



TP 14724

Freight Technology Incentives Program

Applicant's Guide

ROUND TWO

**Deadline for Submissions
September 17th, 2008**

Canada

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FREIGHT TECHNOLOGY INCENTIVES PROGRAM

Applicant's Guide Contents

Introduction	1	Freight transportation and clean air
	1	What are criteria air contaminants and greenhouse gases
	2	About this guide

How to Apply	3	How to submit
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Program Overview	4	Purpose
	4	Duration and funding rounds
	4	Eligibility
		▪ What organizations are eligible?
		▪ What projects are eligible?
	6	Funding
		▪ What government funding is available?
		▪ What expenses are eligible?
	▪ What expenses are ineligible?	
7	Contribution agreement	
7	Reporting	

Selection Process	8	Phase 1 : Receipt and screening of applications
	8	Phase 2 : Project review committee
	9	Phase 3 : Project approval / applicant notification / announcement
	9	Evaluation

Annex A	11	Application form
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INTRODUCTION

Freight transportation and clean air

Transportation is one of the largest sources of air pollution and greenhouse gas emissions in Canada. The movement of goods causes significant air and water pollution. These environmental impacts in turn result in real social and economic costs and affect the health and quality of life of Canadians.

The ecoTRANSPORT strategy is part of the Government's ambitious and realistic agenda to protect our environment, the health of Canadians and to further our economic prosperity.

Reducing the growth of greenhouse gas and other emissions from the freight sector will require innovative solutions and broad sector participation, and Transport Canada's ecoFREIGHT program has been established to pursue this objective.

The ecoFREIGHT program reflects the government's commitment to promoting more fuel-efficient technologies that can lead to reduced greenhouse gas emissions, cleaner air, a healthier environment and a more competitive and sustainable freight sector. The Freight Technology Incentives Program is one component of this initiative.

The Freight Technology Incentives Program provides cost shared funding to support the purchase and installation of proven technologies throughout the freight transportation system that can reduce the amount of fuel consumed and emission of air pollutants and greenhouse gases.

What are criteria air contaminants and greenhouse gases?

Greenhouse gases (GHG) are gases in the atmosphere that give rise to the greenhouse effect. GHG's are present in the atmosphere due to natural processes, but their increasing concentration is due to human activities. These gases include: Water vapour (H₂O), Carbon dioxide (CO₂), Methane (CH₄), Nitrous oxide (N₂O), Tropospheric ozone (O₃). GHG's are released when fuel is consumed in freight transportation. Reducing the amount of fuel used directly reduces the GHG emissions most frequently linked with transportation.

For more information on (GHG), visit the Environment Canada Website at:

<http://www.msc.ec.gc.ca/education/scienceofclimatechange/understanding/greenhouse_gases/index_e.html>

The emission of various air pollutants can affect human health and contribute to air pollution problems such as smog, acid rain and visibility. These pollutants (known as "criteria air contaminants") include: total particulate matter (TPM), particulate matter less than or equal to 10 microns (PM₁₀), particulate matter less than or equal to 2.5 microns (PM_{2.5}), Sulphur Oxides (SO_x), Nitrogen Oxides (NO_x), volatile organic compounds (VOC), Carbon Monoxide (CO) and Ammonia (NH₃).

For more information on these air pollutants, visit the Environment Canada Website at:
<http://www.ec.gc.ca/pdb/cac/cac_home_e.cfm>

About this guide

Please read this guide thoroughly. It has been prepared to help eligible organizations apply for funding under the Freight Technology Incentives Program. To discuss project ideas, ask questions or obtain information not included in this guide, please contact:

ecoFREIGHT Programs

Environmental Initiatives
Transport Canada
330 Sparks Street
Place de Ville, Tower C (AHEC)
Ottawa, Ontario K1A 0N5

Telephone: (613) 991-1196

Fax: (613) 949-3874

E-mail: <ecofreight-ecomarchandises@tc.gc.ca>

Web site: <www.ecoaction.gc.ca/ecofreight>

HOW TO APPLY

Applications must include the following elements:

- A completed typed application form (see Annex A)
- A signed application by an individual authorized to apply for funding on behalf of the applicant organization

How to submit

Applications must be submitted by courier or regular mail by September 17, 2008, to :

Freight Technology Incentives Program
Environmental Initiatives
Transport Canada
Place de Ville, Tower C
330 Sparks Street
18th Floor (AHEC)
Ottawa, ON K1A 0N5

Applicants should also submit (via e-mail or CD) electronic versions of all documents in either Microsoft Word or Adobe PDF format to:

<ecofreight-ecomarchandises@tc.gc.ca>

PROGRAM OVERVIEW

Purpose

The Freight Technology Incentives Program provides financial assistance to industry for the purchase and installation of proven technologies that reduce fuel consumption and the emission of air pollutants and/or greenhouse gases (GHG) from freight transportation.

The program aims to reduce cost barriers to innovation, and to accelerate the uptake of available technologies by freight transportation providers.

Duration and funding rounds

- Applications will be accepted through a series of funding rounds. The next round will be held on September 17th, 2008. No applications will be accepted after that date.
- Approved projects must be completed within two years of their start date.
- Other rounds may be considered subject to availability of program funds.

Eligibility

What organizations are eligible?

Eligible applicants are Canadian and non-Canadian private enterprises and non-for-profit organizations that are directly engaged in freight transportation operations in Canada in the air, marine, rail, and road modes. This includes :

- Air carriers
- Railways
- Trucking companies
- Marine carriers
- Eligible ports and airports

Note: Governmental organizations are not eligible for funding, however, they could provide financial and other support to an eligible applicant.

Other industries (e.g. fishing, mining, construction, etc) wishing to purchase emission reducing equipment may be eligible if the activities in question are linked to freight transportation operations. The purchase of technologies or equipment that are for use solely within such a company's premises is not eligible for funding.

Associations representing freight enterprises are not eligible recipients under the program.

Non-Canadian organizations can apply for projects that benefit Canadians with respect to fleets operations in Canada.

What projects are eligible?

Projects to purchase emission reducing technologies and equipment have to target freight transportation. Freight transportation operation refers to the movement of goods within and/or between cities, provinces and countries; within one mode and/or across modes (i.e. intermodal activities in rail yards, ports and airports.)

To be considered for funding, a proposed project should involve the purchase and installation of a proven technology and/or equipment that reduces GHG and CAC emissions cost-effectively in the freight transportation sector.

The program requires a minimum funding request of \$25,000 to be considered for funding.

Examples of previously funded projects:

Air	Marine
<ul style="list-style-type: none"> ▪ Electric ground power systems ▪ Flight management systems 	<ul style="list-style-type: none"> ▪ Electronic speed control systems ▪ Marine voyage optimization
Rail	Road
<ul style="list-style-type: none"> ▪ Hybrid switching locomotives ▪ Top of rail friction control system 	<ul style="list-style-type: none"> ▪ Aerodynamic devices ▪ Route optimization
All modes	
<ul style="list-style-type: none"> ▪ Anti-idling equipments in rail yards, ports, airports and trucking stations 	

The following types of projects will not be funded:

- Projects where benefits do not accrue in Canada
- Projects which have been completed at the time of application as Transport Canada can only fund expenses incurred towards a project after project approvals.
- Non-freight related projects

Funding

What government funding is available?

- The federal government can reimburse up to 50 percent of eligible costs. Recipients will be responsible for the remaining project costs and will be expected to provide sufficient funds to carry out and complete the project.
- The maximum amount payable per project is \$500,000 over a two-year period.
- Total federal assistance cannot exceed 50 percent of the eligible costs of the project under the program, even if this assistance comes from more than one federal program.
- Recipients are required to identify any and all sources of funding in their application and to confirm this information in a contribution agreement if the project is selected for funding.

What expenses are eligible?

Eligible project expenses are costs directly attributable to the project. Reimbursement will be made for expenses that are incurred while the Freight Technology Incentives Program is in effect and as defined in the Contribution Agreement.

Eligible project costs can include:

1. The purchase of equipment, technologies and material and their installation;
2. Project management costs directly related to project implementation as agreed by Transport Canada;
3. Costs associated with project environmental assessment;
4. Consultant and contractor work;
5. Salary costs directly associated with project implementation;
6. Training costs for the operation of the equipment, technologies and material;
7. Preparation and submission of project reports.

What expenses are ineligible?

The following costs are not eligible for funding:

- Expenses incurred prior to the selection of a project and after the term of the agreement;
- Overhead costs for indirect labour, supplies and office space related to the project;
- Provincial Sales Tax and the Goods and Services Tax for which the recipient is eligible for a tax rebate, and any other costs eligible for rebates;
- Cost of purchasing land, associated real estate and other fees, financing charges and interest payments on loans;
- Replacement cost or expenses related to loss of revenue resulting from taking a vehicle out of service to implement modifications;
- Salaries for regular ongoing staff and day-to-day operational costs;
- Ongoing operational and maintenance costs;

- Costs associated with the development of proposals for funding under this program;
- Research and development of technology prototypes; and
- Economic and viability studies.

Contribution agreement

Shortly after project selection, Transport Canada and the recipient will conclude a contribution agreement. This must be done as a precondition to any payment by Transport Canada in respect of the project.

Contributions will be paid as a reimbursement for actual eligible expenditures made by a recipient, based on evidence of work completed and related invoices. The required evidence of eligible costs incurred will be defined in the contribution agreement.

Upon notice of project selection, a recipient may begin to incur eligible expenses even if this is prior to signing the contribution agreement with Transport Canada. However, unless and until a signed contribution agreement is in place with Transport Canada such expenses will be incurred at the recipient's own risk.

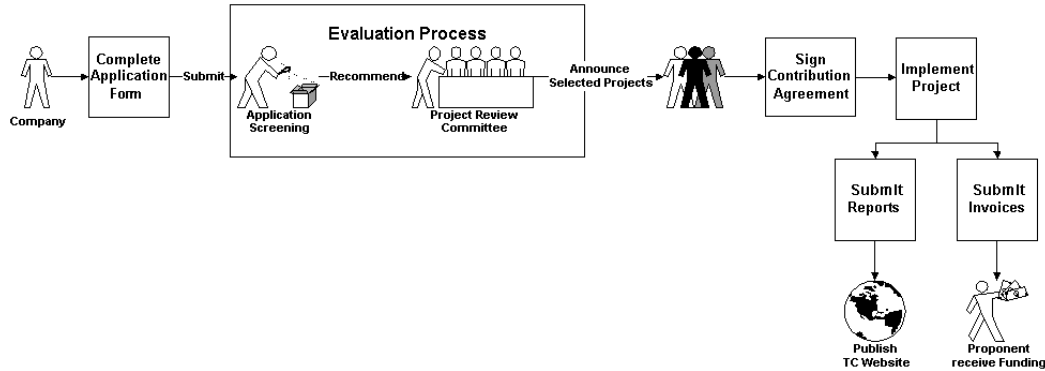
Reporting

Upon project completion, recipients are asked to provide a final report on the installed technology or equipment. This report will provide information on the actual emissions reductions realized by the project based on 6 months of usage data for each unit installed. The report should include actual data produced through periodical testing of equipment for fuel consumption and/or emissions, and be compared to control or historical data where possible.

Expenses relating to the final project report are eligible for reimbursement under the program. Reporting requirements may vary according to project size, complexity and implementation period. These details will be specified in the contribution agreement.

SELECTION PROCESS

Figure 1 - Project life-cycle



A competitive and transparent process will be followed to select projects for funding from the applications that are received.

Phase 1: Receipt and screening of applications

Funding applications must be mailed to the Transport Canada address specified in this document and postmarked no later than the application deadline. Program staff will verify the postmark and conduct an initial screening to determine whether it:

- is submitted by an eligible applicant;
- is considered an eligible project;
- meets program funding provisions as described in this guide;
- contains the requisite declaration and documentation; and
- is complete and signed by an individual authorized to apply for funding on behalf of the applicant organization.

Phase 2- Project review committee

- The project review committee members may be drawn from: Environment Canada, Transport Canada, Natural Resources Canada, academia and/or other non-governmental organizations. The project review committee reviews screened applications and evaluates the projects according to:
 - Program criteria
 - Technical feasibility
 - Consistency with recognized industry best practices and guidelines

Phase 3: Project approval / applicant notification / announcement

Recommendations of the Project Review Committee are submitted to the Director General, Environmental Programs, who makes the final selection. Following the Director General's decision, Transport Canada program staff advise applicants (by conventional mail or electronically) regarding the status of their application and related funding decisions. The Minister of Transport, Infrastructure and Communities announces the successful projects selected for funding.

Evaluation

Projects will be assessed, evaluated and selected according to the following criteria:

Emission Impact Efficiency
<ul style="list-style-type: none"> ▪ The reduction in GHG and/or air pollutants emissions expected from the technology: <ul style="list-style-type: none"> - Fuel consumption and/or GHG emissions improvement; - Reduction of air pollutant emissions related to the projects; and - Technical feasibility. ▪ Proposed technology is proven or certified by industry, is in use in the industry, or previously proven through a technology demonstration project in real world conditions: <ul style="list-style-type: none"> - Severe cold conditions (e.g. – 30 degrees); - Geographical terrains; and - Project/technology is effectively used by other industry members or other modes in Canada and/or internationally. ▪ Technology is as effective or better than other alternatives; ▪ Technology can be used across modes and in multiple areas/applications; and ▪ Technology cost is relative to its emission reduction potential.
Sustainable Practice Indicator
<ul style="list-style-type: none"> ▪ The assessment of the environmentally friendly technology/equipment (i.e. raising the bar, best in class, etc) versus the standard, off the shelf technology/equipment (i.e. the assessment of standard equipment at the end of the equipment life cycle); and ▪ The assessment of Transport Canada expediting equipment turnover for sustainable practice versus business as usual fleet renewal at the end of equipment life cycle.

Administrative Capacity to Implement Project

- Good sustainable management;
- A detailed project work plan;
- Relevant project costs & savings;
- Relevant qualification and experience of the project team in freight technology;
- Relevant qualification and experience of participating partners; and
- Demonstration of applicant ability to meet Transport Canada two-year project implementation requirements (this includes purchase, delivery, installation, data collection, data analysis and reporting).
- A robust project monitoring plan and data collection methodology:
 - The data sources and measurement approach are clearly identified; and
 - An acceptable method for comparing project results.
- Adequate project reporting mechanism including major activities.

ANNEX A

Application form

Please read the Applicant's Guide in full before completing this form.

Note that an electronic version of this form is available from the program website at <www.tc.gc.ca/programs/environment/ecofreight/menu-eng.htm> and that submission of this form in word-processed format is preferred.

Please answer all questions as indicated. Missing or incomplete information will slow the processing of your application and may result in its rejection.

Submit this form with all other necessary documentation as described in the Applicant's Guide.

It is the applicant's responsibility to ensure that the proposed project complies with all relevant federal, provincial/territorial and municipal laws.

Confidentiality

Applicants may wish to include information that they have treated consistently in a confidential manner in their submission. Applicants should clearly identify any such information as confidential at the time of submission. Transport Canada is subject to the federal Access to Information Act vis à vis applications received under the program.

Applicants should note that information related to amounts of funding disbursed to individual recipients through the program, and the purpose of the funding, will be made available to the public.

Applicants should also note that the Freight Technology Incentives Program is aiming to encourage the replication of successful initiatives across the Canadian freight transportation system. As such, the results of projects funded under this program will be published.

SECTION I - APPLICANT INFORMATION	
Part A - Corporate Information	
1. Full legal name of your organization	2. Company name if different from legal name
3. Full address of organization (Headquarter)	
4. Web site address	5. In which official language does your organization wish to communicate?
	<input type="checkbox"/> English <input type="checkbox"/> French
Contact Information	
6. Name	7. Title
8. Address	9. Office Telephone Number
10. Office Fax Number	11. E-mail Address

SECTION I - APPLICANT INFORMATION	
Part B – Corporate Description	
1. Is your corporation nationally or internationally owned?	2. Is your organization a :
	<input type="checkbox"/> Private enterprise <input type="checkbox"/> Not-for profit organization involved in freight operations
3. What type of service(s) do you provide? (i.e. carrier, airport, port and terminal operator, etc)	
4. Which transport mode(s) do you engage in?	
<input type="checkbox"/> Trucking <input type="checkbox"/> Rail <input type="checkbox"/> Air <input type="checkbox"/> Marine <input type="checkbox"/> Intermodal	
5. Provide a brief description of the scope and nature of your services/business (including – within city limits, provincial, national, international)	

SECTION I - APPLICANT INFORMATION
Part C – Stacking Provision
1. Have you applied for funding from other federal departments or governments for this project? (i.e. municipal, provincial, federal)

SECTION II - PROJECT DESCRIPTION AND BENEFITS
Please complete this section for each technology in case you are applying for multiple technologies
Part A - Emission Impact Efficiency
1. What is the project you are proposing for funding?
2. What is the technology or equipment you are installing on your system?
a) Provide the name of the technology/equipment.
b) Provide the name of the technology provider (i.e. brand).
c) Provide the technology/equipment features (i.e. description, usage, and expected limitations).
3. How many units will you install? What is the percentage of your fleet relative to this project?
4. Where will this technology/equipment operate? (i.e. yard, port, city, province, country) Note : The investment should generate benefits for Canadians.
5. Provide the percentage of time operations will take place in Canada related to the project.

6. To your knowledge, has this technology/ equipment been proven to reduce GHG and/or air pollutant emissions?	
<i>a) If so, by whom? (e.g. has been demonstrated by your organization, other organizations, through Transport Canada's demonstration programs, etc.)</i>	
<i>b) When was this technology/equipment proven?</i>	
<i>c) Where and under what conditions has this technology been demonstrated?(e.g. weather and geographical conditions)</i>	
<i>d) On what equipment/operation was this technology proven? (e.g. engine type)</i>	
<i>e) Please provide evidence directly related to the technology/equipment proposed by indicating the page number and sections where it says so. (e.g. references, reports, third party certification, etc)</i>	
7. Is the technology used nationally or internationally by other organizations in the same mode and /or different modes?	
8. What are the results you are expecting?	
<i>a) What is the percentage and amount of fuel (in litre) you are expected to reduce?</i>	
<i>b) What is the percentage and amount of GHG (in tonnes) you are expected to reduce?</i>	
<i>c) What is the percentage and amount of CAC (in tonnes) you are expected to reduce?</i>	
9. Would other organizations benefit from the installation of this technology/equipment on your fleet/infrastructure?	
10. Does your project cause any negative impact on the environment? (e.g. vibration noise, etc)	

Part B - Sustainable Practice Indicator			
<p>11. Are you replacing existing technology/equipment? If yes, answer the following questions regarding the technology/equipment you are replacing. If no, skip to question 19</p>			
<p>12. How old is the technology/equipment you are replacing?</p>			
<p>13. What is the operating life cycle of the technology/equipment you are replacing?</p>			
<p>14. Are you replacing the existing technology before the end of its operating life cycle in order to reduce emissions as a part of your business sustainable practice?</p>			
<p>15. Have you considered an alternative off the shelf technology/equipment?</p>			
<p>16. Please describe how the environmental friendly technology/equipment you are proposing differs from another commercial off the shelf technology/equipment your organization has considered (i.e. additional fuel and/or air pollutants reductions, improved efficiency, other benefits or disadvantages)</p>			
<p>17. What is the purchase cost of the alternative technology/equipment you have considered?</p>			
<p>18. what is the estimated annual fuel cost per unit associated with the alternative commercial off the shelf technology/equipment you have considered? (Total annual fuel consumption litres X expected fuel cost per litre)</p>			
	Total annual fuel consumption litres		
	Expected fuel cost per litre		
	Annual estimated fuel cost		
<p>19. What is the purchase cost of the technology/equipment you are proposing?</p>			
<p>20. What is the operating life cycle of the proposed technology/equipment?</p>			

21. What is the annual estimated fuel cost per unit associated with the proposed technology? (Total annual fuel consumption litres X expected fuel cost per litre)			
	Total annual fuel consumption litres		
	Expected fuel cost per litre		
	Annual estimated fuel cost		
22. What is the estimated annual cost per unit associated with the existing technology/equipment? (Total annual fuel consumption litres X expected fuel cost per litre)			
	Total annual fuel consumption litres		
	Expected fuel cost per litre		
	Annual estimated fuel cost		
23. Please include other project information that could respond to the evaluation criteria (i.e. replicability, innovation, and additional benefits or disadvantages such as increase in operating cost. etc.)			

SECTION III - PROJECT IMPLEMENTATION AND REPORTING

Part A - Administrative Capacity to Implement Project

1. Describe briefly how you will undertake this project.

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2. Please list all major activities, including associated dates, to be undertaken in your project. (i.e. equipment purchase, equipment installation, training, data collection, data analysis and reporting to TC, etc.)

*** Please summarize the information in a table format or provide a Gant Chart.**

Work Item	Start Date	End Date

3. Data Collection and Reporting

a) Specify the type of data you will be collecting to record and evaluate the results of your demonstration (i.e. fuel consumed, emissions, distance traveled, and hours of use, etc).

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b) Describe how you will collect the data (i.e. specify the type of testing you will undertake and the duration and frequency of testing).

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c) Explain how the incremental benefit or change will be measured and analysed (e.g. by comparing your project results to control/historical data).

--

4. Do you require any provincial or federal certification or permit to implement your project? (e.g. the use of single tire technology on trucks or increase in width or dimensions).

--

5. How many years have you been in business?

--

6. Provide an overview of your organization’s sustainable practice and commitment as it relates to freight transportation.

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7. What are the sustainable projects that your organization has implemented recently and your organization future plans?

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SECTION IV - PROJECT TEAM			
1. Please identify individual(s) responsible for the implementation of the project, including their qualifications, roles and responsibilities within the project team.			
Team Member	Roles & Responsibilities	Qualifications and Experience	Telephone and E-Mail
2. Identify all contractors involved in your project. Define their role (e.g. are they involved in testing the technology, reporting, or testing location, etc).			
Contractors	Roles	Qualifications and Experience	Telephone and E-Mail

SECTION V – PROJECT FINANCIAL INFORMATION AND SUSTAINABILITY

1. Provide a detailed project budget that describes all financial resources required for completion of this project by major expense items (e.g. labour, supplies, office space, etc.)

Project Cost Items	* Cost per unit (where applicable)	Total Cost (number of units X cost per unit)
Planning		
* Purchase		
* Installation and Implementation		
Data Collection		
Data Analysis		
Reporting		
* Training Cost		
Taxes		
Other		
Total		

Remark

- Please enter more cost items as necessary.
- Provide the cost per unit and total cost for each technology if you are applying for multiple technologies.

2. If the technology/equipment requires special handling or special training for your organization's employees, provide the number of employees, training required and the length of training.

3. List all sources of funding for project implementation. (e.g. provincial, federal, your contribution, etc).

Sources of Funding	Dollar Amount (Total Project)
Funding requested from Transport Canada	
Applicant Contribution	
Other Governments	
Other	
Total	

4. Provide projected maintenance and operating expenses and sources of funding for the operating life of the proposed technology/equipment after the completion the project.	
Operating Life (start date – end date)	
	Total estimated expenses
Maintenance Cost	
Regular Maintenance	
Periodic Maintenance	
Total Maintenance Cost	
Operational Cost	
Operating Labour	
Operating Expenses	
Total Operating Cost	
Total Maintenance & Operating Cost	
Maintenance & Operating Cost Funding Sources	Total amount or percent
Organization	
Municipality	
Provincial Government	
Federal Government	
Other	
<i>Please provide an explanation about the funding you receive from each source (e.g. contract, agreement, subsidy, revenue, etc</i>	

SECTION VI – ATTESTATIONS

Part A- Conflict of Interest

1. Do you presently employ, in your business or establishment, a former public office holder who left the federal government in the last twelve months?

Yes No

2. Does your business have, as a major shareholder, a former public office holder who left the Federal Government in the last twelve months?

Yes No

3. If you have answered « yes » to question 1 or 2 above, was this person at an EX (Executive) level or above while in public office

Yes No

NOTE : If you have answered « yes » to question 3, please ask the individual to contact their former department to obtain written confirmation that they are in compliance with the post-employment provision of the Conflict of Interest and Post-Employment Code. Transport Canada officials must provide such confirmation to the Minister prior to the signing of any contribution agreement.

Part B – Application Declaration

I, the undersigned, hereby certify that:

All information provided to Transport Canada in support of this request for funding is true and complete;

Items such as announcements, signage and communications with the public will be in both official languages in accordance with the Official Languages Act.

Name of authorized signatory (please print clearly)	Title

Address	Office Telephone Number

E-mail Address	Office Fax Number

Signature	Date

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Notes to application form

Section I-Part C- Stacking provision

This information is required to demonstrate that, for the proposed project, your organization does not and will not receive funding of more than 50 percent from the Federal Government.

Section II-Project description and benefits

This section asks the applicant a series of questions that will help the Project Review Committee to evaluate how the project responds to the evaluation criteria relating to project effectiveness, technical feasibility, auxiliary benefits, best value for money and innovation.

For detailed evaluation criteria please refer to the Evaluation Criteria.

Section III-Project Implementation and Reporting

This section asks the applicant to describe in detail how they will conduct the project and measure the results of the project. Applicants have the opportunity to demonstrate how they will implement and manage the project within a two year timeframe.

Section IV- Project Team

This section asks the applicant to identify all project team members, including (where applicable) the third parties (e.g. sub-contractors or partners) required to provide services as part of the project, including their qualifications and area of responsibility. Such activities may include purchase, delivery, installation and reporting. Please note that the recipient may change a third party supplier prior to the signing of the project contribution agreement with Transport Canada.

Section V- Project Financial Information

A standardized project budget must be completed with your application. It is important for each applicant to submit information regarding all project costs (i.e. labour, consultant, office space, equipment purchasing, etc).

The applicant must also provide information about all funding sources (e.g. federal, provincial, municipal, and private sector).

On-going maintenance and operating expenses are not eligible under this program. The applicant must also explain how the organization intends to sustain the project during and following completion of the contribution agreement and receipt of program funding. This explanation should address such issues as maintenance, and operating expenses during the technology continuous operational use by your organization. The applicant must identify all sources of funding for the project operating expenses.

Section VI-Application Declaration

Part A-Conflict of Interest

This section requires a declaration that no current or former public office holder or public servant who is not in compliance with the Conflict of Interest and Post-Employment Code for Public Office Holders, or the Conflict of Interest and Post-employment Code for the

Public Service, and who is not in compliance with the Values and Ethics Code, shall derive a direct benefit from this agreement.

Part B-Applicant declaration

This section certifies that all of the submitted information in this application is accurate and true. This section also identifies who is authorized to sign the contribution agreement if the project is approved for funding.

This section requests a commitment that the applicant will comply with requirements under the *Official Languages Act*. Transport Canada may specify requirements relating to the project (for example that any signage recognizing Transport Canada's contribution is in both official languages).