



Nova Scotia Community Solar Program Application Form

For DNRR Use Only	
Application Number	
Name of Organization	
Date Stamp	
Application Received	
Deadline for incomplete application notice or additional info request (45 days after application receipt)	
Deadline for Requested Information Submission by Applicant (45 days after the date of request)	
Deadline for application outcome announcement (45 days after receipt of completed application)	

Before you start
<ul style="list-style-type: none"> • Read the Program Guide: Familiarize yourself with the Community Solar Program and eligibility requirements. • Pre-Application Screening: Carefully consider the application requirements in the section below prior to completing your application. • Follow Application Guidance: As you complete the application form, refer to the “Submitting Your Application” section in the Program Guide.

Pre-application Screening (Mandatory*)	
If you answer no to any of the following questions, you are not eligible for the Community Solar Program.	
Does your organization/community belong to one of the eligible groups listed in the Program Guide ?	
Are you submitting only one application per project, per site?	
Is your project site physically located in Nova Scotia?	
Will your project be in the service territory of Nova Scotia Power Inc. (NSPI) and be connected to NSPI’s electrical system?	

If you have met all four requirements listed above, you may proceed with completing the application.

Instructions

The application form is a fillable PDF, which you will interact with as follows:

- **Insert your response as text** in the spaces provided within the boxes.
- **Select your responses** from the dropdown options (which appear as)
- **Check the checkboxes** represented by symbol.

In addition to the application form, use the following templates to share project information and complete the checklist to ensure your application is ready for submission:

- Permits and Approvals Resource
- Construction Plan Template
- Financial Planning Template
- Risk Assessment Template
- Final Checklist

The program guide, application form, and required templates can be found on the program [website](#).

All applications must be submitted by email to sharesolar@novascotia.ca

Designated Representative and Privacy Information

Applications will be accepted from entities that have the authority to:

- Submit project proposals for the applicant organization(s)
- Enter into contracts and agreements on behalf of the organization(s)
- Certify that the information in the application is true, accurate and complete.

Privacy Information

When you submit your application, personal information is collected as authorized by the Freedom of Information and Protection of Privacy (FOIPOP) Act. We will collect your name and contact information to communicate with you as a representative of your organization. Your personal information will only be used or disclosed for another purpose if we are authorized by law to do so or if we obtain your express consent.

To read more about how the Province of Nova Scotia respects your privacy when interacting with us, review our [full privacy statement](#). For questions about how your personal information is handled in relation to this service you may contact sharesolar@novascotia.ca or the [Government of Nova Scotia](#).

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Section 1: Applicant Information

(Mandatory)

1. Applicant's Legal Name

2. Business Name (if different from legal name)

3. Primary Applicant Eligibility: Select one of the eligible groups that describes the primary applicant with the largest ownership in the project. Partnership information will be asked later in the application.

- Registered not-for-profit
- For-profit entity
- Nova Scotia Mi'kmaw Band
- Municipality, town, or village
- Co-operative
- Community economic development investment fund (CEDIF)
- University or college

4. Represented Community: Does the applicant represent a marginalized community?

- Yes No

If yes, provide a description of the community represented:

5. Registry of Joint Stock Companies Number (a unique seven-digit number assigned to your business or legal entity).

If you do not have a Registry of Joint Stock Companies Number, provide one of the following:

- Other Registration Number

Or

- I have provided a separate document confirming the proof of operations for my organization.

Specify type of document(s)

6. Organization's Primary Legal Civic Address

--

Is this also your mailing address?

Yes No

If you answer no, provide the mailing address:

--

7. Primary Contact– This should be your designated representative with respect to this application.

Name

--

Position Title

--

Email Address

--

**Telephone Number
and Ext.**

--

8. Secondary Contact – This should be your secondary contact person with respect to this application in case we cannot reach to the primary contact.

Name

--

Position Title

--

Email Address

--

**Telephone Number
and Ext.**

--

Section 2: Project Partnership

(If Applicable)

Partner No.1

9. Partner's Legal Name

10. Partner's Business Name (if different from legal name)

11. Partner's Registry of Joint Stock Companies Number (a unique seven-digit number assigned to your business or legal entity)

If you do not have a Registry of Joint Stock Companies Number, provide one of the following:

Other Registration Number

Or

I have provided a separate document confirming the proof of operations for my organization.

Specify type of document(s)

12. Partner Organization's Eligibility

Registered not-for-profit

For-profit entity

Nova Scotia Mi'kmaw Band

Municipality, town, or village

Co-operative

Community economic development investment fund (CEDIF)

University or college

13. Represented Community: Does the applicant represent a marginalized community?

Yes

No

If yes, provide a description of the community represented:

Partner No.2

14. Partner's Legal Name

15. Partner's Business Name (if different from legal name)

16. Partner's Registry of Joint Stock Companies Number (a unique seven-digit number assigned to your business or legal entity)

If you do not have a Registry of Joint Stock Companies Number, provide one of the following:

Other Registration Number

Or

I have provided a separate document confirming the proof of operations for my organization.
Specify type of document(s)

17. Partner Organization's Eligibility

- Registered not-for-profit
- For-profit entity
- Nova Scotia Mi'kmaw Band
- Municipality, town, or village
- Co-operative
- Community economic development investment fund (CEDIF)
- University or college

18. Represented Community: Does the applicant represent a marginalized community?

Yes No

If yes, provide a description of the community represented:

Partner No.3

19. Partner's Legal Name

20. Partner's Business Name (if different from legal name)

21. Partner's Registry of Joint Stock Companies Number (a unique seven-digit number assigned to your business or legal entity)

If you do not have a Registry of Joint Stock Companies Number, provide one of the following:

Other Registration Number

Or

I have provided a separate document confirming the proof of operations for my organization.

Specify type of document(s)

22. Partner Organization's Eligibility

Registered not-for-profit

For-profit entity

Nova Scotia Mi'kmaw Band

Municipality, town, or village

Co-operative

Community economic development investment fund (CEDIF)

University or college

23. Represented Community: Does this organization or group represent a marginalized community?

Yes

No

If yes, provide a description of the community represented:

Partnership

24. Partnership Structure - Describe how ownership is divided for your project.

Name of Project Owner	Percentage Ownership	Percentage Voting Power	Percentage Profit-sharing Agreement
	%	%	%
	%	%	%
	%	%	%
	%	%	%

Document Required: Provide supporting documentation of the partnership agreement, memorandum of understanding (MOU) or contract demonstrating compliance with the partnership/ownership structure you have selected as part of your application.

Submit attachment(s) as PDF. Name it **YourOrgName_Q24**. Submit as a package with your application.

25. Are any of the owners listed for your community solar project in Question 24 also listed as owners or co-owners on any other applications to this program?

Yes No

If yes, answer the following:

Project Name	<input type="text"/>
Project Partner(s)	<input type="text"/>
Percentage ownership for each partner on the other application(s).	<input type="text"/>

Project Name	<input type="text"/>
Project Partner(s)	<input type="text"/>
Percentage ownership for each partner on the other application(s).	<input type="text"/>

Section 3: Project Information

(Mandatory)

Project Proposal

26. Project Title

27. Project Summary – in no more than 200 words, describe the project including goals, expected results and the prioritized group or community (for community benefits and or subscriptions).

Project Size

28. Nameplate Capacity in megawatts DC and AC

<input type="text"/>	MWdc
<input type="text"/>	MWac

29. Projected net annual specific output in MWhac and kWhac.

<input type="text"/>	MWhac
<input type="text"/>	kWhac

Document Required:

Provide a PDF copy of your resource assessment confirming the projected output for the project. Name it **YourOrgName_Q29**. Submit as a package with your application.

30. Projected capacity factor (%)

 %

Project Site and Design

31. Site Location (Physical Address)

Same as the primary address listed in Question 6.

If different, provide the address of your project location.

32. Provide the geographic coordinates or the PID(s) (Parcel Identification) number of your project site location.

Document Required: Provide a GIS photo of your project site. Name it **YourOrgName_Q32**. Submit as a package with your application.

33. Project Land Area - How many acres of land will be used for your community solar project?

Acres

34. Provide a description of the land where your project will be located (for example: brownfield, agricultural land). If it is on agricultural land, provide the land classification.

35. Scaled site plan map

Document Required: Provide a scaled site plan map showing the project's relation to each of the following:

- local communities
- structures and occupied buildings
- transportation facilities and roads
- proposed routes of access
- parks and protected areas
- wetlands and watercourses

Name the document **YourOrgName_Q35**. Submit as a package with your application.

36. Describe any identified access issues for the proposed project site and how you plan to mitigate the issues.

37. Summary of feasibility studies

Document Required: Provide a summary of findings of your site selection, preliminary engineering and design, and geotechnical studies. Name the document as **YourOrgName_Q37**. Submit as a package with your application.

Section 4: NSPI Generation Interconnection Procedures (GIP)

(Mandatory)

38. In what zone is the project's point of interconnection located?

Document Required: Attach a PDF copy of the completed Preliminary Assessment for distribution connected projects or the feasibility study for transmission interconnection projects from NSPI. Name it **YourOrgName_Q38**. Submit as a package with your application.

Section 5: Construction Plan

(Mandatory)

39. Planned Project Start Date (MM-DD-YYYY)

40. Planned Project End Date (MM-DD-YYYY)

41. Community Solar Garden Operation Date (MM-DD-YYYY)

42. Construction Plan

Document Required: Attach the completed construction plan template. Name it **YourOrgName_Templates**. Submit as a package with your application.

Contractors and Developers – provide information about contractors you are or will work with throughout the project cycle.

43. Contractor 1

Company Name

Address (Main Office)

Address (Local Office – if applicable)

Describe the scope of the contractor’s work for your project. **(word limit: 150)**

Describe the contractor’s experience with similar projects and knowledge/ experience with Nova Scotia’s unique landscape, geography and communities. **(word limit: 150)**

44. Contractor 2 (If applicable)

Company Name

Address (Main Office)

Address (Local Office – if applicable)

Describe the scope of the contractor’s work for your project. **(word limit: 150)**

Describe the contractor’s experience with similar projects and knowledge/ experience with Nova Scotia’s unique landscape, geography and communities. **(word limit: 150)**

45. Contractor 3 (If applicable)

Company Name

Address (Main Office)

Address (Local Office – if applicable)

Describe the scope of the contractor’s work for your project. **(word limit: 150)**

Describe the contractor’s experience with similar projects and knowledge/ experience with Nova Scotia’s unique landscape, geography and communities. **(word limit: 150)**

Section 6: Environmental Considerations and Requirements

(Mandatory)

46. Environmental Impacts: Demonstrate your understanding of environmental impacts of your project and how you will mitigate them.

47. Species at Risk: Provide details outlining your knowledge and understanding of any species at risk that may be affected or impacted by your project.

48. Species at Risk: Have you conducted a Species at Risk study?

Yes No

If yes, provide a summary of the findings including how you will mitigate the identified impacts.

49. Environmental Assessment: Does your project require an Environmental Assessment (EA) through the Department of Environment and Climate Change (ECC)?

Yes No

Provide details as to why your project does or doesn't require an EA and any contact you have had with ECC regarding an EA or environmental concerns for your project. If an EA has or will be conducted, provide details regarding the process and the outcomes/expected outcomes, timelines etc.

50. Provide a description of each environmental permit you have acquired or will acquire.

Permit Name	Issued by	Status

Section 7: Permits and Approvals

(Mandatory)

Refer to the [Provincial and Federal Permits and Approvals Resource](#) to complete this section.

Disclaimer: This resource is provided as a guide. It is the applicant's responsibility to meet all regulatory requirements for your project.

51. Land Ownership and Access: explain if you own, lease, rent, obtained permission to use, cross or access the land for your project. Indicate if you are using Crown land for your project.

Document Required: Provide proof of land ownership or permission to access/cross the land. If applicable, provide documentation of government approval to use Crown land for your project.

Name the document(s) **YourOrgName_Q51**. Submit as a package with your application.

52. Land-use and Requirements from Local Authorities: Provide details regarding municipal by-laws that apply to your project and how you will comply with them.

53. Archaeological permits and considerations: Did you submit or conduct an environmental screening process with the Department of Communities, Culture and Heritage?

Yes No

If yes, provide a summary of the screening assessment.

54. Archaeological permits and considerations: Does your project require an Archaeological Resource Impact Assessment?

Yes No

If yes, provide a summary of any impacts including cost and timing implications for the project.

55. List all permits you obtained or will obtain for your community solar garden project.

Permit Name	Issued by	Status

Section 8: Financial Planning

(Mandatory)

56. Financial Planning Template

Documents Required:

56.1 Complete the [financial planning template](#). Name the document **YourOrgName_Templates**.

56.2 Attach supporting quotes and any additional information confirming your financial projections and proposed PPA rate. This may include pro forma financial documents from your accountant. Submit as a package with your application. Name the document **YourOrgName_Q56.2**.

Section 9: Community Engagement and Support

(Mandatory)

Complete this section to ensure that you have planned and have or will execute a robust community engagement strategy.

Note: Community engagement is an ongoing process throughout the project and is not limited to the actions listed below; rather, they are intended to serve as guidance. Applicants are required to identify and conduct their own community engagement efforts that are suitable for their community solar projects. For more information, please refer to [the Program Guide](#).

57. Formed a community engagement committee or hired a professional engagement consultant.

Completed Planned Not Planned

Elaborate your answer by describing what you have completed, what's planned or why you're not planning to complete this action item.

58. Posted your contact information and project details in way that is easily accessible by public.

Completed Planned Not Planned

Elaborate your answer by describing what you have completed, what's planned or why you're not planning to complete this action item.

59. Maintained a log of participants' names and/or web hits.

Completed Planned Not Planned

Elaborate your answer by describing what you have completed, what's planned or why you're not planning to complete this action item.

60. Provided opportunities for comments and feedback.

Completed Planned Not Planned

Elaborate your answer by describing what you have completed, what's planned or why you're not planning to complete this action item.

61. Responded to community concerns.

Completed Planned Not Planned

Elaborate your answer by describing you have completed, what's planned or why you're not planning to complete this action item.

62. Conducted a range of consultation/engagement activities in such a way as to include the greatest number of participants.

Completed Planned Not Planned

Elaborate your answer by describing what you have completed, what's planned or why you're not planning to complete this action item.

63. Considered accessibility in engagement activities for persons with disabilities and or differing abilities.

Completed Planned Not Planned

Elaborate your answer by describing what you have completed, what's planned or why you're not planning to complete this action item.

64. Identify any Mi'kmaq communities that will or may be impacted by the project.

Completed Planned Not Planned

Elaborate your answer by describing how you have engaged Mi'kmaq communities in Nova Scotia, including Chiefs and Councils, what you have completed, what's planned or why you're not planning to complete this action item.

65. Identify any African Nova Scotian communities that will or may be impacted by the project.

Completed Planned Not Planned

Elaborate your answer by describing how you have engaged African Nova Scotian communities, what you have completed, what's planned or why you're not planning to complete this action item.

66. Identify any Acadian communities that will or may be impacted by the project.

Completed Planned Not Planned

Elaborate your answer by describing how you have engaged Acadian communities, what you have completed, what's planned or why you're not planning to complete this action item.

67. Identify any other equity deserving communities that will or may be impacted by the project.

Completed Planned Not Planned

Elaborate your answer by describing what you have completed, what's planned or why you're not planning to complete this action item.

68. Obtained letters of support from Municipal Council.

Completed Planned Not Planned

Elaborate your answer by describing what you have completed, what's planned or why you're not planning to complete this action item.

69. Mi'kmaq Ecological Knowledge Study (MEKS): Have you completed MEKS?

Completed Planned Not Planned

If completed, provide a summary of the study.

70. Evidence of Community Engagement and Support

Document Required: Attach supporting documents that demonstrate community engagement activities and support for your project. Refer to the Program Guide for more information. Name the document(s) as **YourOrgName_Q70**.

Section 10: Community Benefits

(Mandatory)

71. Describe how your project will benefit your prioritized subscriber community, or the province in general for each category.

Capacity Building

Benefit Agreements (including directing profits back into communities, to subscribers, etc.)

Economic Benefits

Equity, Diversity and Inclusion (EDI)

72. Are there any other benefits to the local community or the Nova Scotian community that your project will have? Please describe.

73. How will your project enable equitable access to renewable energy by underserved and marginalized populations in Nova Scotia? How will you demonstrate that your project is achieving this?

Section 11: Subscription Model

(Mandatory)

74. Subscriber Community - Indicate your target or prioritized subscribers by providing any factors such as geographic boundar(ies), or community descriptions.

75. If any of the groups identified in the previous question represent an underserved or marginalized community or population in Nova Scotia, please describe. Refer to [Program Guide](#) section “What is a Marginalized Community” for guidance.

76. Have you developed a "warm list" of potential subscribers from the community. This should represent at least 10% of the capacity of the solar garden at time of application.

Completed Planned Not Planned

Elaborate your answer by describing what you have completed, what's planned or why you're not planning to complete this action item.

77. Subscriber type: At least 25 percent of the approved nameplate capacity of the project must be subscribed to by residential customers. Provide your projected number (%) of each type of subscriber in the following table.

Residential		%
Commercial		%
Other		%

78. Strategy for engaging subscribers: Explain how you will engage subscribers (and your targeted or prioritized subscribers) throughout the project. If you plan to engage **more than 25%** of the nameplate capacity from residential subscribers, provide details.

Section 12: Risk Assessment

(Mandatory)

Using the risk assessment template, identify any issues that may arise throughout the project and how you will mitigate them. The template has instructions and examples to help you complete the assessment. Be sure to follow the format and guidelines of the template and submit it as a part of your application package.

79. Risk Assessment Template

Document Required: Provide a completed copy of risk assessment template. Name the file **YourOrgName_Templates**. Submit as a part of your application package.

Section 13: Final Checklist

(Mandatory)

80. Using the [Final Checklist](#), confirm that you've completed the application form correctly and included all required supporting documents and templates.

Document Required: Complete the final checklist. Name the file **YourOrgName_Q80**. Submit as a part of your application package.

Section 14: Affirming Statement

(Mandatory)

Ensure that you have read and understand the contents of this affirmation before signing.

Thank you for your interest in the Nova Scotia Community Solar Program.

81. Applicant Affirmation

By signing below, I (we) affirm that all information provided in this application is true and complete to the best of my (our) knowledge. I (we) understand that if any information provided in this application is deemed to be inaccurate or incomplete, for whatever reason, the department may deny or revoke my (our) participation in the Nova Scotia Community Solar Program.

**Signature of designated
representative**

Date

End of application form