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Instructions

1. Applicants must read the EV ChargeON Program Guide for information about the terms and conditions that apply to the Program including, without limitation, the eligibility requirements, the application process, and the definitions for the terms used in this Application Form.
2. Applicants must submit a completed Application Form and required documentation using Transfer Payments Ontario.
3. Applicants can submit multiple applications; however, an application can have only one (1) proposed Site.
4. The terms and expressions defined in Appendix A of the EV ChargeON Program Guide apply to this Application Form. These terms can be identified in this form as they appear capitalized (e.g. Guide, Project, Site).
5. Fields marked with an asterisk (*) are mandatory.
6. Funding will only be provided to validly existing legal entities. Applicants must meet the eligibility requirements for funding as described in the EV ChargeON Program Guide.
7. Projects must be located in the Province of Ontario.
8. Depending on the requirements of the Project, Applicants may be required to engage with their local distribution company before applying to assess the feasibility of the Project. See Program Guide for more details.
9. Accessibility design features must be incorporated into the charging station(s) project(s) in order to receive EV ChargeON funding. Applicant confirms compliance with the Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 (AODA).
10. Applicants must perform all Site work in accordance with local and provincial codes (including but not limited to e.g., building, electrical, accessibility (AODA), zoning, and parking)
11. Applications that meet the Program’s mandatory criteria will be evaluated, rated and ranked against merit criteria.
12. Upon acceptance into the Program, Successful Applicants will receive a Letter of Agreement from the Ministry, clearly indicating acceptance into the Program, outlining the terms and conditions, and identifying the maximum funds available to the Applicant for the Site.
13. Applicants will be asked at the end of this form to declare that they have read over this form and that the Applicant represents, warrants, and covenants the information provided to be true.
14. **Application Deadline:** January 31, 2024

Program Background

The EV ChargeON Program supports the installation of publicly accessible electric vehicle chargers across the Province of Ontario.

Please ensure that the mandatory documentation can be easily linked to the proposed Site in the Application Form by including a reference to the Transfer Payment Ontario case number in the file name.

Before completing the application, please read the entire EV ChargeON Program Guide. To ensure that you understand the application process, eligibility, and payment details, refer to the Program Guide while completing the Application Form.

Please complete all sections in the Application Form to the best of your ability. Applications will be assessed on a competitive basis supported by the information provided by the Applicant within the completed Application Form and their demonstrated ability to achieve the objectives of the Program. Ministry consideration of an Application does not guarantee funding for a Project.

The Ministry cannot guarantee funding to all Applicants, nor can the Ministry ensure that the total amount requested by successful Applicants will be granted. The Ministry reserves the right, in its sole and absolute discretion, to fund or not fund any project for which an Application is submitted. The decision to fund all or part of an Applicant’s request will depend on its merit as compared to other submitted Applications, its

alignment with Program objectives and the overall demand for funds in the Program.

Recipients will be sent a Letter of Agreement confirming the approved Project and Program Funds. Approved Projects must be completed within 24 months. The Ministry will not release Program Funds until the Project has been completed and all required documents have been submitted and approved. In addition, the amount of Program Funds provided will be based on the actual expenditures and may not include the full amount of the Program Funding indicated in your Letter of Agreement.

For questions regarding the Program requirements or eligibility, please contact: evchargeon@ontario.ca

A - Applicant Information

This section requires that you submit new, additional information and verify general information about your organization that was already submitted during the Transfer Payment Ontario (TPON) enrolment process. In order to update your TPON account information, you will need to access the [Transfer Payment Ontario](#) system to make the changes.

For more information, please visit the [Get Help](#) section on the [Ontario.ca](#) website.

Name: SAMPLE Operating Name	Legal Name: SAMPLE Legal Name
Type of Legal Entity: *	Federal Business Number (issued by Canada Revenue Agency):

B - Payment Information

Should your application be successful, this information will be used to make payments.

New Applicants: All new applicants must complete and send the Electronic Funds Transfer form to OPS Service Centre for their banking information to be setup. Please ensure you click the “**Submit**” button at the bottom of the form to send it to OPS Service Centre.

Existing Applicants: If you have completed and submitted an Electronic Funds Transfer to OPS Service Centre, please ensure your banking and business information is up-to-date for direct deposit payments and notifications.

For assistance, please call the **OPS Service Centre** at 416-915-7772 or toll-free at 1-888-996-7772.

B.1 Payment Address

Payment Organization Name (maximum 100 characters) *

Street Address 1 *	Street Address 2	City/Town *
Province ON	Postal Code *	
Method of Payment EFT		

Please ensure that you are registered with the Province to receive Direct Deposit Payments.

[Register here.](#) (Learn more about [Doing Business with the Government Ontario.](#))

C - Contact Information

Provide contacts for this application. Provide at least **one contact** with the **Applicant** role and one contact with **Signing Authority**. The same individual may assume both positions. If more than one contact is provided, please indicate the Primary contact.

Applicant (Primary Contact): The person who will serve as the main contact for the project and receive email notifications regarding case submission, reports due, and payments.

Payee: The person who receives email notifications regarding payments.

Signing Authority: will be prompted to digitally sign this form in Section N.

Salutation:	First Name: *	Last Name: *
Primary: <input type="checkbox"/>	Role: *	Email Address: *
Title:	Department:	Phone Number (Work): *
Phone Number (Mobile):	Signing Authority <input type="checkbox"/>	

D - Geographic Location

Applications will be assessed based on data generated from latitude/longitude provided in form, including proximity to existing EV chargers, and underrepresentation of EV chargers in the area.

Site Name (maximum 100 characters) *

Unit #	Address *	
Town/City *	Province ON	Postal Code *
Latitude *	Longitude *	

Latitude and longitude coordinates can be obtained using Google maps by right-clicking and selecting **“What’s here.”** Use centre-point of structure or road project for coordinates.

Area description

The Government of Ontario has a legal duty to consult with First Nation and Métis communities when a proposed Crown action or decision may have an adverse impact on established or credibly asserted Aboriginal or treaty rights.

To help the Ministry assess if the installation of EV Charging Stations at the proposed Site has the potential to trigger the **duty to consult**, please confirm the following:

Is the **proposed Site** located in a **remote or wilderness area** (i.e., undeveloped land, with no built infrastructure and amenities)? *

E - Right to Location

Role descriptions and detail

- **Owner:** means a landlord/corporation/owner, or an authorized representative of the Owner, of the property on which a Project is proposed.
- **Lessee:** Lessee (minimum 5-year lease commitment from project completion date). If the project property requires consent of any third party, such as an Owner, the Owner must provide their consent in writing as proof of right to property.

Applicants must have the right to the property where the Project is to be located.

For the Site named above, please provide **proof of property ownership** or **access as set out in the Program Guide**.

- Please choose the **option** which describes the relationship of the Applicant to the Project property: *

F - Types of EV Chargers

In the table below, identify **Types of EV Chargers** and add additional rows if the application has a combination of different type of chargers.

- For example, if your **proposed** site has four Level 3 charging ports and one Level 2 charging port, enter two rows: First row would note quantity “four” for L3 charging ports, and second row would note quantity “one” for L2 charging ports. Each port can charge a vehicle simultaneously, and may have multiple connector types.
- For **Multi-Port stations**, the funding amount is based on the maximum simultaneous output level of operating ports. For example, a 180 kW dual port station, which would share 90 kW to each port when both are in use, would be eligible as two 90 kW ports.

Site Name

Type of Charger port(s) *

Quantity *

Connector Type 1 *

Connector Type 2 (If Applicable)

Open Charge Point Protocol (v1.6 or higher) compatible (Y/N) *

G - Project Overview and Rationale

Project Start Date: (mm/dd/yyyy) *

Project End Date: (mm/dd/yyyy) *

1. Describe your **proposed** project, including the following:

- A project description, including the motivation for pursuing the project. (maximum 2000 characters) *

2. A detailed description of the Site and surrounding area, and the location of the chargers within the site. (maximum 2000 characters) *

3. How the Project will support the objectives of EV ChargeON Program. (maximum 2000 characters) *

4. Expected project outcomes and benefits. (maximum 2000 characters) *

H - Project Activities and Timeline

Provide and describe the list of **key activities** in a logical sequence, including timelines and/or duration of each, and descriptions where needed. Activities are the steps that will be taken to carry out the Project. Activities should be specific, measurable, realistic and relevant.

The Project timeline must be clear and feasible, including permitting processes and the purchase, installation and commissioning of major equipment. The Project timeline must show completion within 24 months from the date of the receipt of the Letter of Agreement (**estimated Spring 2024**).

Add more rows as needed

No *	Activities *	Principal Milestones *	Initiation Date (mm/dd/yyyy) *	Completion Date (mm/dd/yyyy) *	Notes *
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H.1 - Project Activities and Timeline

Risk and Mitigation

Describe key risks to your Project completion timeline and any strategies to mitigate them (i.e., avoid timeline slippage). (maximum 2000 characters) *

Confirm that the Applicant has conducted initial engagement / consultation / research to ensure that the level, make, type of the chargers are available / will be available including materials for installation to meet the project end date as listed above. *

I - Budget

Provide an overall budget describing Project costs by completing the table below.

TABLE 1. PROJECT EXPENDITURES

List the anticipated expenditures (including in-kind contributions) for the Project. Please refer to the Program Guide for descriptions of Eligible Expenditures.

• Please note: based on the provincial funding contribution maximums listed in Section 3.1 of the Program Guide, the actual reimbursable amount under EV ChargeON may differ from the sum Total Eligible for Reimbursement in Table 1.

TABLE 2. SECURED PROJECT FUNDING

Disclose all confirmed and/or anticipated sources of funding and the contribution amounts for the Project, in addition to the funding requested under the EV ChargeON Program.

• You must reflect all funding including all government contributions.

Category	Description	Total
TABLE 1. PROJECT EXPENDITURES		
Eligible for EV ChargeON Reimbursement		
Capital expenses		
Professional services		
Rental fees or leasing costs		
License fees and permits		
TOTAL Eligible for Reimbursement		\$0.00
Eligible only towards Total Project Cost (Ineligible for EV ChargeON Reimbursement)		
Salary and benefits		
Reasonable travel costs		
Costs associated with Environmental Assessments		
GST, PST and HST net of any tax rebate		
Overhead expenses		
In-Kind support		

Land Costs		
Legal Costs		
TOTAL Ineligible for Reimbursement		\$0.00
TOTAL PROJECT COSTS		\$0.00

TABLE 2. SECURED PROJECT FUNDING

Funding Contributions		
Applicant Contribution	Firm or Conditional	
EV ChargeON Proposed	Proposed	
Natural Resources Canada Zero Emissions Vehicle Infrastructure Program (ZEVIP) or affiliate organization	Firm or Conditional	
Other	Please describe the source of the contribution and confirm if it is Firm or Conditional	
Other	Please describe the source of the contribution and confirm if it is Firm or Conditional	
Other	Please describe the source of the contribution and confirm if it is Firm or Conditional	
Other	Please describe the source of the contribution and confirm if it is Firm or Conditional	
Other	Please describe the source of the contribution and confirm if it is Firm or Conditional	
TOTAL Funding Contributions		\$0.00
In-Kind Contributions		
Applicant Contribution	Please describe the source of the contribution and confirm if it is Firm or Conditional	
Other	Please describe the source of the contribution and confirm if it is Firm or Conditional	
Other	Please describe the source of the contribution and confirm if it is Firm or Conditional	
Other	Please describe the source of the contribution and confirm if it is Firm or Conditional	
Other	Please describe the source of the contribution and confirm if it is Firm or Conditional	
Other	Please describe the source of the contribution and confirm if it is Firm or Conditional	
TOTAL In-Kind Contributions		\$0.00
TOTAL CONTRIBUTIONS		\$0.00

I.1 - Budget

Budget Rationale

Describe how you arrived at your estimated Project costs. Please describe whether your estimated Project costs are impacted by factors such as project size/scale, technology/equipment type, site readiness and/or geographic location.

• Please also provide the source(s) of your cost estimates and any other relevant evidence to support your description.(maximum 1000 characters) *

Securing Funding

Has your organization secured the funding needed to ensure successful completion of this Project, prior to receipt of requested EV ChargeON funding?

• Describe any budget approvals you have received, or need to receive, from municipal councils, company management, etc. (maximum 500 characters) *

For any contributions marked "**conditional**", describe your contingency plans if funding does not materialize. (maximum 1000 characters)

J - Operations and Maintenance

Please complete as many of the following questions as you can, noting mandatory fields (*). Responses will be assessed and scored to determine the merit of the proposed Project.

Uptime Targets Define your chargers' up-time targets, both at the charger and site level (i.e., the percent of time each charger is fully functional, and the percent of time at least one charger on site is fully functional, respectively).

Note that a higher percentage does not necessarily correlate with a higher score.

Charger Up-Time Target (%) *

Site Up-Time Target (%) *

Performance Monitoring

Describe the **method(s)** by which you will monitor chargers to verify achievement of these up-time targets (e.g., staff on-site verification, remote network monitoring, crowdsourcing, etc.) (maximum 500 characters) *

Ensuring Access

Describe the procedures that will be implemented to ensure the site is accessible to users at all times. This includes being free of obstructions, charger displays clean and readable, snow and ice removed, site adequately lit, unauthorized vehicles removed, instructions clear, etc. (maximum 1000 characters) *

Regular Maintenance

Describe regular maintenance procedures that will be followed to ensure continued charger operation, such as a maintenance contract with an established contractor, extended warranty purchase, list of regular maintenance tasks to be completed by staff or contractors. (maximum 1000 characters) *

Staff Training

Describe the process to be followed to ensure staff competency regarding charger operation, including but not limited to: charging session initiation, troubleshooting, charger rebooting, alternative charging options, local towing companies, etc. (maximum 1000 characters) *

Response Procedures

Describe the procedures to be followed in the case of charger-related incidents, including, but not limited to: device failure, vehicle impacts, tampering/vandalism/graffiti, fire, etc. (maximum 1000 characters) *

Response time targets

Define your response time targets for charger-related incidents (e.g. fire – immediate; graffiti removal – 24 hours; etc.). (maximum 1000 characters) *

Spare Parts

Note how spare parts for chargers will be acquired (list supplier and location, inventory of parts maintained internally, etc.)
 (maximum 1000 characters) *

Insurance

How will you insure chargers (e.g. type of coverage such as comprehensive, loss, liability, etc).
 (maximum 1000 characters) *

Incident Notification Procedures

Describe how you will notify the public of equipment downtime (e.g. signage, website, charging network providers, online charging databases) (maximum 1000 characters) *

Business Model

Provide details of the business model including major costs, including but not limited to electricity (energy and demand charges), service stability measures (maintenance, repair, servicing, insurance), network fees, etc. Provide estimates of anticipated revenue if applicable, from charger fees and/or from induced business (e.g. EV driver purchases during charging session).
 (maximum 1000 characters) *

User Fees

Is your organization planning to charge a fee for charging station use? If so, please describe anticipated fee structure. *

K - Capacity to Deliver

Describe your **ability and experience** in **developing, implementing, monitoring and managing projects** within a specified timeframe and budget.

- Demonstrate that your organization has the capacity to manage this Project by providing examples from other projects and their achievements.
 - If your organization has limited project management capacity and you are planning to engage partners, please describe.
- (maximum 1000 characters) *

Key Members

Identify the Project manager and other key members of the Project team and state their specific expertise and experience related to the work involved. It is important that the roles of Project team members (including representatives of key collaborators) be clearly described.

Add rows as needed

Hover for more info

Name *	Name of Organization *	Role in Project *	Expertise and Experience 1-2 sentences *

L - User Amenities and Signage

Select all that apply and Add more lines if applicable by clicking (+)

- Select public washroom access on or near the proposed Site
- Select nearby amenities (within 250 m)

Washroom Access *	Please describe the washroom access selected *

Other Amenities *

Please describe the Amenities selected *

Describe how you will **promote** the use of the infrastructure through:

- a wayfinding and visibility plan (e.g. parking signs, directional signage, locator map, etc) and
 - promotional communications (e.g., public awareness campaign, social media, internal policy, charging etiquette directive for end-user, etc.)
- (maximum 1000 characters) *

M - Site and Technical Specifications

Electrical Utility Engagement

Will the **proposed** Project increase the total electrical load by 50 kW or more? *

Networking and Payments

Describe how your charger will be networked (e.g., cellular, wired, etc). (maximum 1000 characters) *

Payment Methods

Select the method of receiving payments (if user fees are charged).

Note chargers must offer at least one payment method that does not require a charging network account, membership or app.

Select all that apply.

Mobile app

QR Code to mobile website

Credit card (chip/swipe) terminal

Contactless credit/debit reader

Payment through call centre (call/text)

RFID card (membership)

Plug and Charge

No fees charged

Other

Future-Proofing and Scalability (maximum 1000 characters)

Describe any provisions for future site expansion, retrofits or upgrades to accommodate increases in demand and/or advancements in technology. *

Safety and Security (maximum 1000 characters)

Describe any measures to ensure the safety and security of the public while using the chargers. (e.g., lighting, cameras, site layout, etc.) *

Accessibility (maximum 1000 characters)

Describe your approach to achieving accessible EV charging stations beyond minimum AODA site standards. *

N - Declaration / Signing

I, the representative of the Applicant, solemnly declare that I have read this form, including the statements below, and I represent warrant, and covenant its contents to be true and knowing that it is intended to have the same force and effect as if made under oath. I also understand that this form may not set out all of the questions that the Applicant may be asked nor constitute all of the documentation or information, or both, that the Applicant may be required to supply. I understand that further questions may become necessary and that further documentation or information, or both, may be required during the application process and that if the Applicant does not wish to answer any further questions or supply any further documentation or information the Applicant's Application may be rejected.

I am authorized to sign this application and I declare that the information provided by or on behalf of the Applicant in support of this application, including information relating to any eligibility requirements, is true and complete.

Applicant Statements

1. The Applicant is and will continue to be a validly existing legal entity with full power and authority to contract with the Ministry and fulfill the Applicant's obligations under the Contract.
2. The Applicant has read and agree to the EV ChargeON Program requirements outlined in the Guide.
3. The Applicant warrants that the charger(s) proposed for funding are eligible for an EV ChargeON incentive and confirms that all Program requirements are met. The Applicant understands and agrees that non-compliance may result in the refusal, suspension or revocation of the application, or the Ministry invoking any of its other rights or remedies under the contract.
4. The Applicant agrees to keep all EV ChargeON Program Funded charging stations operational for a minimum of five (5) years.
5. The Applicant agrees to the data provision and reporting requirements described in the Program Guide.
6. The information provided in this Application Form and any supporting documentation/information provided to the Ministry is true and complete and will continue to be true and complete.
7. The Applicant does not have a Conflict of Interest. If a situation that a reasonable person would interpret as an actual, potential, or perceived Conflict of Interest were to arise, the Applicant will disclose it to the Ministry. The Ministry may then, as a result of the disclosure, impose any terms and conditions, or invoke any of the rights or remedies available to it under the Contract.
8. The Applicant has declared any other Canadian federal, provincial, or municipal, or U.S. federal, state, foreign, or municipal electric vehicle charging station incentive received for which it is applying for Funding.
9. The Applicant agrees:
 - a. that the Ministry's decisions relating to the Program, including the eligibility of any Applicant, Project/charging station(s), and the amount of any Funding is final and binding and cannot be appealed.
 - b. that the Letter of Agreement and all appendices therein will form a legally binding Agreement between the Ministry and the Applicant.
 - c. to abide Letter of Agreement and all appendices therein.
 - d. not to sell, lease or otherwise dispose of any EV Chargers acquired with the EV ChargeON Program Funds without the Province's prior written consent.
 - e. to keep and maintain: i) all financial records (including invoices) relating to the Funding or otherwise to the Project in a manner consistent with generally accepted accounting principles; and ii) all non-financial documents and records relating to the Funding or otherwise to the Project.
 - f. that the Ministry, any authorized representative, or independent auditor identified by the Ministry may, at the Ministry's expense, upon twenty-four hours notice to the Applicant and during normal business hours, conduct investigations under the Program to ensure compliance with the requirements of the Program, including, without limitation, enter upon the premises of the Applicant to: i) inspect and copy the records and documents referred to in Section e; ii) remove any copies made under i) above; and iii) conduct an audit or investigation of the Applicant in respect of the Funding or the Project, or both.
 - g. that the Ministry may at any time request that the Applicant confirms that it has met and continues to meet all of the Program requirements and provide any documentation/records to that effect within five (5) days of the Ministry's request.
 - h. that the provision of false, incomplete, or misleading information, or the omission of information in this application or in the documents submitted with this application, or the failure to notify the Ministry of any material changes to the information provided following the filing of the application, may result in the refusal, suspension or revocation of the application, or the Ministry invoking any of its other rights or remedies under the Contract.
 - i. that if EV ChargeON Program Funding is provided to the Applicant and the Applicant fails to comply with any of the terms and conditions set out in the Agreement, the Ministry may invoke any of its rights or remedies under the Agreement.
 - j. that if, under the Program, the Ministry demands from the Applicant the payment of any funds, or the Applicant owes any funds to the Ministry; such funds will be deemed to be a debt due and owing to the Ministry by the Applicant and the Applicant will pay the amount to the Ministry immediately. The Ministry may charge the Applicant interest on any money owing to by the Applicant at the then current interest rate charged by the Province of Ontario on accounts receivable. Without limiting the application of section 43 of the Financial Administration Act R.S.O. 1990, c. F.12 (Ontario), if the Applicant fails to pay any amount owing under the Program, His Majesty the King in right of Ontario may deduct any unpaid amount from any money payable to the Applicant by His Majesty the King in Right of Ontario.

- k. that the Ministry may modify or cancel the Program at any time and for any reason whatsoever, without notice, and at the Ministry's sole discretion.
- l. that the Ministry will use the information provided on, with or pursuant to this application, to implement, monitor and ensure compliance with the Program.
- m. The Applicant acknowledges that the Ministry is bound by the Freedom of Information and Protection of Privacy Act R.S.O. 1990, c.
- n. F.31 (Ontario) and that any information provided to the Ministry in connection with the EV ChargeON Program including, without limitation, in connection with this Application, the Project and an Agreement, is subject to disclosure in accordance with that Act. The Applicant's personal information is being collected for the Program which is established pursuant to subsection 118(2) of the Public Transportation and Highway Improvement Act, R.S.O. 1990, c. P.50 (Ontario) and will be used solely for the purpose of administering and ensuring compliance with the Program.

IMPORTANT REMINDER: Please contact [Transfer Payment Ontario](#) if you haven't received notification within 24 hours of submitting your application. **Your application is not considered submitted until you have been notified by the Transfer Payment Ontario (TPON) system.**

Please validate your application by clicking the Validate button before submitting the form back to Transfer Payment Ontario.

SAMPLE