# Electric Vehicle Charging Program – Application Form

## Instructions

This application form outlines the details needed to participate in the Electric Vehicle Charging Program (EVCP) delivered by Alberta Municipalities. The EVCP provides funding to successful applicants for the purchase and installation of EV charging stations in communities across Alberta.

Please complete each portion of this form and provide information for all electric vehicle charging stations included within the project. Applications can be submitted to [EVCP@abmunis.ca](mailto:EVCP@abmunis.ca) as a PDF along with all the attachments indicated below. We encourage as much detail as possible. This application form allows for up to ten (10) EV charging station entries. Additional entries can be submitted on an additional application form as needed.

**Please note, retroactive funding is not available through the EVCP. Do not initiate work, sign any contracts, or begin construction until your application has been approved in writing and a funding agreement has been fully signed.** If you have any questions, please email [EVCP@abmunis.ca](mailto:EVCP@abmunis.ca) or your designated Alberta Municipalities representative.

## General Information

|  |  |  |  |
| --- | --- | --- | --- |
| **Organization Name:** | Click here to enter text | **Type:** | Choose an item. |
| **Contact Name:** | Click here to enter text | **Contact Email** | Click here to enter text |
| **Contact Title** | Click here to enter text | **Contact Phone:** | Click here to enter text |

## Mailing Information

Please provide your preferred mailing address in the table below. Participants will receive a rebate payment as an EFT or cheque via Alberta Municipalities. Rebate payments will be sent approximately six to eight weeks following the end of the current fiscal quarter and after Alberta Municipalities receives the funding contribution from Natural Resources Canada.

|  |  |  |  |
| --- | --- | --- | --- |
| **Address Line 1:** | Click here to enter text | **Address Line 2:** | Click here to enter text |
| **Municipality:** | Click here to enter text | **Postal Code:** | Click here to enter text |

## Table 1: Project Description

Please describe your intended project as per Step 2 of the EVCP Protocol.

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| --- |
| **Table 1: Project Description** |
| Click here to enter text   * A project description including the motivation for pursuing the project and how the project will support the Participant and/or the public. * A description of the installation locations, pay-for-use configurations, and the intended rate (if applicable). * Confirmation that the installation site will not be impacted by subsurface utilities such as water, gas, irrigation, or communication lines if trenching is required. * The approach to ensuring stations are visible, have appropriate lighting, and are accessible 24/7, 365 days per year (if public). * Confirmation that each connector includes a dedicated EV-only parking spot with appropriate signage (if public). * Confirmation that the Participant understands and accepts responsibility for all ongoing operational expenses including networking fees, electrical demand, electricity, and maintenance. |

## Table 2: Project Details

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Table 2: Electric Vehicle Charging Station Details** | | | | | | | | |
| **#** | **Installation Location Name** | **Installation Location Address** | **Charger Brand and Model** | **Charge Level and Number of Connectors** | **Charger Plug Type** | **Power Output (kW)** | **Intended Use** | **Pay-for-Use** |
| 1 | Enter text | Enter text | Enter text | Choose Charge Level | Choose Plug Type | Enter text | Public or Private | Yes or No |
| 2 | Enter text | Enter text | Enter text | Choose Charge Level | Choose Plug Type | Enter text | Public or Private | Yes or No |
| 3 | Enter text | Enter text | Enter text | Choose Charge Level | Choose Plug Type | Enter text | Public or Private | Yes or No |
| 4 | Enter text | Enter text | Enter text | Choose Charge Level | Choose Plug Type | Enter text | Public or Private | Yes or No |
| 5 | Enter text | Enter text | Enter text | Choose Charge Level | Choose Plug Type | Enter text | Public or Private | Yes or No |
| 6 | Enter text | Enter text | Enter text | Choose Charge Level | Choose Plug Type | Enter text | Public or Private | Yes or No |
| 7 | Enter text | Enter text | Enter text | Choose Charge Level | Choose Plug Type | Enter text | Public or Private | Yes or No |
| 8 | Enter text | Enter text | Enter text | Choose Charge Level | Choose Plug Type | Enter text | Public or Private | Yes or No |
| 9 | Enter text | Enter text | Enter text | Choose Charge Level | Choose Plug Type | Enter text | Public or Private | Yes or No |
| 10 | Enter text | Enter text | Enter text | Choose Charge Level | Choose Plug Type | Enter text | Public or Private | Yes or No |

Please add details for each EV charging station. You can find the technical details regarding each EV charging station from the specification sheets provided by the manufacturer or contractor. Note, to be eligible for funding, **all stations must be connected to an EV charging network**

## Table 3: Project Costs

Please include the expected pre-GST costs in each category for each corresponding EV charging station listed in Table 2. Each cost included should be supported by itemized quotes submitted as attachments to this application. To be eligible for a rebate, Participants will need to provide final invoices and proof of payment for each item listed in Table 3 along with all other required project completion documents as outlined in the EVCP Protocol. Alberta Municipalities recommends evaluating two or more quotes when designing the project.

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| --- | --- | --- | --- | --- | --- | --- |
| **Table 3: Electric Vehicle Charging Station Cost Details** | | | | | | |
| **#** | **Charging Station and Equipment Costs ($)** | **Installation and Construction Costs ($)** | **Engineering and Design Costs ($)** | **Permitting and Inspection Costs ($)** | **Signage Costs ($)** | **Total Pre-GST Cost Per EV Charging Station ($)** |
| 1 | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| 2 | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| 3 | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| 4 | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| 5 | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| 6 | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| 7 | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| 8 | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| 9 | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |
| 10 | Enter text | Enter text | Enter text | Enter text | Enter text | Enter text |

Alberta Municipalities asks to be immediately notified of any deviation(s) from this application form. A duly executed amendment to the Funding Agreement could be required depending on the degree of change to the project scope, completion date, or other project aspects.

**Equipment operation commitment:** The undersigned Participant acknowledges the responsibility as the station owner to provide power, maintain equipment, and ensure each EV charging station remains operational and connected to a network. The undersigned Participant agrees that for five years after the EVCP rebate is issued, 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 Alberta Municipalities, which may be reasonably withheld.

**Data sharing agreement:** The undersigned Participant agrees to grant Alberta Municipalities permission to access data on the EVCP-funded EV charging station use including access to any online portal for monitoring system use and performance, as available and upon request.

**Authority to complete project**: The undersigned Participant confirms the project is taking place on land which the organization owns or holds a long-term lease and confirms it has the appropriate authority to complete the proposed project.

Expected project start date: Select A Date

Expected project completion date: Select A Date

**Please include the following documentation as an attachment to the EVCP application, as applicable:**

* Detailed and itemized cost quotes for all eligible expenses. A detailed scope of work description is required for engineering and design costs.
* A copy of all specification sheets (or brochures with technical information) for all EV charging stations.
* Proof of landownership or leasing agreements for all installation locations.
* A minimum of three photos of the specific EV charging station install location(s). Satellite images do not satisfy this requirement.

The Participant identified below represents and warrants that all information contained in this application is true and correct.

|  |  |
| --- | --- |
| **[INSERT ORGANIZATION LEGAL NAME]** | |
| Per: |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Name: Enter text  Title: Enter text |
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