

*Please note: the following guideline may be updated from time to time.*

**All applicants must complete the Application Form and relevant Schedules.**

	<b>SECTION ON FORM</b>	<b>TIPS FOR APPLICANTS</b>
1.	Facility Owner(s) Corporate Registration	Identify the company that owns the facility applied for.  Attachments are optional. Examples: certificate of incorporation, corporate registry search result, report showing inter-corporate relationships.
2.	Name and Address of Facility Owner Representative	Identify the senior official representing the facility owner who will sign the agreement.  Joint owners may wish to sign jointly, but there should be only one set of contact information (mailing address, etc.)  Alternatively, joint owners may submit a letter with the application authorizing one of the owners to sign the agreement on behalf of the others.
3.	Name and Address of Designate	A signed letter from the facility owner(s) is required only if the main contact for the purposes of producer credit invoicing and reporting is not a representative (employee or principal) of the facility owner company.
4.	Facility or Project	This information, along with the required copy of the land title and land survey plan, is necessary to confirm the definition and boundaries of a facility for the purposes of the grant agreement.
5.	Facility Description and Outputs	A brief description of the type of facility including products and approximate annual output.  Example: A bleached kraft pulp mill with typical annual output of over 500,000 air-dried tonnes of pulp and a generating capacity of over 100 MW of electricity from black liquor.
6.	Facility and Production Status	If you checked “New or proposed facility. Not yet producing” you must complete Schedule C.
7.	Bioenergy Products Applied for	A simple answer is sufficient. You will provide more detail in the schedules
8.	Greenhouse Gas Emissions	This request is to confirm if a baseline assessment of emissions exists. Such an assessment is not mandatory at the time of application and does not need to be submitted with the application. Energy inputs and emissions reductions/outputs are part of the annual reporting requirement.  Furthermore, applicants should take note of the following Greenhouse Gas

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		<p>Emissions Reductions requirements to be confirmed in the BPCP annual reports:</p> <p><b>Liquid Biofuels (under Program 1):</b> On an energy-equivalent life cycle basis, the Bioenergy Product demonstrates 25 per cent fewer emissions than the equivalent fossil fuel, consistent with the emission reductions required for renewable fuels supporting compliance with the Renewable Fuels Standard Regulation under the <i>Climate Change and Emissions Management Act</i> (Alberta).</p> <p><b>Gas Products (under Program 2):</b> On a life cycle basis, compare emissions to natural gas used for domestic heating.</p> <p><b>Electricity (under Program 2 &amp; 4):</b> Compare emissions against the grid displacement factor published in the Technical Guidance for Offset Protocol Developers in support of the Specified Gas Emitters Regulation and Alberta's Climate Change and Emissions Management Act, as amended from time to time.</p> <p><b>Heat (under Program 2 &amp; 4):</b> On a life cycle basis, compare heat produced from biomass to using natural gas to produce heat for the same purpose.</p> <p><b>Biomass Pellets and Biocarbon (under Program 3):</b> On a life cycle basis, compare to emissions from natural gas used for domestic heating.</p>
9.	Existing BPCP Grant Agreement	<p>This is to identify facilities with existing BPCP grant agreement(s) who wish to apply for grant funding for a <u>different</u> bioenergy product. Such applicants are asked to provide information from their existing BPCP grant agreement(s).</p> <p><b>Note:</b> Applicants with existing grant agreement(s) wishing to apply for additional production of an approved bioenergy product need only to complete and submit the Request to Increase Bioenergy Production form.</p>
	<b>Schedules</b>	<p>The application is comprised of this form and all schedules and attachments submitted by the applicant.</p> <p>Check off the schedules to confirm which schedules have been completed as part of this application.</p>
	<b>Signatures</b>	<p>The application may be rejected as incomplete if not signed by an appropriately authorized applicant and witnessed.</p>
	<b>Submission</b>	<p>Email is the preferred method of delivery.</p> <p>If submitting in hard copy by courier or in person, please refer to the General Application Guideline for the current delivery address.</p> <p>The time of receipt of submissions is based on when the submission is received by Alberta Energy, not the time it was sent by the applicant.</p>