible costs only after all documentation proving project completion and total costs incurred are submitted by the application and approved by EWC.
- The proposed project is not subject to environmental assessment laws or regulations of any governmental authority, including the impact Assessment Act (S.C. 1999, c, 33) and that the project has no adverse effects on the communities situated near the site.

**By submitting this proposal, the Project Applicant attests that:**

- It is acting on behalf of all partners and collaborators and has received written permission from them to do so.
- 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.
- Any proprietary or confidential information provided as part of the submission, by any party, is provided with the approval of that party. Federal reviewers are bound by the requirements of the Access to Information Act and the Privacy Act regarding the treatment of confidential information.
- It understands and acknowledges that should the Project be accepted for co-funding from the Program 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, and, furthermore, that any costs or expenses incurred or paid by the Applicant prior to the execution of a written Contribution Agreement by both parties are the sole responsibility of the Applicant, and no liability exists on the part of NRCan.
- It understands and acknowledges that NRCan officials will not entertain any request by Project proponents to review or revisit NRCan's Project approval decisions.
- It understands and acknowledges that NRCan reserves the right to alter or cancel the currently envisaged process at its sole discretion.

- It understands and acknowledges that no Member of the House of Commons shall be admitted to any share or part of the Contribution Agreements, or any resulting benefit.

**The individual signing below attests that he/she has the authority to sign a legally binding Contribution Agreement between the applicant and Eco-West Canada.**

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

Applicant Signature:

**Municipality / Organization:** \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

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