

# Building Improvement Rebates and Services

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*Building Energy Efficiency Program*

*Pre-approval form: for businesses, community governments and non-profit organizations*

**Please note:** To receive your rebate, you must finish your project within **4 months** of receiving pre-approval. Requests for extensions must be submitted to AEA prior to the 4-month deadline.

## **Before you start the work:**

1. Fill in the applicant information and energy upgrade information on the following pages.
2. Attach a copy of your quote(s) and send them to the AEA. Community governments should also attach a copy of your building energy audit, if you have one.
3. An AEA Energy Advisor will contact you to discuss your application and the additional information we will need on your specific project.
4. Once your application is pre-approved, a signed copy will be sent to you.
5. You must complete your building upgrades within 4 months of your notice of pre-approval. If you need an extension, please submit your request before the 4-month deadline.

## **After you have completed the work:**

1. Sign the bottom box on the page 3 and return the form, with a copy of your paid invoice(s) and receipt(s), to the AEA. Final paid invoices must be submitted to the AEA within 4 months of receiving pre-approval for your project (unless you were granted an extension) or within 1 month of finishing your project, whichever is earlier.
2. The AEA will verify that the work listed on the invoice matches what was described on the pre-approval form and will issue payment within 6 weeks of confirmation of the details. Note that if the scope of your project changed from information on your application, the amount of your rebate may also change.

The rebate amount you receive will be the lower of:

- 50% of the total eligible costs of the energy upgrade.
- A calculation based on the amount of money and greenhouse gases that your project will save (see the program guidelines for details).

The maximum you can receive for a project is \$50,000.

*The AEA reserves the right to change eligible products and rebate amounts.*

*For full details of this program, see the program details online at [www.aea.nt.ca](http://www.aea.nt.ca).*



Rebates are available on a first come, first served basis. Funding is not guaranteed if pre-approval is not applied for and obtained.

## Applicant information

(Please print clearly. The organization’s name must match the name on the invoices.)

Organization name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Building name: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Community: \_\_\_\_\_ Postal code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Installation address (if different from above): \_\_\_\_\_

Secondary contact—if applicable (such as an employer or contractor to be included in correspondence)

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

(Community governments only) I would like a quote from the AEA to provide project coordination support for this program.

All boxes must be checked to qualify for a rebate.

Our organization owns the building or has obtained written consent from the building owner to complete the project.

I acknowledge that I have read and understood the terms and conditions of this form. I also consent to the collection and disclosure of my personal information for the purposes of delivering this program, as per the *Consent to Collection and Disclosure of Personal Information* policy on page 4.

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

What type of upgrade do you plan to undertake and complete?

- Building envelope upgrades (e.g. insulation or air sealing)
- Heating and controls  Ventilation and controls
- Hot water or low-flow devices  Lighting controls
- Other (specify): \_\_\_\_\_

Please provide details of your planned upgrade: \_\_\_\_\_

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Estimated cost of work related to the energy upgrades: \$ \_\_\_\_\_

*Include a copy of quotes or other documentation to justify this estimate.*

**AEA to fill out this portion - estimated annual savings generated from the energy upgrade**

\_\_\_\_\_ litres of fuel (natural gas, oil or propane) = \$ \_\_\_\_\_

\_\_\_\_\_ litres of water = \$ \_\_\_\_\_

\_\_\_\_\_ kWh of electricity = \$ \_\_\_\_\_

**AEA to fill out this portion – pre-approval**

AEA PO#: \_\_\_\_\_

This application has been approved by the AEA?  Yes  No

Pre-approval date: \_\_\_\_\_ Pre-approval amount: \$ \_\_\_\_\_

AEA – 1<sup>st</sup> Energy Advisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

AEA – Reviewed by 2<sup>nd</sup> Energy Advisor: \_\_\_\_\_ Date: \_\_\_\_\_

**After project completed**

Cost of the completed upgrade(s): \$ \_\_\_\_\_

Requested rebate amount: \$ \_\_\_\_\_ AEA authorization: \_\_\_\_\_

**Applicant to complete this section after the work has been completed**

I confirm the project has been completed as detailed in the final documentation submitted to the AEA.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_



- The AEA reserves the right to change eligible energy saving products and rebate amounts.
- The AEA is not responsible for lost, late, incomplete or illegible applications.
- Please allow six weeks for delivery of your rebate cheque.
- The Arctic Energy Alliance reserves the right to verify appliance installation and compliance.
- For full details of this program see the Building Energy Efficiency Program Guidelines online at [www.aea.nt.ca](http://www.aea.nt.ca).

## Consent to Collection and Disclosure of Personal Information

Your participation in the Building Energy Efficiency Program (the “**Program**”) requires the Arctic Energy Alliance (“**AEA**”) to collect information from you, including your personal information. The AEA will collect your information, including your personal information, for the purpose of delivering the Program. All personal information collected from you by AEA is protected by the *Personal Information Protection and Electronic Documents Act*, SC 2000, c 5.

The Program is delivered by the AEA pursuant to the terms of the contribution agreement between the AEA and the Government of the Northwest Territories (“**GNWT**”) (the “**Contribution Agreement**”). Under the terms of the Contribution Agreement, the AEA is obligated to disclose your information, including your personal information, to the GNWT or the Government of Canada (“**Canada**”), or both, from time-to-time for the purpose of reporting and the public release of Program statistical data. The collection and disclosure of your information, including your personal information, by the GNWT and Canada is subject to applicable territorial and federal privacy legislation, including *the Access to Information and Protection of Privacy Act*, SNWT 1994, c 20, and *Privacy Act*, RSC 1985, c P-21.

By checking the appropriate box and signing above (in the “Applicant Information” section), you acknowledge that you have read this notice and that you consent to the collection of your information, including your personal information, by AEA and the disclosure of said information by AEA to the GNWT or Canada or both for the purpose of administering the Program. You further consent to the collection and disclosure of your information, including your personal information, by the GNWT and Canada for the purpose of reporting and the public release of Program statistical data.