

Instructions

Please complete an electricity application for your registered small business or registered charity. If you previously applied for and received funding from CEAP-SB, you may reapply again, up to the total combined maximum credit of \$1,500. If you have natural gas service, you may also be able to apply separately for natural gas CEAP-SB support through your natural gas utility. This program is intended to provide support to registered small businesses and registered charities that have been financially impacted by COVID-19.

After you have provided your information, please sign this form and provide your consent by:

- (a) if submitting electronically, typing your name(s) in Section 4; or
- (b) if submitting by mail, you may print the completed form and sign Section 4 by hand.

Please ensure that the information provided is accurate and up-to-date.

Once completed, the form can be emailed or printed and mailed to your utility. Your utility may offer other ways to submit your application, including in some cases by phone. Please refer to your utility's website or contact them for more details.

CEAP-SB funding is limited and applying does not guarantee that your utility has CEAP-SB funding remaining. Applications will be processed in the order they are received. For information on residential CEAP and lower-income energy support programs available, please visit the Ontario Energy Board's [website](#).

Program Eligibility

You are eligible for this program if:

1. As of the date you are applying, your small business or registered charity has an active account with an electricity distributor or a unit sub-meter provider. You will be required to provide your registered business number or registered charity number.
2. Your small business or registered charity is classified as a general service less than 50 kilowatt (kW) customer if the account is with an electricity distributor, or
3. Your small business or registered charity is using less than 150,000 kilowatt-hours (kWh) of electricity annually if the account is with a unit sub-meter provider.
4. As of the date you are applying, your small business or registered charity has overdue amounts owing from one or more previous electricity bill(s) incurred since March 17, 2020, the date of the first Provincial Declaration of Emergency due to the COVID-19 pandemic.

If you previously received funding under this program and are reapplying based on overdue amounts still owing, you may qualify for additional funding up to a total combined maximum credit of \$1,500.

If you are not eligible for CEAP-SB, your business may still be eligible for property tax and energy bill rebates. More information can be found here: [Ontario.ca/covidsupport](https://ontario.ca/covidsupport)

In addition, your primary residence may be eligible for residential CEAP or other energy support programs. Please contact your utility for information on ways to address overdue bills, including entering into a payment agreement. You may also visit the Ontario Energy Board's [website](#) for more information.

Section 1: Notice and Consent

When submitting this completed form to your utility, please do not provide any personal information. The term “personal information” has the same meaning as under the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990 c. F.31.

Please note that information requested in this form is business identity information (i.e., name, title, and business contact information), not personal information.

Should any personal information be provided within this form, this personal information will be collected by your utility in accordance with applicable privacy legislation such as the *Municipal Freedom of Information and Protection of Privacy Act* or the federal *Personal Information Protection and Electronic Documents Act* and the licence granted to it by the *Ontario Energy Board under the Ontario Energy Board Act, 1998*.

Your business information is being collected for the purpose of administering CEAP-SB, including but not limited to, determining your eligibility for CEAP-SB.

In addition, your utility may use information already collected from you for the purposes of administering your utility account (e.g., any data respecting billing, bill payments), for the purposes of evaluating your eligibility for CEAP-SB and administering CEAP-SB.

The funding for CEAP-SB is provided by the Government of Ontario. Given that, in order to verify and determine whether you were eligible for CEAP-SB and/or to otherwise administer CEAP-SB, it may be necessary for your utility to share your information with the Ministry of Energy, Northern Development and Mines. If the Ministry of Energy, Northern Development and Mines requests any of the information, including personal information contained in this form in order to verify your eligibility for CEAP-SB or for audit purposes related to the administration of CEAP-SB, your utility will supply it to them. The Ministry of Energy, Northern Development and Mines may contact you for further information as part of their audit. You are encouraged to retain any documentation that demonstrates you meet the eligibility for CEAP-SB.

By completing and submitting this application form, you are consenting to the collection, use, and disclosure of your information, including personal information as described above.

Contact information for the person who can answer questions about the collection of the information in this form is available on your utility’s website.

Section 2: Program Eligibility Requirements

CEAP-SB is a targeted program designed to aid customers who have overdue amounts on their electricity bills as a result of the COVID-19 pandemic. Please complete the following questions to verify your eligibility.

1. Are you applying for support for a small business or registered charity?

Yes ► If you select Yes, please provide your registered business number or charitable registration number.

No ► If you select No, CEAP-SB is a targeted program designed to aid certain customers in these difficult times. The response you have selected means your small business or registered charity does not meet the program’s eligibility criteria.

2. As of the date you are applying, does your small business or registered charity have either:

(a) an active account with an electricity distributor as a general service less than 50 kilowatt (kW) customer; or

(b) an active account with a unit sub-meter provider and use less than 150,000 kWh of electricity annually?

Yes ► If you select Yes, your electricity utility will verify this information.

No ► If you select No, CEAP-SB is a targeted program designed to aid certain customers in these difficult times. The response you have selected means your small business or registered charity does not meet the program’s eligibility criteria.

3. As of the date you are applying, does your small business or registered charity have overdue amounts owing from one or more previous electricity bill(s) since March 17, 2020, the date of the initial Provincial Declaration of Emergency?
- Yes ► I have overdue amounts owing from one or more previous bill(s) since March 17, 2020, the date that the Provincial Declaration of Emergency was first made because of the COVID-19 pandemic. If you select Yes, your electricity utility will verify this information. You also attest that you have been financially impacted by the COVID-19 pandemic.
- No ► If you select No, the response you have selected means your small business or registered charity does not meet the program's eligibility criteria.
4. Have you previously applied for and received funding for CEAP-SB electricity support?
- Yes ► If you select Yes, and are eligible, the total of previously received funding and any additional funding will not exceed the new maximum credit of \$1,500.
- No ► If you select No, you may be eligible to receive funding up to the new maximum credit of \$1,500.

Section 3: Utility Account Information

Before you begin, make sure that you have a copy of your bill for reference.

Utility Account Information: Please enter your information **exactly** as it appears on your small business or registered charity's utility bill. If the information is not entered as it appears on your small business or registered charity's utility bill, your application may not be processed until the information can be corrected and verified.

1. Your Utility

2. Utility Account Number

Name on the Account

Name of person authorized to act on behalf of the account

Last Name

First Name

Account Service Address

3. Your Registered Business Number or Your Charitable Registration Number

4. Your small business or registered charity contact information (please provide the best number or email address for your utility to contact you if they have questions about your application)

Telephone Number (home, work or mobile)

Email Address

Section 4: Declaration

By signing below,

- a) I declare that the information I have provided in this application is true and correct; and
- b) I indicate my consent to the collection, use and disclosure of my information, including personal information, if applicable, as described in this form.

Name of person authorized to act on behalf of the account

Last Name

First Name

(sign by hand or type in your name)

Date (yyyy/mm/dd)

Please e-mail or mail this form to your small business or registered charity's utility. The email and mailing address are available on the utility's website. Your utility may offer other ways to submit your application, including in some cases by phone. Please refer to your utility's website or contact them for more details.

Your utility will review this application and notify you whether your small business or registered charity is eligible for CEAP-SB.

If approved, a one-time credit amount will appear on the customer's next bill or the following one, depending on where the customer is in the billing cycle.