



**Community Enhancement Fund: 2016/2017
Ganaraska Wind Farm, Municipality of Clarington, Ontario**



**Information Package
Application Form
Media Consent Form**

Version date: November 2016

Ganaraska Wind Farm Community Enhancement Fund

Introduction to Capstone and the Ganaraska Wind Farm

Capstone Power Corp. (“Capstone”) is a Toronto-based, Canadian developer, owner and operator, operating 213 MW of wind power generation in Ontario, and a total of 633 MW of power generation across Canada including wind, solar, hydro/run of river, biomass and gas cogeneration. Capstone was established in 2004, and has built a robust power portfolio over the last ten years. Due to the diverse nature of our businesses, we work to build lasting and mutually beneficial relationships between Capstone and the communities in which we operate.

The Ganaraska Wind Farm (formerly known through the renewable energy approval process as the “ZEP Wind Farm Ganaraska”), reached commercial operation in May 2016. The wind farm is located approximately 4 km northeast of Orono, or 4.5 km west of Kendal along Ganaraska Road 9 and Jewel Road.

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|---------------------------|--|
| <i>Nameplate capacity</i> | <i>17.6 megawatts (MW)</i> |
| <i>Equipment</i> | <i>Consists of nine (9) Senvion MM92 wind turbines, and a project substation</i> |
| <i>Operations term</i> | <i>May 2016-2036</i> |
| <i>Project Community</i> | <i>Municipality of Clarington (Ward 4), Durham Region</i> |

Community Enhancement Fund Objectives

The Community Enhancement Fund was created during the project planning phase of the Ganaraska Wind Farm with the intent to provide funding for community-based initiatives that will directly benefit and add to the quality of life of the rural residents and community members living and working in the area near our wind farm.

The environmental benefits associated with wind power generation are well-known and are widespread. As a new, long-term partner now in the Municipality of Clarington, Capstone aims to further enrich the community and add to the social benefits associated with wind power development, beyond the indirect impacts associated with increased revenues generated by taxes levied through the municipal, county and education tax bases.

We want our neighbours to feel that their community is stronger because Capstone and the Ganaraska Wind Farm is a part of it, and contributing to local community initiatives in areas of greatest need. In order to achieve this goal, Capstone has committed to donating \$25,000 per year, totalling \$0.5 million over the 20-year life of the wind farm.

Each year, funding initiatives will be selected through a transparent and clearly outlined application process. This Information Package has been prepared to clearly outline the objectives of the Community Enhancement Fund and to facilitate allocation of funds toward projects and initiatives that are most impactful for the local community.

Funding Priorities

The Community Enhancement Fund will support initiatives that benefit the Project Community in any of the following categories (referred to as “*Community Initiatives*”):

- Arts
- Environment
- Culture
- Special events
- Education
- Sport and recreation

Application Criteria

Your *Community Initiative* and funding request must satisfy the following requirements and criteria (collectively, the “*Application Criteria*”). Please review each item carefully when preparing your application.

Minimum Requirements:

- All applicants must complete the attached application form included in Schedule 1 of this information package. All applications must include a description of the initiative including relevant revenues, expenses, and must accurately disclose how the funding will be spent.
- All applicants must be a resident of, or engaged in work in the Project Community. If a person, the Applicant must be of legal age. If an Organization, Society or Community Group, it must be engaged in or provide services to residents of the Project Community.
- The requested funding amount may not exceed \$25,000.
- Funding cannot be used for honorariums or wages.

In consultation with the Community Liaison Committee that has been established for the Ganaraska Wind Farm, we have set out additional selection criteria which will aid in selecting and allocating annual funds:

- Demonstrate capacity building for the community
- Education in environmental stewardship
- Leadership for youth education
- Initiatives in northern Ward 4, Municipality of Clarington (communities including but not limited to Orono, Kirby, Kendal, Leskard, Starkville)

Application Process

Application Funding Year

The *Application Funding Year* will follow the calendar year, thus will run from January 1 to December 31, and will start in the year following commercial operation. The first available *Application Funding Year* for the Ganaraska Wind Farm is 2017.

Application Review

Review of applications received will occur on a quarterly basis commencing February 1 (thereafter on May 1, August 1, and November 1) of each year until the \$25,000 allocation has been met for that calendar year. We strongly encourage that interested applicants consider community initiatives and funding needs early in the year, and make applications by January 31st as the annual funds can be fully allocated during the first quarterly review.

Applications may be filed in advance of the review dates; however, we reserve the right to return applications after the annual allocation has been met and/or request that current applications be filed for the next available Application Funding Year.

Application review will involve screening for completeness, and compliance with the *Application Criteria* by Capstone. Incomplete applications will be rejected. Please contact us if you have any questions.

Application Selection and Funding

Applications will be considered on a submission-by-submission basis, and are not guaranteed automatic approval. In addition to the Minimum Requirements, please consider the Selection Criteria to distinguish your *Community*

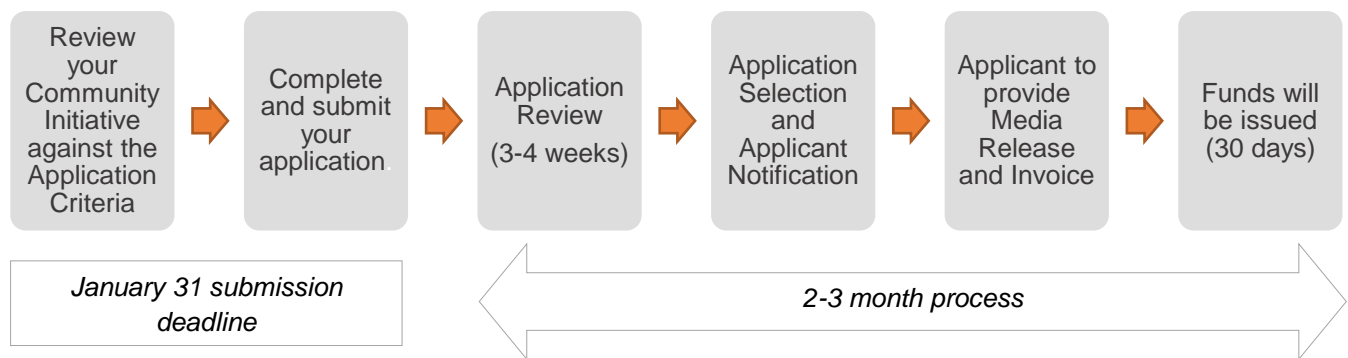
Initiative from the others, highlighting how it is impactful to the local Project Community within Ward 4, and meeting the funding priorities listed above.

If your application is selected for funding, we will notify you in writing (written or electronic, as per your application). You will have thirty (30) days to provide the following to respond, and provide the following to secure your funding:

- Completed Media Release Form (Schedule 2)
- An invoice in the prescribed form included in Schedule 3, or on the applicant letterhead containing at minimum the details included in Schedule 3

Accepted applications are granted one-time funding in the amount determined by Capstone. Should applicants request additional funding, the full application process must be completed for further funding consideration. All payments will be made by cheque.

Process Overview



Public Recognition

Community Initiatives that are selected to receive funding must publicly, and positively acknowledge Capstone. Public recognition includes the use of Capstone’s logo on any printed, advertisements, or acknowledgements. Where appropriate, a permanent sign or plaque recognizing that the Community Initiative and year that it was funded by Capstone via the Community Enhancement Fund is required.

Application Checklist

- ✓ Complete the Application Form
- ✓ Detailed budget showing revenues and expenses for this Community Initiative, disclosing how the funds will be spent (Application Form, item 9)
- ✓ Additional supporting information, as applicable (Application Form, item 10)

Questions? Comments?

Any inquiries on the Community Enhancement Fund and application process may be directed:

Subject: Ganaraska Wind Farm Community Enhancement Fund
Attention: Amanda Dillon, Manager, Communications
Email: adillon@capstoneinfra.com
Telephone: 416-649-1325

Mail: Capstone Power Corp.
155 Wellington Street West, Suite 2930
Toronto, ON M5V 3H1

Ganaraska Wind Farm Community Enhancement Fund

Schedule 1 – Application Form

SUBMIT SIGNED FORM VIA EMAIL TO:

Amanda Dillon, Communications Manager adillon@capstoneinfra.com with the follow words in the subject line:
 “Ganaraska Wind Farm Community Enhancement Fund Application Form”

APPLICATION INSTRUCTIONS:

- Items 1 through 10 are mandatory, and must be completed for an application to be deemed complete.
- Incomplete application forms will not be considered for funding.
- This application form may be populated electronically (in Microsoft Word), or printed and completed by hand. Please ensure hand-written applications are clearly legible. Additional pages may be attached.

| | | | |
|--|--------------|--|---------|
| 1) Applicant Information | | | |
| Name of Applicant (e.g. Society, or Organization, as applicable): | | | |
| Primary Contact Name: | | | |
| Mailing Address: | Street: | | |
| | City: | | Ontario |
| | Postal Code: | | Canada |
| Daytime Telephone Number: | | | |
| Email Address: | | | |
| 2) Community Initiative Title: Please provide a descriptive name, or refer to the Event name, if applicable | | | |
| 3) Application Funding Year: Please refer to the Information Package for details. | | | |

The Applicant represents and warrants to Capstone Power Corp. that all statements set out in this document (including any attachments) are complete and accurate in all material respects, and there is no information omitted from this document that makes the information contained herein misleading or inaccurate. Capstone Power Corp. reserves the right to request additional information, if required.

Signed this _____ day of _____, _____

Signature: _____

Printed Name: _____

Organization Title (if applicable): _____

| | |
|---|--|
| 4) Application Funding Amount: | |
| 5) Total Community Initiative Budget Amount: Please note this field is not optional and must be disclosed. | |
| 6) Overview of Community Initiative: Please provide a brief description of the purpose for which the funding is being requested. | |
| | |
| 7) Community Benefit: Please provided a brief description of how your Community Initiative will promote or benefit the local Project Community. If the Community Initiative is relating to an Event, please provide an estimate for the number of community residents that will participate. This is an opportunity to distinguish your application from others, and to highlight and emphasize to Capstone why your application should be selected for funding this year. | |
| | |
| 8) Funding deadline: Please provide details around the timing for funding commitment and payment for your Community Initiative to be considered upon review of this Application. Please bear in mind the application review schedule described in the Application package. | |
| | |
| 9) Detailed budget: Please <u>attach</u> a detailed budget showing revenues and expenses for this Community Initiative, and how the funding will be spent. You may also provide a brief description or list of the attachment(s) below. | |
| | |

10) Public Recognition Commitment: Please describe how the Applicant and/or Community Initiative will publicly recognize Capstone Power Corp. for its contribution through the Community Enhancement Fund.

Additional Information (optional): Please attach any further information that you consider relevant in support of your application or the Community Initiative.



Ganaraska Wind Farm Community Enhancement Fund Schedule 2 – Media Release Form

SUBMIT SIGN FORM VIA EMAIL TO:

Amanda Dillon, Communications Manager adillon@capstoneinfra.com with the follow words in the subject line:
“Ganaraska Wind Farm Community Enhancement Fund Application Form”

APPLICATION INSTRUCTIONS:

- This form must be completed and delivered to Capstone Power Corp. within thirty (30) days of the Applicant receiving notice that the Application was selected for funding through the Community Enhancement Fund.

| | |
|---|--|
| Name of Applicant (e.g. Society, or Organization, as applicable): | |
| Community Initiative Title: Please provide a descriptive name, or refer to the Event name, if applicable | |

The Applicant hereby consents and gives permission to Capstone Power Corp. and its affiliates to publicize and to use photographs provided by the Applicant, or taken by any Capstone Power Corp. representatives during any visits taken of/at the Community Initiative (as applicable) for such purposes as publicity, newsletters, Website content, and other publications as Capstone Power Corp. may determine, and consents and gives permission to Capstone Power Corp. to publish and disclose names and titles of the Applicant’s representatives. The Applicant acknowledges and agrees that such photographs and names and titles may become public.

I have read and understand the above, and may lawfully make such declarations on behalf of the Applicant.

Signed this _____ day of _____, _____

Signature: _____

Printed Name: _____

Organization Title (if applicable): _____

Organization Name (if applicable): _____

Address: _____

Ganaraska Wind Farm Community Enhancement Fund
Schedule 3 – Prescribed Form: Invoice

Applicant Name
 Applicant Mailing Address
 Telephone Number

Invoice

Invoice date: ___ / ___ / ___

Invoice #: _____

To: GHG Wind Development LP
 155 Wellington Street West, Suite 2930
 Toronto, ON M5V 3H1

Attention: Amanda Dillon, Communications Manager
adillon@capstoneinfra.com

| Description | Amount |
|--|-----------------|
| Ganaraska Wind Farm Community Enhancement Fund | \$ _____ |
| Total | \$ _____ |

Make cheque payable and mail to: [Insert here or write n/a]
 (If different from Applicant Name and Address above)