



for Gaz Métro Customers

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## **FINANCIAL ASSISTANCE FORM**

**SOLAR HEATING PROGRAM**  
For the installation of solar air heating collectors

*Write in block letters*

## Foreword

This form will help you prepare the file supporting your application for financial assistance from the Energy Efficiency Fund (EEF) for the implantation of a solar air heating system.

This program is available only to present and future customers of Gaz Métro, except tariffs 4 and 5 (VGE) customers.

The solar heating systems installed must use only panels approved by the program.

All the panels which were recognized by the old ecoENERGIE Renewable Heat program from Natural Resources Canada (NRCan) at its closure, on October 1st, 2010, are accepted for the EEF program. Any other panel which was not recognized in the NRCan's list needs to be certified by the Canadian Standards Association (CSA) to be admissible.

It is possible to verify the admissibility of a solar panel by contacting the EEF Business Advisor, at 514 598-3643.

The electronic file with the simulation done with **RETScreen** or **Swift** software must be emailed to [info@fee.qc.ca](mailto:info@fee.qc.ca) at the same time as this form.

### TO SUBMIT YOUR FILE

**Gaz Métro - Energy Efficiency Fund**  
Business Programs  
1717 du Havre  
Montreal, Quebec  
H2K 2X3

By fax: 514 719-8207

### For more information, contact us

Montreal area: 514 529-2216  
Elsewhere in Quebec: 1 866 529-2216  
[www.fee.qc.ca](http://www.fee.qc.ca)  
[info@fee.qc.ca](mailto:info@fee.qc.ca)

## Important

**The present request must be signed by the Applicant, who also needs to confirm that he has read the notice and that he understands its terms.**

The Energy Efficiency Fund reserves the right to request further information. Incomplete files will not be considered. A visit from an EEF representative or an external auditor may be necessary in order to verify existing conditions before work and/or conformity once project is completed. Consult our Web site at [www.fee.qc.ca](http://www.fee.qc.ca) to learn the terms and conditions of this program.

## Notice

### The EEF reserves the right to:

- amend or cancel the program without notice;
- interpret the terms and conditions of the program;
- refuse any proposal that does not meet the program criteria.

### The customer agrees that:

- any inaccurate declaration could result in cancellation of the financial support, in which case the EEF could claim a refund of the assistance paid;
- the program may be evaluated at the request of the EEF or a third party mandated by the EEF;
- the EEF may visit the site to verify that the energy efficiency measures for which the financial assistance has been paid have been implemented;
- the following information may be disclosed about the project: type and description of building, reference consumption, eligible project costs, anticipated or actual savings and amount of financial assistance paid.

Section A. Applicant – owner of installed system and intended recipient of the financial assistance from the EEF		
Salutation: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.		Preferred Language: <input type="checkbox"/> French <input type="checkbox"/> English
Last Name:		First Name:
Title :		
Business/Institution Name:		
Applicant's Mailing Address:		
City:	Province/Territory:	Postal Code:
Telephone: ( ) -		Fax: ( ) -
E-mail:		Cell phone: ( ) -
Type of Business:		

Section A. 1 Eligible Buildings
In what type of building will the system be installed? <input type="checkbox"/> Commercial <input type="checkbox"/> Institutional <input type="checkbox"/> Industrial <input type="checkbox"/> Agricultural <input type="checkbox"/> Partly residential <input type="checkbox"/> Multiple usage (explain)
Number of storeys:
Is it a units building? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, how many units does it count?
If the building is partly used for residential occupancy, which of the following apply? <input type="checkbox"/> buildings located in Remote Communities that are used for commercial, industrial or institutional purposes exceeding 50 %; <input type="checkbox"/> building has a common entrance; and <input type="checkbox"/> building has at least four above ground storeys; or <input type="checkbox"/> building exceeds 600 m <sup>2</sup> in building footprint.

Section B. Proposed Project
<b>B.1.a Sketch</b>
The Applicant must attach a detailed sketch of the system which includes the dimensions of the collector(s), collector layout and system interface with auxiliary heating system (if applicable).
<b>B.1.b Simulation</b>
Applicants must attach the results of the simulation to this form in addition to sending the electronic file of the simulation by email <a href="mailto:info@fee.qc.ca">info@fee.qc.ca</a> .
Simulation Output Report generated using: <input type="checkbox"/> Swift <input type="checkbox"/> RETScreen

Section B. 2 Project Building – where the solar system will be installed		
Project Installation Address:		
City:	Province/Territory:	Postal Code:
Project Name (if applicable) :		
Gaz Métro Account N <sup>o</sup> :		
Specify where the solar collector(s) will be installed in relation to the building?		
Is the building owned by the Applicant? <input type="checkbox"/> yes <input type="checkbox"/> no		
If not: - Describe the relationship between the Applicant and the building owner. - Please attach the proof of permission to install a solar energy system on the building. Did you attach the permission? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Is a building permit required for this project? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If yes, has it been obtained? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Issued by:	Date of issue: / / (yyyy/mm/dd)	
If not, explain:		
Describe the primary use of the building (e.g. chicken barn, storage, rental unit, etc.)		
The solar system will be installed on:		
<input type="checkbox"/> an existing building <input type="checkbox"/> a building expansion <input type="checkbox"/> a new construction		
Building footprint (area):            m <sup>2</sup> x Building height :                    m = Building volume :                    m <sup>3</sup>		
Construction year:		
Other:		
Please indicate any shading that may affect sun exposure to the solar collectors at any time of year (e.g. adjacent buildings, tall trees).		
Is there any access to either the natural gas pipeline network or electrical power grid? Select the applicable options:		
<input type="checkbox"/> Yes, natural gas pipeline network <input type="checkbox"/> Yes, electrical power grid <input type="checkbox"/> No, none of the above		
Estimated annual air heating load to which the qualifying solar heating system will contribute: (GJ/year)		
Annual estimated contribution of the solar heating system: (%)		
If the total load is unknown, what is the annual energy cost? (\$/year)		

### Section B. 3 Solar Energy System – General Data

Is the solar energy system part of a larger project?  Yes  No  
If yes, explain (Attach an explanation sheet, if necessary.):

What type of system is it?

- new installation  
 retrofit  
 expansion of an existing system

Percentage use of the solar energy system:

- % direct space heating  
% make-up air heating  
% ventilation air heating  
% destratification  
% industrial process heat  
% other (please specify)

The addition of the above percentages must equal 100 %.

Expected date for the commissioning of the solar energy system:     /     /     (yyyy/mm/dd)

### Section B. 4 Solar Collector(s)

Collector type (You must select one.):

- Unglazed transpired  
 unglazed back-pass  
 Glazed

Collector manufacturer:

Collector model:

Individual collector gross dimensions:

Collector #1) Length:        (m) x Width:        (m) = Gross area:        (m<sup>2</sup>)  
Collector #2) Length:        (m) x Width:        (m) = Gross area:        (m<sup>2</sup>)  
Collector #3) Length:        (m) x Width:        (m) = Gross area:        (m<sup>2</sup>)

Please attach a list, if necessary.

Number of collectors:	Total collector gross area:        (m <sup>2</sup> )
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Collector slope:        (degrees from horizontal)

Collector azimuth (orientation):        (degrees east or west of south)

Total collector design flow rate:        (litres/second)

Color of collectors:

## Section B. 5 Solar Energy System – Technical Data

### Estimated Annual Energy Savings

Net energy released by the solar energy system: (GJ/year)  
 Annual energy efficiency of auxiliary system: (%)  
 Displaced energy: (GJ/year) = [net energy released by the solar energy system ÷ annual energy efficiency of auxiliary system]  
 Type(s) of fuel(s) Displaced (e.g. light fuel, propane, natural gas, electricity):  
 Percentage of the charge allocated to each fuel: (%)  
 Actual unitary cost of fuels displaced: (\$/GJ)  
 Displaced energy savings: (\$/year) = [energy charge displaced x unitary cost]

### Heating Load

What is the temperature setting of assigned building? (°C)  
 What is the minimum supply air temperature? (°C)  
 What is the maximum useful air temperature? (°C)  
 Is there a bypass damper?  Yes  No  
 If yes, quote the bypass temperature: (°C)

### Operating Schedule of System

Detail the specific daily hours of operation of the solar system over an average week :  
 What is the annual operation?  
 First month:  
 Last month:

## Section C. Proposed Project Budget

### C. 1 Planned Budget (excluding taxes)

Please list all costs before taxes. List new equipment costs only. Do not list recycled or refurbished equipment.

Solar Air Heating Components	Supplier	Cost (all taxes are excluded)
Collectors		
Collector rack and/or support components		
Ducting from collector to interface with auxiliary heater		
Insulation on eligible ducting (i.e., ducting from collector to interface with auxiliary heater)		
Dampers		
Collector fan(s)		
Photovoltaic components used to power solar system equipment		
Solar system controller		
Other (explain)		
<b>Equipment cost Subtotal:</b>		

<b>Solar Air Heating System Project Implementation</b>	<b>Supplier</b>	<b>Cost</b> (all taxes are excluded)
Project feasibility, design, and simulation		
Permits (exclusively for solar system installation). Please list them:		
Project management		
Installation labour		
Shipping		
Commissioning		
<b>Implementation cost Subtotal:</b>		
<b>TOTAL PROJECT COST</b>		
Total solar system cost per m <sup>2</sup> of collector area:		(\$/m <sup>2</sup> )

### Section C. 2 Additional Financial Contributions

Did the solar system benefit from any other funding?  Yes  No  
If yes, list funding sources below.

List all funding from governmental sources other than this program:

<b>Organization</b>	<b>Program Name</b>	<b>Amount (\$)</b>
<b>Total additional governmental funding:</b>		
List all funding from other sources:		
<b>Organization</b>	<b>Program Name</b>	<b>Amount (\$)</b>
<b>Total non-governmental funding:</b>		

### Section C. 3 Additional In-kind Contributions

Will the project receive any in-kind contributions?  Yes  No  
If yes, list all in-kind contributions below:

<b>Organization</b>	<b>Contribution</b>	<b>Amount (\$)</b>
<b>Total in-kind contributions:</b>		

Section D. Project Representative		
<b>D. 1. Resource Persons</b>		
For more information on the project, the EEF may contact the following project representative(s): <input type="checkbox"/> Project manager <input type="checkbox"/> System supplier <input type="checkbox"/> Proxy		
<b>D. 1. a Project Manager (If applicable)</b>		
Salutation: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.		Preferred Language: <input type="checkbox"/> French <input type="checkbox"/> English
Title:		
Last Name:		First Name:
Business Name:		
Mailing Address:		
City:	Province/Territory:	Postal Code:
Telephone: (   )   -		Fax: (   )   -
E-mail:		Cell phone: (   )   -
<b>D. 1. b System Supplier</b>		
Salutation: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.		Preferred Language: <input type="checkbox"/> French <input type="checkbox"/> English
Title:		
Last Name:		First Name:
Business Name:		
Mailing Address:		
City:	Province/Territory:	Postal Code:
Telephone: (   )   -		Fax: (   )   -
E-mail:		Cell phone: (   )   -
<b>D. 1. c Proxy (If the request has been filled by someone other than the Applicant)</b>		
Salutation: <input type="checkbox"/> Mr. <input type="checkbox"/> Ms.		Preferred Language: <input type="checkbox"/> French <input type="checkbox"/> English
Title:		
Last Name:		First Name:
Business Name:		
Mailing Address:		
City:	Province/Territory:	Postal Code:
Telephone: (   )   -		Fax: (   )   -
E-mail:		Cell phone: (   )   -

### Section E. Consent and Signature

I, \_\_\_\_\_, the Applicant (please write in block letters), have read the notice and I understand the terms of this program. My financial assistance request for the Solar heating program is complete and accurate.

As per Section D, I designate as the Project Representative(s): \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.

I authorize the Energy Efficiency Fund to use the information contained herein for planning, reporting and auditing purposes.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_ Location: \_\_\_\_\_

Was this request made by the Applicant?  Yes  No

If no, this request has been filled by the following proxy:

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

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_ Location: \_\_\_\_\_

### PLEASE SEND:

1. A copy of this form
2. The simulation results appended to the form
3. The electronic file with the simulation by email at [info@fee.gc.ca](mailto:info@fee.gc.ca)