

# Assistance with Developing and Implementing a Community Energy Plan

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## *Community Energy Planning Program*

### *For community and Indigenous governments*

The Arctic Energy Alliance (AEA) provides funding and services to support communities across the Northwest Territories in developing and implementing community energy plans (CEPs). These plans help communities understand their current energy use, identify local energy priorities, and create practical strategies for reducing energy costs and greenhouse gas emissions, improving efficiency, and transitioning to more sustainable energy systems.

## What's involved in community energy planning?

Community energy planning involves several steps, and the AEA can help you through all of them. Specifically, we provide services in four key areas:

- Coordinating community engagement and gathering feedback to help develop the plan
- Supporting local capacity building by mentoring community members and our community partner, including providing funding to hire and mentor a local Community Energy Champion
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- Writing the community energy plan
- Identifying projects or strategies from the CEP that can be initiated within the next year and sourcing potential funding to support this initiative

## Who can apply?

NWT community governments and Indigenous governments.<sup>1</sup>

## What services and funding are included?

- Up to 200 hours of AEA staff time and two community visits to facilitate the CEP process.
- Up to \$30,000 in funding to hire a local, part-time Community Energy Champion for up to 750 hours at a gross rate of \$40/hour.
- Travel and accommodation costs, including per diems, for the local Community Energy Champion and a community partner representative (SAO/ED or designate) to attend a CEP orientation workshop.
- Up to \$1,500 for miscellaneous expenses such as catering, local advertising, incentives, etc.

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<sup>1</sup> A community energy plan must encompass the entire community, not only the organization applying for funding.

## What do I need to do to receive community energy planning support?

1. Complete an application form and submit it to the AEA.
2. Wait for an AEA staff member to contact you about the status of your application.
3. If your application is accepted, provide the AEA with a resolution from your community Council or Band Council, indicating Council's support for the project, and sign a partnership agreement with the AEA
4. Wait for the next available planning cycle to start your community energy planning process (we'll let you know when we can start working with you).

## Other important information

### *How are applications evaluated?*

All applications are processed in the order they are received by the AEA.

The Executive Director of the Arctic Energy Alliance reserves the right to make a final decision on all applications made to the AEA.

### *What are my responsibilities?*

Once the community energy planning process begins, your organization will be responsible for the following:

- Hiring a local Community Energy Champion and invoicing AEA on a monthly or quarterly basis for their wages
- Providing in-kind support (office space, computer, phone, internet, etc.)
- Providing a suitable space to deliver workshops and meetings (in-kind)
- Ensuring Council members participate in workshops delivered for Council
- Reviewing and adopting the updated CEP by resolution or bylaw

### *What are the AEA's responsibilities?*

The AEA will:

- Assist with the hiring of a local Energy Champion
- Facilitate the CEP process
- Assist the local Champion in developing the project workplan
- Provide mentoring and support to the Energy Champion
- Host and deliver the orientation workshop
- Assist with preparing and delivering community workshops and engagement
- Prepare and present the updated CEP for feedback
- Assist with sourcing funding to implement projects identified in the CEP

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**For more information, contact:**

Arctic Energy Alliance  
101–5102 51st Street,  
Yellowknife, NT X1A 1S7

Phone: (867) 920-3333  
Toll Free: 1-877-755-5855  
Email: [info@aea.nt.ca](mailto:info@aea.nt.ca)  
Website: [www.aea.nt.ca](http://www.aea.nt.ca)