



## FUNDING APPLICATION FORM IMPACT ASSESSMENT AGENCY OF CANADA POLICY DIALOGUE PROGRAM

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**1. Name of Initiative**

Engagement on a draft cooperation agreement between Canada and Ontario
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**2. Applicant**

Provide the information of the Applicant.

<b>Name of legal entity applying for funding</b>		
<b>Mailing address</b>		
<b>City/Town</b>	<b>Province/Territory</b>	<b>Postal code</b>
<b>Email</b>	<b>Telephone number</b>	
<b>Name and Title of Contact Person</b>	<b>Contact person’s email</b>	
<b>Contact person’s telephone number</b>	<b>Language of correspondence</b> English <input type="checkbox"/> French <input type="checkbox"/>	

**3. Applicant Type and Information**

<p><b>a) Select the type of Applicant:</b></p> <p><input type="checkbox"/> individual</p> <p><input type="checkbox"/> incorporated not-for-profit organization</p> <p>Provide the name of the federal, provincial or territorial legislation through which the group or organization was incorporated:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Federal/Provincial or Territorial Jurisdiction</td> </tr> </table> <p><input type="checkbox"/> unincorporated association, group or organization</p> <p>Provide the name of the individual, incorporated not-for-profit organization, Band, Indigenous government or trust or limited partnership that is applying on behalf the unincorporated association, group or organization:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="height: 20px;"></td> </tr> </table>	Federal/Provincial or Territorial Jurisdiction	
Federal/Provincial or Territorial Jurisdiction		

- Indigenous Community or organization
- Aboriginal government created from a self-government agreement

#### 4. Eligibility Criteria

In order to be eligible for contribution funding under this initiative, applicants must be able to demonstrate a direct interest, expert advice or Indigenous knowledge relevant to assessments in Ontario.

Please complete the following sections:

- a) **Briefly describe (in a few sentences) the applicant's interest in this initiative and the unique information they will bring. Your response should consider the value their input will add to the draft updated Canada-Ontario Cooperation Agreement, and will be used to assess whether the applicant receives funding.**
- b) **Please provide information on the applicant and demonstrate how the applicant will undertake eligible activities listed in Section 6, below.**
- c) **For applicants that are an Indigenous organization representing communities, please indicate how many communities you are proposing to engage and/or coordinate along with a list of community names.**

#### 5. Administrative Information

##### a) Information about other government sources of funding

The Program has a 'stacking limit', that is, a maximum permitted amount of combined funding from federal, provincial, territorial and municipal governments for participation. Combined funding from governments to a recipient for any eligible activity cannot exceed 100% of eligible expenses. Information provided by a successful applicant in the application and in the Detailed Financial Reports is used to verify that a successful applicant's funding request and Detailed Financial Report conforms to this stacking limit. If the stacking limit is exceeded, the responsible federal department/agency will adjust its level of contribution, and if necessary, seek reimbursement so that the stacking limit is not exceeded.

Has your group or organization applied for funds from any other government source(s) for this project?

- Yes       No

**If yes, identify other government source(s) and amount of funding the group or organization has received or will be receiving.**

##### b) Conflict of Interest

To enhance public confidence in the integrity of public office holders and the public service, the government has issued the *Conflict of Interest and Post Employment Code for Public Office Holders*. In order to ensure that safeguards are in place to prevent conflict of interest by former public office holders, applicants for contributions shall provide answers to the contributor on the following questions:

Do you presently employ, in your organization/group/band, a former public office holder who left the federal government in the last twelve months and who was at the senior management level or above while in the public office?

- Yes       No

**If yes, please ask that the employee contact his/her former department to obtain written confirmation that he/she is in compliance with the post-employment provisions of the *Values and Ethics Code for the Public Sector* and the *Policy on Conflict of Interest and Post-Employment*.**

##### c) Funding History with the Impact Assessment Agency of Canada (the Agency)

Have you previously received funding from the Agency?

- Yes       No

If yes, please indicate the name of the assessment or engagement activity, and describe your funding history.

- Assessment/engagement activity name(s):
- Did your organization fully expend past contribution agreements?

- Were activities delivered as planned under previous contribution agreements?
- Were reports completed and submitted on time?

## 6. Activities and Expenses

Please provide details on the activities and expenses that you plan on undertaking, as well as your funding request for these activities and expenses during your participation in the initiative. **Only complete the sections that you will use for your proposed project.**

[Refer to Appendix A for information on each expense category.](#)

### Eligible Activities:

- review of the draft updated cooperation agreement;
- participation and providing oral comments in virtual information sessions led by the Agency and the Ontario Ministry of the Environment, Conservation and Parks (MECP);
- gathering input and providing written comments on the draft updated cooperation agreement during the public comment period.

Please note that the funding allocation is conditional on the recipient providing written comments to the Agency on the draft updated cooperation agreement by the deadline established for the comment period (details of the comment period will be shared with recipients when they are determined).

Cost Categories	Details	Funding Requested
<b>Reporting Costs</b>	Administrative costs: \$ Office supplies: \$ Telephone charges: \$ Rental of office space / meeting rooms (Must be external to the Applicant's existing facility): \$ Local collection / distribution of information: \$ General media advertising / promotion : \$	\$
<b>Staff Salaries</b>	Employee title/name: Daily/hourly rate: \$ Amount of time required for activities:	\$
<b>Professional / Legal Services</b>	Professional's name/company: Daily or hourly rate: \$ Amount of time required for activities:	\$
<b>Travel Expenses</b>	Name of the traveler: Purpose of the travel: Breakdown of travel expenses, including points of origin and destination, mode of transportation, the number of kilometres travelled, the number of travel days as well as the accommodation rate per night:	\$

<b>Honoraria and ceremonial offerings</b>	Number of people receiving honoraria:	\$
	Rate of honoraria per day: \$	
	Ceremonial offering (if applicable): \$	
<b>Total:</b>		\$

## 7. Certification Declaration

I/we hereby certify that the information provided in the attached Policy Dialogue Program Application (the Application) and all supporting documentation is true, accurate and complete. I/we understand that if any information provided in the Application is false or misleading, the Applicant may be denied funding or may be required to reimburse all or part of funding received.

I agree that the information provided in this application is accurate to the best of my knowledge.

Given Name	Family Name	Title	Date: (YYYYMMDD)

## Appendix A –Expense Category Description and Resolution

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### Expense Categories

#### Note:

*If your funding request is successful, it will be important to keep all invoices and receipts accounting for your approved expenses. You will need these to request payment.*

*The application review and decision process can generally take up to 45 days after we receive your application. If you are successful in receiving funding, you cannot request payment for any work done before you sign a Contribution Agreement with us and only work done after you sign an agreement with us is eligible for payment.*

### Reporting Costs

#### Staff salaries

The staff salaries category includes salaries and up to 20 percent in benefits of the salary amount requested of the participation coordinator and individuals employed by your organization or your Indigenous community for the purpose of researching and preparing materials related to your organization's or your Indigenous community's participation (e.g. research staff and secretariat services).

**Note:** *By signing the application, your organization or your Indigenous community confirms that the requested funds for salaries are designated solely for time the individual dedicates to the project. For each individual, provide the employee's name and his/her duties related to your organization, the number of hours spent on project-specific activities and the salary hourly rate.*

#### Administrative costs and office supplies/ telephone charges

The administrative and office supplies/ telephone charges include costs associated with bookkeeping, accounting, and reporting to the Responsible federal organization on deliverables related to your organization's or your Indigenous community's participation in the initiative. As well, this category includes costs related to interfacing with the Responsible federal organization on requests for payments specific to your organization's or your Indigenous community's participation in the initiative.

Any administrative and reporting expenses that do not support your organization's or your Indigenous community's participation in the initiative, including normal bookkeeping and accounting, are not eligible for funding under the Participant Funding Program (the Program).

The costs of office supplies include costs which are important to support your organization's or your Indigenous community's participation in the initiative (e.g. photocopying, postage and telephone charges).

Any operations and maintenance expenses that do not support your organization's or your Indigenous community's participation in the initiative, including normal supplies, are not eligible for funding under the Program.

Provide a brief explanation of the need for the specific administrative and reporting expenses and for the specific supplies.

### **Rental of Office space and meeting rooms**

The rental of office space and meeting rooms category includes costs associated with renting an office space, meeting rooms and office equipment that directly relates to your organization's or your Indigenous community's participation in the initiative.

Any operations and maintenance expenses that do not support your organization's or your Indigenous community's participation in the initiative, including normal rent and overhead, are not eligible for funding under the Program.

Describe the need to rent the facilities and provide details on the event and rental costs.

### **General media advertising and promotion**

The general media advertising and promotion covers advertising and publication costs for meetings held by your organization or your Indigenous community specifically for your membership or your members with the purpose of gathering their input and concerns as well as sharing relevant information related to this initiative. Examples of costs covered in this category include posters and newspaper advertisements.

Provide a brief explanation of how this action will contribute to the objectives of the initiative and the intended audience.

### **Professional services**

#### **Professional fees**

The professional fees category includes the daily rates and expenses for expert advice or assistance on environmental, technical or social issues relevant to the initiative.

For each expert, identify the individual's expertise and the relevance of this expertise to your organization's or your Indigenous community's participation.

#### **Legal fees**

The legal fees category includes the daily rates and expenses for expert legal advice or assistance directly related to your organization's or your Indigenous community's participation in the initiative. The costs for legal advice are eligible under the Program, but legal representation is not encouraged.

Provide an explanation of why legal research or representation is important to your participation in the initiative.

Provide the name of a legal person/firm, if available, nature of the work and its pertinence to the initiative.

### **Travel**

The travel expense category includes expenses related to travelling and may include transportation, meals, lodging and incidentals. Travel expenses must be reasonable and in accordance with federal government travel directives.

Explain why travelling to the event is necessary, and if applicable, why more than one person is needed to represent your organization or your Indigenous community. Details should be provided regarding travel mode, accommodation and duration.

### **Honoraria for Elders and ceremonial offerings**

The honoraria for Elders category includes the daily rates associated with your Indigenous community Elders providing Indigenous traditional knowledge or community knowledge relevant to the initiative. The Elders cannot be in receipt of any other salary or direct income for the activity for which an honorarium is claimed.

The ceremonial offering includes relevant costs associated with providing gifts, such as tobacco offered to Elders, in recognition of having provided Indigenous traditional knowledge or community knowledge relevant to the initiative.

## **Resolution**

If successful, you must provide a valid signed resolution (corporate or Band Council) or document authorizing the Applicant/Recipient to act on behalf of their organization or group for the purpose of the Contribution Agreement.

## Appendix B – Checklist for Completing the Funding Application Form

- The complete application is submitted on or before the application deadline.
- Section 2 (Applicant) is complete.
- A category in Section 3 (Applicant Type and Information) has been selected.
- Section 4 (Eligibility Criteria) is complete.
- Section 5 (Administrative Information) is complete.
- Section 6 (Activities and Expenses) is complete by indicating your funding request and explaining how your proposed funding will be spent.
- There are no calculation errors in the budget and supporting information is provided corresponding with the detailed budget breakdown.
- Budget calculations are clearly explained where appropriate (e.g. daily/salary rates, number of hours).
- Section 7 (Certification Declaration) is complete.

Email your application to: [intergovernmentalaffairs-  
affairesintergouvernementales@iaac-aeic.gc.ca](mailto:intergovernmentalaffairs-affairesintergouvernementales@iaac-aeic.gc.ca)