

FUNDING PROPOSAL FORM

FOR NATURAL RESOURCES CANADA GREENER HOMES GRANT INITIATIVE: CONTRIBUTIONS FOR ENERGY ADVISOR RECRUITMENT, TRAINING AND MENTORSHIP

Proposals must be received by **July 8, 2021** 23:59 Pacific Time at the following email:

nrcan.canadagreenerhomesgrant-subventionmaisonsvertes.rncan@canada.ca

with the following subject line:

APPLICATION – EA-RTM (Canada Greener Homes Grant) FUNDING PROPOSAL – Organization Name

Alternatively, interested Applicants can contact **1-833-674-8282** to arrange an alternate submission method if they are unable to do so by email.



Natural Resources
Canada

Ressources naturelles
Canada

Canada 

CONTEXT

Natural Resources Canada is seeking applications from eligible organizations (Applicants) to support the recruitment, training and mentoring of EnerGuide energy advisors to meet increased demand and ensure access to energy evaluations in all regions of Canada.

This funding support, alongside the anticipated increase in demand for energy advisors, presents a unique opportunity to increase diversity and inclusion through a growing energy efficiency workforce in a way that more closely reflects Canada's population. Through this call for proposal, Natural Resources Canada is looking for innovative proposals and experienced partners to help make this happen.

The Energy Advisor Recruitment, Training and Mentorship Campaign will provide financial assistance to Canadian organizations to support projects that contribute to:

- training, mentorship, and upskilling activities that aim to increase the number of energy advisors available to support the Canada Greener Homes Grant Initiative, particularly in underserved areas and/or with under-represented groups;
- awareness activities that support the recruitment of energy advisors and service organizations, particularly in underserved areas and/or with under-represented groups; and
- access to timely EnerGuide evaluations for all Canadians in remote, rural, and northern regions (including Indigenous communities).

A recipient will be required to disclose all anticipated sources of funding for the proposed project, including approved in-kind funding, clearly identifying contributions from other Canadian government sources (federal, provincial/territorial and municipal). The maximum level of total Canadian government funding will be 100% of total project costs for:

- provincial, territorial, regional and municipal governments and their departments and agencies where applicable;
- Indigenous governments or organizations (e.g., band councils, land claim organizations); and
- not-for-profit organizations, including and public health, educational and cultural organizations.

A maximum level of total Canadian government funding of 75% of total project costs will be used for for-profit organizations.

APPLICATION NOTES

1. NRCan is proposing to contribute financial support towards projects that meet our requirements, subject to available program funding.
2. Previous discussions and completion and submission of this Project Proposal to NRCan do not imply that the proposal will be approved for funding by the Office of Energy Efficiency.
3. Applicants, their partners and collaborators must submit all information required under this request. The proposal may be completed in English or French. Incomplete proposals may not be accepted.
4. Include the name and contact information for a principal representative within the applicant organization to liaise with NRCan for the purposes of this initiative.

FORM GUIDELINES

Please complete all requested information and have an authorized officer sign the Declaration on page 16.
If more room is needed for any question, please email a Word Annex.

PROJECT PROPOSAL FORM

1. GENERAL INFORMATION

Identify the following:

Legal name and complete mailing address of the organization

Please select one of the following and submit relevant documentation with the proposal for the option identified:

- GST No.
- Papers of incorporation
- Provincial business registration
- Other (specify

Has the organization been involved in other projects with Natural Resources Canada?

Yes No

If yes, indicate the year(s) and project name(s).

Table 1: Projects with Natural Resources Canada

Year(s)	Project Name(s)

2. CONTACT INFORMATION

Project manager

Name

Phone

Email

Internal team

Please enter team members in the following format: Person 1 first and last name, title; Person 2 first and last name, title; etc.

Authorized signing authority

Name

Title

Phone

Email

Mailing Address

Consultant helping with the project, if applicable

3. ELIGIBILITY CRITERIA

3.1 Experience and Knowledge

Please describe your organization's experience and knowledge of the EnerGuide Rating System, including on the role that energy advisors play.

Provide two to three paragraphs.

3.2 Governance and Networks

Please describe how your governance structure, staff, and networks will allow you to successfully complete the proposal (e.g., sufficient resources to carry out work, networks/partnerships to support delivery where applicable).

Provide two to three paragraphs that demonstrate that the Applicant has the capacity to deliver the proposal in the specific geographical areas of Canada noted, including in relevant underserved areas.

3.3 Asset Criteria

Please identify which of these asset criteria you believe your proposal aligns with.

The Applicant is a member of or represents one or more under-represented groups
(Under-represented groups: women, Indigenous peoples, persons with disabilities, racialized individuals and individuals who identify as LGBTQ+)

If yes, please describe:

Provide one paragraph describing which group(s) you are a member of or which group(s) you represent and in what capacity.

The Applicant has demonstrated experience leading initiatives that increase diversity in a given area or promote a more inclusive workforce.

If yes, please describe:

Provide one to three paragraphs describing the initiative(s) that you have led that have resulted in increased diversity or inclusion in a given area or workforce.

The Applicant has experience working with Indigenous peoples, including First Nations, Inuit and/or Métis.

If yes, please describe:

Provide one to three paragraphs describing how and on what projects you worked with Indigenous peoples in the past.

The Applicant has existing networks and contacts with employers in underserved areas.

If yes, please describe:

Provide one to two paragraphs describing the existing networks and partners you have in underserved areas that can support the work proposed.

4. PROJECT DETAILS

4.1 Title:

Identify the title of the project.

4.2 Objective:

Clearly state the objective of the project, including milestones and outcomes to be achieved. Provide details on how the implementation of the proposal would support the objectives of the funding set out in Section 1 of the Applicant Guide. Begin with the following statement:

4.3 Description:

Clearly describe the project in detail and include details on the activities to be undertaken, the need for the proposed activities, timelines, partners, risks/interdependencies. Begin with the following statement:

4.4 Project Category (ies):

Please identify which project categories you believe your proposal aligns with:

Note: An Applicant may submit separate proposals for one project category or include multiple project categories within one proposal.

Underserved areas: the North (north of the 60o parallel), the Prairies and Newfoundland and Labrador, as well as rural, remote and Indigenous communities more broadly.

Under-represented groups: women, Indigenous peoples, persons with disabilities, racialized individuals and individuals who identify as LGBTQ+

PC 1 – TRAINING [Maximum of \$200,000 per year, per proposal]: Enhance support for training of energy advisor candidates by expanding classroom learning, e-learning, mobile training and blended learning programs and/or by providing greater access and opportunities to potential candidates.

PC 2 – MENTORSHIP [Maximum of \$150,000 per year, per proposal]: Enhance support for mentorship of energy advisor candidates and new energy advisors by providing greater access to mentorship opportunities (e.g. internships, mentorship programs) for under-represented groups.

PC 3 – RECRUITMENT [Maximum of \$100,000 per year, per proposal]: Undertake awareness activities to support the recruitment of service organizations or energy advisors, particularly among groups under-represented in the sector or in underserved areas.

PC 4 – UPSKILLING AND PROFESSIONAL DEVELOPMENT [Maximum of \$100,000 per year, per proposal]: Developing and offering training, materials or programs for upskilling or for the professional development of existing energy advisors in support of the implementation of the Canada Greener Homes Grant initiative.

PC 5 – ACCESSIBILITY OF ENERGUIDE EVALUATIONS [Maximum of \$100,000 per year, per proposal]: Support timely access to EnerGuide evaluations and related elements for Canadians residing in underserved regions (e.g., local capacity building, travel to support regular offering of EnerGuide evaluations in these areas, activities to increase local availability of energy advisors and equipment).

4.5 Applicant's Experience

Clearly describe in a few paragraphs, the Applicant's experience as it relates to the activities in the proposal, specifically similar relevant programs or projects (in relation to complexity and nature, or particularly pertaining to the needs of rural, remote, and northern communities [including Indigenous communities], where applicable).

4.6 Partnerships

Clearly describe the role of all partners and networks essential to the successful implementation of the project, including how under-represented groups will be engaged and involved in the activities where applicable.

4.7 Benefits

Briefly outline the benefits of the project and how this will be achieved for each of the following categories. For example, the project will help promote energy efficiency; the project will help address Canada's climate change goals.

Benefits to Canada / Canadians

Benefits to Stakeholders

4.8 Project Tasks

Complete the following table to describe the tasks you will conduct as part of the project. Proposals must provide a detailed outline of tasks and timelines, including recruitment. The planned activities, schedule, budget, targeted results, roles and responsibilities must be sufficiently detailed, clear, realistic and consistent with the proposed project’s objectives.

Table 2: Project Tasks

Name of Task and Timeline (m/y)	Brief Description	Key Outputs

4.9 Project Outcomes

From the following list, please indicate which outcomes your proposal aims to achieve.
[If the Other category is selected please define]

Increased number of practicing or registered energy advisors, particularly in underserved areas and of under-represented groups

Improved demographic representation of energy advisors (related to under-represented groups, such as women, persons with disabilities, Indigenous peoples, racialized individuals and individuals who identify as LGBTQ+)

Increased awareness of, and interest in, opportunities to become a service organization or an energy advisor

Increased number of energy advisors with new skills or professional development that supports the implementation of the Canada Greener Homes Grant initiative.

Improved access for rural, remote, and northern communities (including Indigenous communities) to undertake an EnerGuide evaluation.

Other:

4.10 Key Performance Indicators:

Specify the key performance indicators. Use the indicators in the Applicant's Guide and add any additional indicators you believe to be important for the project. Ensure they have measurable results.

5.0 REPORTS AND CLAIMS FOR PAYMENT

Identify the category and expenditure year of eligible expenditures specific to the project.
Keep any cost categories that are not relevant blank.

Note: Any taxes included in the costs must be net of any tax credit / reimbursement

Table 3: Reports and Claims for Payment

Eligible Expenditures	FY2021-22 (Apr 1 to Mar 31)	FY2022-23 (Apr 1 to Mar 31)	FY2023-24 (Apr 1 to Mar 31)
Employees' salaries and benefits			
Fees for Professional, Scientific, Technical, Management, Data Collection and Contracting Services			
Travel expenditures (including meals and accommodation, based on National Joint Council Rates)			
Fees associated with 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, e.g., training software, laptops/tablets for community capacity/use)			
Capital Expenditures (retrofitting and upgrading of existing capital, purchase and installation of equipment, e.g., blower door equipment for community capacity/use)			
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 (to a maximum of 15% of eligible expenditures), provided they are related to the conduct of the project and can be attributed to it			
Taxes (GST, PST or HST, net of any tax rebate to which the Applicant is entitled (reimbursable Goods and Services Tax, Provincial Sales Tax, and Harmonized Sales Tax costs must be net of any tax rebate to which the Applicant is entitled)			
Total			

6. OTHER SOURCES OF FUNDING

Identify each contributor of funding to this project, including your organization.

Note: all figures must be in Canadian dollars; and, In-kind contributions are defined as a cash-equivalent contribution in the form of an asset for which no cash is exchanged. Examples include, but are not limited to, technical expertise and consulting fees, use of facilities, donated or loaned equipment, and travel expenses.

Note: In-kind contributions may form part of the total funding for a project, but are not reimbursable.

Table 4: Other Sources of Funding

Other Contributors	Cash	In-kind*	Total (\$)
Total			

7.0 DECLARATION

By signing this proposal, I certify that the organization:

- Has the financial, technical and management resources to fulfill the undertaking;
- Will submit relevant reports to NRCan on expenditures and activities;
- Acknowledge that any project costs incurred before receiving a fully executed Contribution Agreement by Canada will not be reimbursed by Canada;
- Has not involved in the project any former public servants to whom the Conflict of Interest and Post-Employment Code for Public Office Holders or the Values and Ethics Code for the Public Service apply;
- Allows NRCan to share the content of this proposal internally and with any co-funders of the project;
- Will work with Natural Resources Canada to identify opportunities to share learnings from this project with other organizations in the Canadian building sector, such as a case study, presentation, or article in Heads-Up Building Energy Efficiency; and
- Has provided accurate and complete information in this proposal.

Duly Authorized Officer (Print Name)

Signature of Duly Authorized Officer

Date