

Home Labelling Fund Application Form

Stream 3: Support for Indigenous Governing Bodies,
Communities and Organizations

3

Natural Resources Canada
Office of Energy Efficiency
Equipment and Housing Division



Natural Resources
Canada

Ressources naturelles
Canada

Canada 

Directions

1. Application and supporting document(s) must be submitted by email to homelabellingfund-fondsdetiquetageresidentiel@nrcan-rncan.gc.ca or by mail before March 31st, 2027, 23:59 Pacific Standard Time.
2. Please submit your proposal by using and completing the Application Form below.
3. Please type your responses in the appropriate boxes.
4. Each section contains a maximum word count. Any text beyond the word count will not be considered.
5. This form indicates “Required” and “Optional” criteria for some questions.
 - All “Required” criteria must be addressed to fulfill the requirements of the evaluation.
 - “Optional” criteria are strongly encouraged but not necessary.
6. If any part of this Application contains confidential or proprietary information, please distinguish it in square brackets [confidential/proprietary information]. This information will remain confidential.
7. NRCAN reserves the right to select Recipients based on multiple considerations including, but not limited to, budget limitations and regional representation.
8. All documents must be submitted in a single communication with the following subject line: Application— Home Labelling Fund — *(Name of Applicant)*.

Please refer to the Applicant Guide to ensure that you properly answer all questions. Failure to consult the Applicant Guide may result in omitting critical information, which could affect your eligibility for funding.

I understand that I must refer to the Applicant Guide to ensure that I properly answer all questions.

General Information

Project Title:

Name of Applicant:

Business Number (if applicable):

Patent Number (if applicable):

Total Funding Requested (CAD):

Total Project Cost Including All Funding Sources (CAD):

Funds will be further distributed to an Ultimate Recipient: Yes No

Name of Ultimate Recipient (if applicable):

Project Start Date (must be on or after April 1, 2026):

Project End Date (must be on or before March 31, 2029):

Signing Authority

Name:

Title:

Telephone number:

Email address:

Mailing address:

Project lead **Same as Signing Authority**

Name:

Title:

Telephone number:

Email address:

Mailing address:

Financial Officer

Name:

Title:

Telephone number:

Email address:

Mailing address:

Project Location(s)

Identify which province/territory and city/region the Project will take place in.

Partner Organizations

Name(s) and Website address(es) of all partners collaborating on this Project.

Conflict of Interest Attestation

A person is in a conflict of interest when they exercise an official power, duty or function that provides an opportunity to further their private interests or those of their relatives or friends or to improperly influence another person’s private interests.

The following questions are to be used as guidelines to help you assess if a real, potential, or perceived conflict of interest exists. If you answer “Yes” to any of the questions below, a program official will contact you to discuss the situation further.

.....

Is there any individual working in your organization or your partners’ organizations who formerly provided consultancy services to the Minister or Natural Resources Canada, particularly any services associated with developing the proposal?

Yes No

.....

Are any current or former NRCan employees working on or associated with the development of this proposal or Project?

Yes No

.....

Is anyone in your organization either a friend or a business acquaintance of any member of the NRCan program team that could result in you or your organization receiving a preferential treatment?

Yes No

.....

Will a current or former public servant or any of their relatives or friends be receiving any personal or financial benefit of any kind as a result of NRCan entering into an agreement with your organization?

Yes No

.....

1. Project Objectives

Required

Applicants must describe:

- The Project and what it will accomplish.
- How the Project objectives align with, **at minimum**, one of the Program objectives, including how it contributes to energy efficiency objectives (See Applicant Guide – Objectives).
- How it addresses barriers to home labelling).

Optional

Proposals are encouraged to explain how:

- The Project meets multiple objectives.
- It is meaningful and innovative.
- It builds on the success of similar Projects, and if it can be scaled up further.

Answer (Maximum 1000 words)

If needed, there is room to continue answer on next page

Answer continued from previous page

2. Activities and Outcomes

Required

In the **Answer box** below, provide a high-level description of the milestones for the Project, including how these will contribute to the expected outcomes of the Project and the objectives of the HLF.

In the **Project Timeline: Milestones, Tasks and Outcomes table**:

- List the Project's milestones
- Describe the Project tasks and expected outcomes under each milestone along with a start and end date
- Only include eligible activities (See Applicant Guide – Eligible Activities).

Answer (Maximum 500 words)

Project Timeline: Milestones, Tasks and Outcomes

Please list all the principal activities divided by Project milestone and provide a concise description (50 words maximum) for each task in the “Description and Outcomes” column.

Milestone 1:			
Task Number	Task title	Start and End Dates	Description and Outcomes (only include eligible activities)
1.1		Start Date: End Date:	
1.2		Start Date: End Date:	
1.3		Start Date: End Date:	
1.4		Start Date: End Date:	
1.5		Start Date: End Date:	

Milestone 2:			
Task Number	Task title	Start and End Dates	Description and Outcomes (only include eligible activities)
2.1		Start Date: End Date:	
2.2		Start Date: End Date:	
2.3		Start Date: End Date:	
2.4		Start Date: End Date:	
2.5		Start Date: End Date:	

Milestone 3:			
Task Number	Task title	Start and End Dates	Description and Outcomes (only include eligible activities)
3.1		Start Date: End Date:	
3.2		Start Date: End Date:	
3.3		Start Date: End Date:	
3.4		Start Date: End Date:	
3.5		Start Date: End Date:	

Milestone 4:			
Task Number	Task title	Start and End Dates	Description and Outcomes (only include eligible activities)
4.1		Start Date: End Date:	
4.2		Start Date: End Date:	
4.3		Start Date: End Date:	
4.4		Start Date: End Date:	
4.5		Start Date: End Date:	

Milestone 5:			
Task Number	Task title	Start and End Dates	Description and Outcomes (only include eligible activities)
5.1		Start Date: End Date:	
5.2		Start Date: End Date:	
5.3		Start Date: End Date:	
5.4		Start Date: End Date:	
5.5		Start Date: End Date:	

Milestone 6:			
Task Number	Task title	Start and End Dates	Description and Outcomes (only include eligible activities)
6.1		Start Date: End Date:	
6.2		Start Date: End Date:	
6.3		Start Date: End Date:	
6.4		Start Date: End Date:	
6.5		Start Date: End Date:	

3. Budget

Required

Budget Form Instructions

Budget proposals will be assessed on the following:

- The budget is sufficient for the Project and activities.
- The budget includes a list of all the contributors for the Project, including both financial (cash) and non-financial (in-kind) contributions. Up to 100% of total project costs may be covered for registered not-for-profit organizations, Indigenous recipients, and provincial, territorial, regional or municipal governments, while for-profit organizations may receive funding for up to 75% of total project costs.
- The budget offers a comprehensive and cost-effective approach given the unique realities of the region.
- The budget does not include unnecessary or unreasonable costs.
- Ineligible expenditures are covered by other funding.

In the **Total Contributions** table, please indicate all the funding sources, and the contributors of those funds.

- A letter of support detailing the contributions should be sent along with the application form.
- Unconfirmed contributions should be identified with an asterisk (*) at the end of the contributor's name in the "Contributors" column.

In the **Project Budget** table, please break down the budget categories per fiscal year, indicate ineligible expenditures and in-kind costs associated to the Project.

- Do not modify or add categories in the "Eligible Expenditures" section.

*** The totals of both the budget table and contributions table below MUST MATCH.**

*** Eligible Expenditures are listed below in the table and in the Applicant Guide.**

Canada's Contributions

By Year	2026-27	2027-28	2028-29	TOTAL (\$)
Canada (NRCan) Contributions				

Project Budget

Proposed Budget (\$)	2026-27	2027-28	2028-29	TOTAL (\$)
ELIGIBLE EXPENDITURES (From all contributors)				
Salaries and benefits on the payroll of the Recipient for the actual time spent by the employees on the Project				
Professional, scientific, technical, management, data collection and contracting services				
Travel expenditures, including meals and accommodation, based on National Joint Council Rates				
Advertising, recruitment and training (including facilitator fees, costs of training development, promotion, deployment and evaluation)				
License fees, data purchases, certification costs, and permits				
Capital expenditures – informatics hardware and software				
Capital expenditures – Retrofitting and upgrading of existing capital and construction of new capital, purchase and installation of equipment				
Material, supplies and equipment				
Equipment rental				
Rental of facilities, audio and visual services and other related costs (excluding hospitality and prizes) associated with delivering workshops, delivering training, conferences, meetings and special events				
Overhead expenditures provided that they are related to the conduct of the Project and can be attributed to it. Overhead expenditures may be included in the total project costs up to 15% of eligible expenditures				
Honoraria and Ceremonial Costs				
GST, PST or HST, net of any tax rebate to which the Recipient is entitled				
Total by Fiscal Year:				
Total Eligible Expenditures				
INELIGIBLE COSTS				
INELIGIBLE EXPENDITURES				
Total by Fiscal Year:				
Total Ineligible Expenditures				
IN-KIND COSTS				
Total by Fiscal Year:				
Total In-Kind Costs				
Total Ineligible Costs				
TOTAL PROJECT COSTS				

Total Contributions

Source of Contributions	Percentage (%)	Cash (\$)	In-Kind (\$)	Total (\$)
Canada (NRCan)			N/A	
The Proponent				
Contributor 1				
Contributor 2				
Contributor 3				
Contributor 4				
TOTAL				

Optional

Proposals are encouraged to explain:

- In-kind contributions.

** See Applicant Guide – Funding and Eligible Expenditures.*

Answer (Maximum 250 words)

4. Project Management & Organization Skillset

Required

In the Answer box below, explain:

- The Project's management plan.
 - How you will ensure the Project is respectful of timelines and outcomes, public funds are well spent on appropriate activities, and that quality control and risk mitigation measures are in place.
 - How you have the necessary **abilities and experience** to achieve the Project's objectives, including the capacity to deliver the Project (e.g., project manager(s), financial manager, technical advisor (if warranted), and administrative support).
 - ▶ All relevant expertise of staff and partners, including financial administration and management capacities, are explained, and how they will help the organization reach the Project milestones. There is a governance structure that allows for management direction and oversight over the Project (e.g., board of directors, chief executive officer, chief financial officer, band council).
 - How the Project has a low degree of complexity and difficulty (if complex and difficult, the plan should have clear mitigation strategies for delays and cost overruns).
 - How the Project is feasible: workplan, schedule, and budget are realistic, with flexibility built-in should unexpected issues arise.

In the Project Team Members table below, indicate:

- The names of the people engaged in the Project along with their roles and contact information.
- The organization each member represents.

Optional

Describe the role of each partner and explain why they are essential to the Project.

- What are the unique strengths and skills of each partner?
- Why are partners a good fit for the Project?

Answer (Max 1000 words)

If needed, there is room to continue answer on next page

Answer continued from previous page

5. Key Performance Indicators (KPIs)

Required

Key performance indicators are quantifiable Program and Project outcomes.

In the table below, indicate the **Project KPIs** and the **expected results**.

** See Applicant Guide – Reporting Requirements*

Key Performance Indicator	Expected Results
<i>e.g. Percentage of homes to be labelled in the targeted area.</i>	<i>X %</i>
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

6. Declaration

By submitting this Proposal, you acknowledge that:

- The choice of Recipients will be made following receipt and review of projects on a first come first served basis until the allocated funding has been exhausted
- The organization you represent is legally registered or incorporated in Canada
- You have the management, financial and technical resources to complete the Project
- All costs incurred for the submission of the Application Form are at the Applicant's own risk
- You or your organization is the owner of all information – proprietary, confidential or otherwise – provided as part of the proposal submission, or, if the information belongs to another party, that written consent was obtained before it was disclosed to NRCan
- If successful, you will provide information on the results of the Project
- No former public servants to whom the federal *Policy on Conflict of Interest and Post-Employment* or the federal *Values and Ethics Code for the Public Sector* apply, are involved in the Project
- If Lobbyists are used, you will ensure that the lobbyists are registered in accordance with the *Lobbying Act*, that no potential conflict of interest exists, and that you do not pay lobbyists on a contingency fee basis. If you contract with lobbyists to assist in seeking a contribution from federal government entities, fees paid to lobbyists are not to be related to the value of the contribution
- If successful, you acknowledge that costs incurred prior to the execution of the contribution agreement are not eligible for reimbursement
- The information provided is true and accurate
- Federal reviewers are bound by the requirements of the *Access to Information Act* and the *Privacy Act* regarding the treatment of confidential information
- NRCan reserves the right to modify the current process, and deadlines, or to cancel the entire application process at its sole discretion
- No liability, commitment or obligation exists on the part of NRCan to make a financial contribution to the Project until a written contribution agreement is signed by both parties.

Duly Authorized Officer (Print Name)

Position Title

Signature

Date (MM/DD/YYYY)

7. Checklist

This form, the Application Form, is signed and dated

Letter(s) of Support from Partner(s) (if applicable)

Documentation to confirm legal entity, e.g. certificate of incorporation (if applicable)

Please submit this Application and supporting document(s) listed above by email to homelabellingfund-fondsdetiquetageresidentiel@nrcan-rncan.gc.ca or by mail before March 31st, 2027, 23:59 Pacific Standard Time.