

How to submit your NEET EOI



HOW DO I USE THIS?

Use this page to help prepare information and documents you'll need to fill out the EOI in one quick sitting. If you have questions about how to get any of this information, or about what any of these terms mean, we've collected that information in our Guidebook, and you can find that on the NEET website. And, keep in mind - submitting an EOI is the first step to participating in the NEET program, but it's non-committal, meaning you are not obligated to participate in the program after submission. You can use this first step to simply learn more, ensure you're eligible or plan for the future.

Remember – we're here to help you, so please reach out any time.

Toll-free within Alberta: 310-2862
Main line: 780-433-4431 & ask to speak to the MCCAC
contact@mccac.ca

Before You Start Your EOI

MAKE SURE YOU'RE ELIGIBLE

- You must be an active non-profit or a registered charity.
- You need to own your facility OR show that you pay the utility bills & have permission from your landlord.

COLLECT SOME INFORMATION

- **About your organization**
(YOU should have this information)
 - Corporate Access or Registration Number
 - Act you are incorporated under (eg. Societies Act)
 - Incorporation date
- **About your facility**
(YOU and/or your LANDLORD should have this information)
 - Correct building area
 - Building type
 - Year constructed
 - Legal owner of facility
 - Building use information
- **About your energy usage**
 - Site identifier
 - 1-year of electricity usage data
 - 1-year of gas usage data

How do I find my energy usage data?

Easy – it's on your utility bill!

HERE IS AN EXCERPT FROM A SAMPLE BILL WHERE YOU CAN FIND ENERGY USAGE DATA

For a detailed sample bill, see ucahelps.alberta.ca/understanding-your-bill.aspx

Filling Out Your EOI

1. Go to the MCCAC NEET program web page – mccac.ca/programs/NEET
2. Click Submit an Expression of Interest on the sidebar of the page
3. Select NEET in the first drop down box
4. Use the info you've already compiled to fill out the Expression of Interest. Remember you can contact us with questions anytime
5. **Submit your EOI!**

Now What?

MCCAC will review your EOI and contact you to provide information regarding next steps. Remember to save the information you've collected – you'll need it later in the application stage.

Don't forget to use the NEET Guidebook on our website mccac.ca/sites/default/files/neet_guidebook_november_2017.pdf
Use it as your primary resource throughout the whole NEET program. And – call us anytime if you have any questions.

Details of your new charges



ELECTRICITY

Site: XXXXXXXXXXXXXXXX
Billing period: Nov 11 to Dec 11, 2017
Meter Readings by

Meter:

Reading on Dec 11 (Actual)	5796.00
Reading on Nov 30 (Actual)	5719.00
Reading on Nov 10 (Actual)	5527.00
Amount of electric energy you used	269.00 kWh