



**Community Enhancement Fund: 2021**  
**Grey Highlands Clean Energy and Grey Highlands ZEP**  
Municipality of Grey Highlands, Ontario



**Information Package**  
**Application Form**  
**Media Consent Form**

Version date: January 2021

## Grey Highlands Clean Energy and Grey Highlands ZEP Community Enhancement Fund

### Introduction to Capstone and Grey Highlands Clean Energy and Grey Highlands ZEP

Established in 2004, Capstone Infrastructure Corporation (“Capstone”) is a Toronto-based developer, owner and operator of renewable energy facilities, with 258 MW of wind power generation in Ontario and 633 MW of power generation across Canada, including wind, solar, run-of-river hydro, biomass, and gas cogeneration. 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.

### Grey Highlands Clean Energy Project

Grey Highlands Clean Energy reached commercial operation in September 2016. The Grey Highlands Clean Energy project is located on privately-owned agricultural land near the community of Singhampton in the Municipality of Grey Highlands.

|                           |  |
|---------------------------|--|
| <i>Nameplate capacity</i> | <i>18.45 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>September 2016-2036</i>   |
| <i>Project Community</i>  | <i>Municipality of Grey Highlands</i>  |

### Grey Highlands ZEP Project

The Grey Highlands ZEP Project (formerly known through the renewable energy approval process as the “Grey Highlands Zero Emission People Project”) reached commercial operation in February 2016. Grey Highlands ZEP is located on privately-owned agricultural lands near the community of McIntyre in the Municipality of Grey Highlands. The Facility is a five (5) wind turbine project that is comprised of Senvion MM92 turbines.

|                           |  |
|---------------------------|--|
| <i>Nameplate capacity</i> | <i>10.0 megawatts (MW)</i>   |
| <i>Equipment</i>          | <i>Consists of five (5) Senvion MM92 wind turbines, and a project substation</i> |
| <i>Operations term</i>    | <i>February 2016-2036</i>  |
| <i>Project Community</i>  | <i>Municipality of Grey Highlands</i>  |

### Community Enhancement Fund Objectives

The Community Enhancement Fund was created during the project planning phase of the Grey Highlands Clean Energy and Grey Highlands projects. The fund was developed with the intent of providing funding for community-based initiatives that will directly benefit the community members living and working in the area near our wind farms.

The environmental benefits associated with wind power generation are well-known and significant. As a new, long-term partner now in the Municipality of Grey Highlands, Capstone aims to build relationships with the community and add to the social benefits associated with wind power.

We want our neighbours to feel that, by contributing to local initiatives in areas of greatest need, Capstone and the Grey Highlands Clean Energy and Grey Highlands ZEP projects are strengthening the community. In order to achieve this goal, Capstone has committed to donating \$25,000 per project year, totalling \$0.5 million per project over the 20-year life of the wind farm.

Each year, initiatives will be selected for funding through a transparent and clearly outlined application process. This 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 communities.

## 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 and 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, the Project Community.
- The requested funding amount may not exceed \$25,000.
- Funding cannot be used for honorariums or wages.
- Initiatives must take place within the Municipality of Grey Highlands.

Capstone has set out additional selection criteria which will aid in selecting and allocating annual funds. Applications that include one more of the following criteria will be given funding priority:

- Shows demonstrated capacity building for the community;
- Provides for in environmental stewardship;
- Involves leadership for youth education; and/or
- Is an initiative located in the immediate communities surrounding the projects.

## Application Process

### Application Funding Year

The *Application Funding Year* will follow the calendar year (and thus will run from January 1 to December 31). Applicants may submit applications as of January 1, 2021.

### Application Review

The first review of applications received will occur on March 31, 2021. We strongly encourage that application packages be submitted by this date. Applications not received by this date will be considered on a case-by-case basis depending on the level of funding available.

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

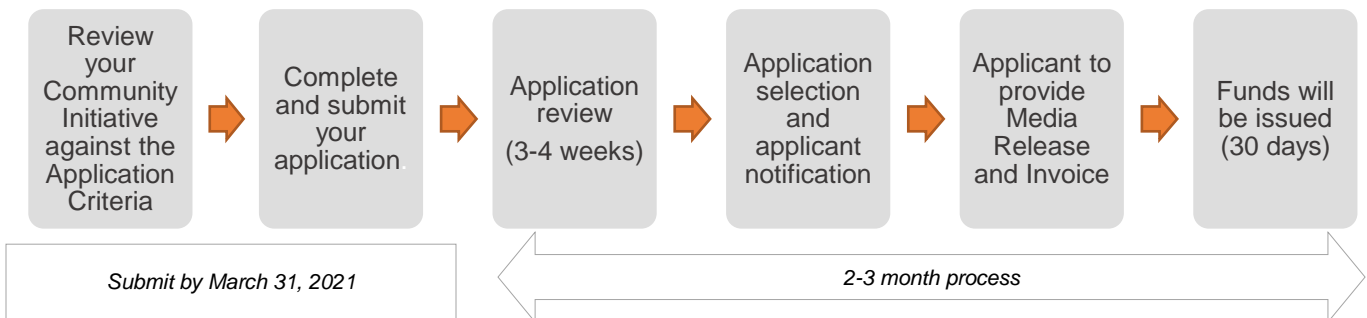
Applications are not guaranteed automatic approval. In addition to the Minimum Requirements, please consider the Selection Criteria to distinguish your *Community Initiative* from the others, highlighting how it is impactful to the local Project Community within the Municipality of Grey Highlands and how it addresses the funding priorities listed above.

If your application is selected for funding, we will notify you in writing (electronically or by mail, as per your application). You will have thirty (30) days 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

Please note that we cannot guarantee release of funds by a specific date. 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 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 to:

Subject: Grey Highlands Clean Energy and Grey Highlands ZEP Community Enhancement Fund  
Attention: Megan Hunter, Communications Manager  
Email: [info@capstoneinfra.com](mailto:info@capstoneinfra.com)  
Telephone: 416-649-1325  
Mail: Capstone Infrastructure Corporation  
155 Wellington Street West, Suite 2930  
Toronto, ON M5V 3H1

**Grey Highlands Clean Energy and Grey Highlands ZEP  
Community Enhancement Fund  
Schedule 1 – Application Form**

**SUBMIT SIGNED FORM VIA EMAIL TO:**

**Megan Hunter, Communications Manager** [info@capstoneinfra.com](mailto:info@capstoneinfra.com) with the follow words in the subject line:  
“Grey Highlands Clean Energy and Grey Highlands ZEP 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.

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

The Applicant represents and warrants to Capstone Infrastructure Corporation 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 Infrastructure Corporation reserves the right to request additional information, if required.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Signature: \_\_\_\_\_

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

Organization Title (if applicable): \_\_\_\_\_

|  |  |
|--|--|
| <b>4) Application Funding Amount:</b>  |  |
| <b>5) Total Community Initiative Budget Amount:</b> Please note this field is not optional and must be disclosed.  |  |
| <b>6) Overview of Community Initiative:</b> Please provide a brief description of the purpose for which the funding is being requested.  |  |
|  |  |
| <b>7) Community Benefit:</b> Please provide 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. |  |
|  |  |
| <b>8) Funding Deadline:</b> Please provide details around the timing for funding commitment and payment for your Community Initiative to be considered upon review of this application. Please take note of the application review schedule as described in the application package.   |  |
|  |  |
| <b>9) Detailed Budget:</b> Please <u>attach</u> a detailed budget showing revenues and expenses for this Community Initiative and details on 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 Infrastructure Corporation 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.



## Grey Highlands Clean Energy and Grey Highlands ZEP Community Enhancement Fund Schedule 2 – Media Release Form

**SUBMIT SIGN FORM VIA EMAIL TO:**

**Megan Hunter, Communications Manager** [info@capstoneinfra.com](mailto:info@capstoneinfra.com) with the follow words in the subject line:  
“Grey Highlands Clean Energy and Grey Highlands ZEP Community Enhancement Fund Application Form”

**APPLICATION INSTRUCTIONS:**

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

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

The Applicant hereby consents and gives permission to Capstone Infrastructure Corporation and its affiliates to publicize and to use photographs provided by the Applicant, or taken by any Capstone Infrastructure Corporation 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 Infrastructure Corporation may determine, and consents and gives permission to Capstone Infrastructure Corporation 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: \_\_\_\_\_

**Grey Highlands Clean Energy and Grey Highlands ZEP  
Community Enhancement Fund  
Schedule 3 – Prescribed Form: Invoice**

Applicant Name  
Applicant Mailing Address  
Telephone Number

**Invoice**

Invoice date:      /      /     

Invoice #:                     

To:

**GHG Wind Development or Grey Highlands Clean Energy Development LP** [*entity to be confirmed by Capstone upon selection*]  
155 Wellington Street West, Suite 2930  
Toronto, ON M5V 3H1

Attention: Megan Hunter  
[info@capstoneinfra.com](mailto:info@capstoneinfra.com)

| Description   | Amount                         |
|---|--------------------------------|
| Grey Highlands Clean Energy and Grey Highlands ZEP Community Enhancement Fund | \$ <u>                    </u> |
| <b>Total</b>  | \$ <u>                    </u> |

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