**Participant Funding Program
Application Form**

***[Impact Assessment by Review](#What_is_review_panel) Panel***

Table of Contents

[1. Proposed Project Name 1](#_Toc67653204)

[2. Applicant 1](#_Toc67653205)

[3. Application Contact Person 1](#_Toc67653206)

[4. Applicant Type and Information 1](#_Toc67653207)

[5. Eligibility Criteria 2](#_Toc67653208)

[6. Administrative Information 3](#_Toc67653209)

[7. Public Participation Opportunities 3](#_Toc67653210)

[8. Certification Declaration 12](#_Toc67653211)

[Appendix A - What Needs to be Included in a Resolution 13](#_Toc67653212)

[Appendix B – Content and Expense Category Description 14](#_Toc67653213)

[Appendix C - Checklist for Completing the Funding Application Form 19](#_Toc67653214)

# Proposed Project Name

Provide the name of the project.

|  |
| --- |
|  |

# Applicant

Provide the information of the applicant.

|  |
| --- |
| **Name of legal entity applying for funding** |
| **Mailing address** |
| **City/Town** | **Province/Territory** | **Postal code** |
| **Email** | **Website address** |
| **Telephone number** | **Fax number** |

# Application Contact Person

Provide the name and information of the contact person in the event there are questions about this application.

|  |
| --- |
| **Name of the contact person** |
| **Title of the contact person** |
| **Mailing address (if different than in section 1 above)** |
| **City/Town** | **Province/Territory** | **Postal code** |
| **Email** | **Website address** |
| **Telephone number** | **Fax number** |
| **Official language of correspondence: English [ ]  French [ ]**  |

# Applicant Type and Information

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Select the box that applies to the Applicant.

**[ ]**  individual[ ]  incorporated not-for-profit organizationProvide the name of the federal, provincial or territorial legislation through which the group or organization was incorporated, and the corresponding incorporation number:

|  |  |
| --- | --- |
| Federal/Provincial or Territorial Jurisdiction | Incorporation Number |
|  |  |

**[ ]**  unincorporated association, group or organizationProvide 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:

|  |
| --- |
|  |

**[ ]**  Band (as defined in the *Indian Act*) [ ]  Indigenous government created from a self-government agreement[ ]  Trust or limited partnership1. **Government Sales Taxes / Harmonized Sales Tax Rebate (GST/HST)**

Does the group or organization receive a rebate for GST/HST? **[ ]  Yes [ ]  No If yes, please provide:**

|  |  |
| --- | --- |
| Business Identification Number (BIN) (Canada Revenue Agency) |  |
| GST/HST rebate number (#) |  |
| GST/HST rebate percentage (%) |  |

1. **What Needs to be Included in a Resolution**

You must provide a valid signed resolution (corporate or Band Council) or document authorizing the Applicant to act on behalf of their organization or group for the purpose of this application and, if successful, a Contribution Agreement. This must be provided at the same time as your application or within two weeks of submitting your application to the Agency.*Refer to* [*Appendix A*](#Appendix_A) *for information on what needs to be included in a valid signed resolution.* |

# Eligibility Criteria

|  |
| --- |
| 1. Select all eligible categories that apply:

**[ ]**  have a direct, local interest in the project, such as living or owning property in the project area;**[ ]**  possess community knowledge or Indigenous knowledge relevant to the impact assessment; **[ ]**  possess expert information relevant to the anticipated impacts of the project; and/or**[ ]**  possess an interest in a project’s potential impacts Treaty lands, settlement lands or traditional territories or related claims and rights.1. Describe your interest in the impact assessment of the proposed project.
2. Describe the unique information you will bring to the impact assessment process that would not otherwise be available or known. *Your response will be used to assess the value your organization or group will add by your participation in the impact assessment and will relate to whether you receive funding.*
 |

# Administrative Information

|  |
| --- |
| 1. **Partnerships**

Are you submitting this application in partnership with any other groups or organizations in order to maximize the use of resources?**[ ]  Yes [ ]  No If yes, describe the partnership and the organizations or groups involved**.1. **Information about other government sources of funding**

*The Participant Funding Program (PFP) has a ‘stacking limit’, that is, a maximum permitted amount of combined funding from* ***federal, provincial, territorial and municipal governments*** *for participation in any one impact assessment project or associated Crown consultation activities. Combined funding from governments to a recipient for participation in an impact assessment or Crown consultation activities cannot exceed 100% of eligible costs. The Agency uses the information provided by a successful applicant in the application and in the Detailed Financial Reports 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 Agency will adjust its level of contribution, and if necessary, seek reimbursement so that the staking limit is not exceeded. A paragraph regarding the stacking limit forms part of the PFP’s Contribution Agreement with a successful applicant.*1. Has your group or organization applied for funds from any other government source(s) to participate in the impact assessment of this proposed project?**[ ]  Yes [ ]  No If yes, identify the government source(s) and amount of funding the group or organization has received or will be receiving**.
2. Has your group or organization received any funding from the Impact Assessment Agency of Canada for other project(s)?**[ ]  Yes [ ]  No If yes, provide the name(s) of the project(s)**.
 |

# Public Participation Opportunities

You must provide details on the activities and expenses that you plan on doing, as well as your funding request for these activities and expenses during your participation in the impact assessment process.

Only complete the sections that you will use in each of the participation opportunities. Refer to [Appendix B](#Appendix_B) for further details.

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

*The application review and decision process can 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 a Contribution Agreement is fully signed by both you or your organization and the Agency.*

**Participation Opportunity #1: You must review and provide comments to the Agency on the draft review panel terms of reference and, if applicable, the joint review panel agreement**

Using the following table, indicate your funding request and explain how your proposed funding will be spent. (Refer to [Appendix B](#Appendix_B) for information on each [expense category](#Expense_categories), [examples of activities](#Activities_panel_ToR_Agreement) and an [explanation of a draft review panel terms of reference and joint review panel agreement](#what_is_panel_ToR_Agreement).)

|  |
| --- |
| **Maximum funding available is $1,500.00 (tax included)** |
| **Eligible expense category** | **Details on activities and expenses** | **Funding request (Tax included)** |
| [Reporting costs](#Reporting_Costs) | Expenses could include:[Staff salaries](#Staff_salaries)If an employee of the applicant will coordinate or contribute to the Applicant’s participation, provide the employee’s name, his/her duties related to Opportunity #1, the daily or hourly rate of the employee and amount of time required for the activities to be undertaken.By signing the application, the applicant confirms that the requested funds for salaries are designated solely for time the individual dedicates to the preparation for and participation in Opportunity #1. **Insert details here:**[Administrative costs and office supplies / telephone charges](#Admin_office_supplies_telephone)Expenses relating to administration and reporting on funding to the Agency. **Note:** *Normal office supplies and overhead are* ***not*** *eligible for funding under the Program.***Insert details here:**[Rental of office space / meeting rooms](#Rental_office_space_meeting_room)**Must be external to the Applicant’s existing facility**. Provide details on the purpose for which the office or meeting room is being rented.**Insert details here:**[Local collection/ distribution of information](#Local_Collection_Distribution_Informatio)Explain the need to collect or distribute information. Indicate from and to whom the information will be distributed and collected. How will this action contribute to Opportunity #1.**Insert details here:**[General media advertising/ promotion](#General_media_advertising_promotion)Specify planned advertising for the purpose of publicizing the Applicant’s meetings and activities related to Opportunity #1. **Insert details here:**Specify [other expenses](#Other_expenses) that are not covered by any of the other categories and that might be covered by this category.**Insert details here:** | $ |
| [Professional services](#Professional_Services) | Expenses could include:[Professional fees](#Professional_fees) (i.e. consultants)Identify the professional’s name, expertise and contribution to reviewing and commenting on Opportunity #1. Specify the daily or hourly rate and amount of time required for Opportunity #1.**Insert details here:**[Legal fees](#Legal_fees) Provide the legal advisor’s name. Describe the nature of work and its pertinence to Opportunity #1. Specify the daily or hourly rate and amount of time required for Opportunity #1.**Insert details here:** | $ |
| [Travel expenses](#Travel_expenses)(in accordance with federal government [travel directives](http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php))  | Identify who will be travelling, the purpose of the travel and a breakdown of the travel expenses. **Note:** The breakdown of travel expenses should include the 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.**Insert details here:** | $ |
| [Honoraria and ceremonial offerings](#Honoraria_Ceremonial) | Provide the names of the elders to receive honoraria, the honoraria rate, the nature of the meeting/function, and its contribution to Opportunity #1.Describe the purpose of the ceremonial offering, related to receiving traditional knowledge, and its relation to Opportunity #1.**Insert details here:** | $ |
| **Total for Opportunity #1 (Cannot exceed maximum funding available: $1,500.00 tax included)** | **$** |

**Participation Opportunity #2: You must review and provide comments to the Agency on the Impact Statement**

Using the following table, indicate your funding request and explain how your proposed funding will be spent. (Refer to [Appendix B](#Appendix_B) for information on each [expense category](#Expense_categories), [examples of activities](#Activities_EIS) and an [explanation of what is an Impact Statement](#What_is_EIS).)

|  |
| --- |
| **Maximum funding available is $10,000.00 (tax included)** |
| **Eligible expense category** | **Details on activities and expenses** | **Funding request (Tax included)** |
| [Reporting costs](#Reporting_Costs) | Expenses could include:[Staff salaries](#Staff_salaries)If an employee of the applicant will coordinate or contribute to the Applicant’s participation, provide the employee’s name, his/her duties related to Opportunity #2, the daily or hourly rate of the employee and amount of time required for the activities to be undertaken.By signing the application, the applicant confirms that the requested funds for salaries are designated solely for time the individual dedicates to the preparation for and participation in Opportunity #2.**Insert details here:**[Administrative costs and office supplies / telephone charges](#Admin_office_supplies_telephone)Expenses relating to administration and reporting on funding to the Agency. **Note*:*** *Normal office supplies and overhead are* ***not*** *eligible for funding under the Program.***Insert details here:**[Rental of office space / meeting rooms](#Rental_office_space_meeting_room)**Must be external to the Applicant’s existing facility**. Provide details on the purpose for which the office or meeting room is being rented.**Insert details here:**[Local collection/ distribution of information](#Local_Collection_Distribution_Informatio)Explain the need to collect or distribute information. Indicate from and to whom the information will be distributed and collected. How this action will contribute to Opportunity #2.**Insert details here:**[General media advertising/ promotion](#General_media_advertising_promotion)Specify planned advertising for the purpose of publicizing the Applicant’s meetings and activities related to Opportunity #2.**Insert details here:**Specify [other expenses](#Other_expenses) that are not covered by any of the other categories and that might be covered by this category.**Insert details here:** | $ |
| [Professional services](#Professional_Services) | Expenses could include:[Professional fees](#Professional_fees) (i.e. consultants)Identify the professional’s name, expertise and contribution to Opportunity #2. Specify the daily or hourly rate and amount of time required for Opportunity #2.**Insert details here:**[Legal fees](#Legal_fees) Provide the legal advisor’s name. Describe the nature of work and how it relates to Opportunity #2. Specify the daily or hourly rate and amount of time required for Opportunity #2.**Insert details here:** | $ |
| [Travel expenses](#Travel_expenses)(in accordance with federal government [travel directives](http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php)) | Identify who will be travelling, the purpose of the travel and a breakdown of the travel expenses. **Note:** The breakdown of travel expenses should include start and end locations, mode of transportation, the number of kilometers travelled, the number of travel days, as well as the accommodation rate per night.**Insert details here:** | $ |
| [Honoraria and ceremonial offerings](#Honoraria_Ceremonial) | Provide the names of the elders to receive honoraria, the honoraria rate, the nature of the meeting/function, and its contribution to Opportunity #2.Also, describe the purpose of the ceremonial offering, related to receiving traditional knowledge, and its relation to Opportunity #2.**Insert details here:** | $ |
| **Total for Opportunity #2 (Cannot exceed maximum funding available: $10,000.00 tax included)** | **$** |

**Participation Opportunity #3: Preparation for and participation in the review panel hearings**

Using the following table, indicate your funding request and explain how your proposed funding will be spent. (Refer to [Appendix B](#Appendix_B) for information on each [expense category](#Expense_categories), [examples of activities](#Activities_panel_hearings) and an [explanation of review panel hearings](#What_are_panel_hearings).)

|  |
| --- |
| **Maximum funding available is $14,500.00 (tax included)** |
| **Eligible expense category** | **Details on activities and expenses** | **Funding request (Tax included)** |
| [Reporting costs](#Reporting_Costs) | Expenses could include:[Staff salaries](#Staff_salaries)If an employee of the applicant will coordinate or contribute to the applicant’s participation, provide the employee’s name, his/her duties related to Opportunity #3, the daily or hourly rate of the employee and amount of time required for the activities to be undertaken.By signing the application, the applicant confirms that the requested funds for salaries are designated solely for time the individual dedicates to the preparation for and participation in Opportunity #3. **Insert details here:**[Administrative costs and office supplies / telephone charges](#Admin_office_supplies_telephone)Expenses relating to administration and reporting on funding to the Agency. **Note:** *Normal office supplies and overhead are* ***not*** *eligible for funding under the Program.***Insert details here:**[Rental of office space / meeting rooms](#Rental_office_space_meeting_room)**Must be external to the Applicant’s existing facility**. Provide details on the purpose for which the office or meeting room is being rented.**Insert details here:**[Local collection/ distribution of information](#Local_Collection_Distribution_Informatio)Explain the need to collect or distribute information. Indicate from and to whom the information will be distributed and collected. How will this action contribute to Opportunity #3.**Insert details here:**[General media advertising/ promotion](#General_media_advertising_promotion)Specify planned advertising for the purpose of publicizing the Applicant’s meetings and activities related to Opportunity #3. **Insert details here:**Specify [other expenses](#Other_expenses) that are not covered by any of the other categories and that might be covered by this category.**Insert details here:** | $ |
| [Professional services](#Professional_Services) | Expenses could include:[Professional fees](#Professional_fees) (i.e. consultants)Identify the professional’s name, expertise and contribution to reviewing and commenting on Opportunity #3. Specify the daily or hourly rate and amount of time required for Opportunity #3.**Insert details here:**[Legal fees](#Legal_fees) Provide the legal advisor’s name. Describe the nature of work and its pertinence to Opportunity #3. Specify the daily or hourly rate and amount of time required for Opportunity #3.**Insert details here:** | $ |
| [Travel expenses](#Travel_expenses)(in accordance with federal government [travel directives](http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php))  | Identify who will be travelling, the purpose of the travel and a breakdown of the travel expenses. **Note:** The breakdown of travel expenses should include the 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.**Insert details here:** | $ |
| [Honoraria and ceremonial offerings](#Honoraria_Ceremonial) | Provide the names of the elders to receive honoraria, the honoraria rate, the nature of the meeting/function, and its contribution to Opportunity #3.Describe the purpose of the ceremonial offering, related to receiving traditional knowledge, and its relation to Opportunity #3.**Insert details here:** | $ |
| **Total for Opportunity #3 (Cannot exceed maximum funding available: $14,500.00 tax included)** | **$** |

**Participation Opportunity #4: You must review and provide comments to the Agency on the draft potential conditions.**

Using the following table, indicate your funding request and explain how your proposed funding will be spent. (Refer to [Appendix B](#Appendix_B) for information on each [expense category](#Expense_categories), [examples of activities](#Activities_panel_hearings) and an [explanation of what is a Review Panel Report](#_What_is_a).)

|  |
| --- |
| **Maximum funding available is $5,000.00 (tax included)** |
| **Eligible expense category** | **Details on activities and expenses** | **Funding request (Tax included)** |
| [Reporting costs](#Reporting_Costs) | Expenses could include:[Staff salaries](#Staff_salaries)If an employee of the applicant will coordinate or contribute to the applicant’s participation, provide the employee’s name, his/her duties related to Opportunity #4, the daily or hourly rate of the employee and amount of time required for the activities to be undertaken.By signing the application, the applicant confirms that the requested funds for salaries are designated solely for time the individual dedicates to the preparation for and participation in Opportunity #4. **Insert details here:**[Administrative costs and office supplies / telephone charges](#Admin_office_supplies_telephone)Expenses relating to administration and reporting on funding to the Agency. **Note:** *Normal office supplies and overhead are* ***not*** *eligible for funding under the Program.***Insert details here:**[Rental of office space / meeting rooms](#Rental_office_space_meeting_room)**Must be external to the Applicant’s existing facility**. Provide details on the purpose for which the office or meeting room is being rented.**Insert details here:**[Local collection/ distribution of information](#Local_Collection_Distribution_Informatio)Explain the need to collect or distribute information. Indicate from and to whom the information will be distributed and collected. How will this action contribute to Opportunity #4.**Insert details here:**[General media advertising/ promotion](#General_media_advertising_promotion)Specify planned advertising for the purpose of publicizing the Applicant’s meetings and activities related to Opportunity #4. **Insert details here:**Specify [other expenses](#Other_expenses) that are not covered by any of the other categories and that might be covered by this category.**Insert details here:** | $ |
| [Professional services](#Professional_Services) | Expenses could include:[Professional fees](#Professional_fees) (i.e. consultants)Identify the professional’s name, expertise and contribution to reviewing and commenting on Opportunity #4. Specify the daily or hourly rate and amount of time required for Opportunity #4.**Insert details here:**[Legal fees](#Legal_fees) Provide the legal advisor’s name. Describe the nature of work and its pertinence to Opportunity #4. Specify the daily or hourly rate and amount of time required for Opportunity #4.**Insert details here:** | $ |
| [Travel expenses](#Travel_expenses)(in accordance with federal government [travel directives](http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php))  | Identify who will be travelling, the purpose of the travel and a breakdown of the travel expenses. **Note:** The breakdown of travel expenses should include the 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.**Insert details here:** | $ |
| [Honoraria and ceremonial offerings](#Honoraria_Ceremonial) | Provide the names of the elders to receive honoraria, the honoraria rate, the nature of the meeting/function, and its contribution to Opportunity #4.Describe the purpose of the ceremonial offering, related to receiving traditional knowledge, and its relation to Opportunity #4.**Insert details here:** | $ |
| **Total for Opportunity #4 (Cannot exceed maximum funding available: $5,000.00 tax included)** | **$** |
| **Overall Total (Cannot exceed maximum funding available: $31,000.00 tax included)** | **$** |

# Certification Declaration

I/we hereby certify that the information provided in the attached Participant Funding Program Application for Funding (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)** |

**Supporting documents**

List the supporting documents submitted with this application in the following table:

|  |  |  |  |
| --- | --- | --- | --- |
| **Type of Supporting Document (i.e., resolution)** | **Name of Supporting Document** | **Method of Submission (mail, fax, email)** | **Date of submission** |
| Resolution |  |  |  |

# Appendix A - What Needs to be Included in a Resolution

|  |
| --- |
| ***Note:*** *This must be provided at the same time as your application or within two weeks of submitting your application to the Agency.* |

The Agency now offers the possibility for you to sign a Master Contribution Agreement. This consists of one umbrella agreement where every time your group is allocated funds for a new project, you will sign an additional Schedule that is project specific. If you already have a Master Agreement with the Agency, a new Resolution is not necessary. If you wish to have a Master Contribution Agreement with us, your Resolution must be generic.

A valid signed resolution (corporate or Band Council) or document authorizing the Applicant to act on behalf of their organization and, if successful, a Contribution Agreement or Master and Schedule.

**A valid and signed resolution should include:**

* The [Name of the governance body] (i.e. Board of Directors, Governing Council, Band Council, etc.):
* Authorize [Name of the applicant] to enter into a Contribution Agreement with the Impact Assessment Agency of Canada; and
* Designate the duly authorized signatory(ies) to be [enter name or names and titles here], on behalf of [Name of the applicant], for the purposes of signing the application for funding, the Contribution Agreement, or any other documents required under the Contribution Agreement.

**Note:** *If the signing authority is given to more than one individual, please specify what documents each of the individuals is authorized to sign on behalf of the Applicant; and if more than one individual is designated to sign a specific document, please specify whether one signature would be sufficient or if each of the individuals must sign.*

**Signature block on the Resolution**: should include signature(s) and title(s) of authorized signatory(ies) and the date of signature.

# Appendix B – Content and Expense Category Description

|  |
| --- |
| **Table of Contents**[What is an impact assessment by review panel? 15](#_Toc442787122)[What is a draft review panel terms of reference and, if applicable, the joint review panel agreement? 15](#_Toc442787123)[Examples of activities to review the draft review panel terms of reference and, if applicable, the joint review panel agreement 16](#_Toc442787124)[What is an Impact Statement? 16](#_Toc442787125)[Examples of activities to review the mpact Statement 16](#_Toc442787126)[What are the review panel hearings? 16](#_Toc442787127)[Examples of activities to prepare for and participate in the review panel hearings 16](#_Toc442787128)[1. Reporting Costs 17](#_Toc442787130)[1.1. Staff salaries 17](#_Toc442787131)[1.2. Administrative costs and office supplies/ telephone charges 17](#_Toc442787132)[1.3. Rental of Office space and meeting rooms 18](#_Toc442787133)[1.4. Local collection or distribution of information (excluding general media advertising and promotion) 18](#_Toc442787134)[1.5. General media advertising and promotion 18](#_Toc442787135)[1.6. Other expenses 18](#_Toc442787136)[2. Professional services 19](#_Toc442787137)[2.1. Professional fees 19](#_Toc442787138)[2.2. Legal fees 19](#_Toc442787139)[3. Travel expenses 19](#_Toc442787140)[4. Honoraria for elders and ceremonial offerings 19](#_Toc442787141) |

### What is an impact assessment by review panel?

The Minister of the Environment may refer an impact assessment to a review panel if the Minister is of the opinion that it is in the public interest to do so. To make his or her decision, the Minister must consider whether the designated project may cause significant adverse environmental effects, whether there are public concerns related to the significant adverse environmental effects, and whether there are opportunities for cooperation with another jurisdiction that may be assessing the project, or any part of it.

A review panel is a group of independent experts appointed by the Minister of the Environment, in cooperation with another jurisdiction, for example a provincial government, in the case of joint review panels, to conduct an impact assessment. The members are selected on the basis of their knowledge, experience and expertise, and must be free from bias or conflict of interest relative to the designated project.

A review panel assesses whether the impact statement prepared by the proponent is sufficient to proceed to public hearings. The hearings allow interested parties, including Indigenous groups, to present evidence, concerns and comments regarding the potential impacts of the designated project.

Review panels have the capacity to summon witnesses, and order witnesses to present evidence and produce records related to the impact assessment.

The review panel prepares a report that includes its rationale, conclusions and recommendations, and submits its report to the Minister of the Environment. The report will also contain any proposed mitigation measures and suggestions for the follow-up program.

### What is a ****draft review panel terms of reference and, if applicable, the joint review panel agreement****?

For a federal-only review panel, the Agency will prepare draft terms of reference for the review panel and conduct a public comment period. For a joint review panel, the Agency will work with the other jurisdiction, for example a provincial government, to draft a joint review panel agreement, including terms of reference, and conduct a joint public comment period on this document. The terms of reference establish the mandate and authorities of the review panel, as well as the procedures and timelines for the review panel.

After considering public comments, including comments from Indigenous groups, as well as input from federal departments on the draft terms of reference for the review panel, the Minister (along with the other jurisdiction, in the case of joint review panels) will issue the final terms of reference and post them on the [Agency’s Registry Internet site](https://www.iaac-aeic.gc.ca/050/evaluations/index?culture=en-CA).

### Examples of activities to review the ****d********raft review panel terms of reference and, if applicable, the joint review panel agreement****

The types of activities that may be necessary to review and provide written comments on the draft review panel terms of reference and, if applicable, the joint review panel agreement include:

* reviewing the draft review panel terms of reference and, if applicable, the joint review panel agreement and relevant documents;
* meeting with your organization membership or your Indigenous community members to obtain their input on the draft review panel terms of reference and, if applicable, the joint review panel agreement;
* preparing comments or a report on the draft review panel terms of reference and, if applicable, the joint review panel agreement that will be provided to the Agency; and
* any other relevant activities associated with the review and comment on the draft review panel terms of reference and, if applicable, the joint review panel agreement.

### What is an Impact Statement?

The Impact Statement is prepared by the proponent. The purpose of the Impact Statement is to:

* identify the potential adverse environmental effects including cumulative effects of the proposed project;
* propose technically and economically feasible measures to mitigate those effects;
* evaluate whether the proposed project will result in any significant adverse environmental effects; and
* describe a follow-up program.

### Examples of activities to review the Impact Statement

The types of activities that may be necessary to review and provide comments on the Impact Statement include:

* reviewing the Impact Statement Summary or the Impact Statement and relevant documents;
* meeting with your organization membership or your Indigenous community members to obtain their input on the Impact Statement Summary or the Impact Statement;
* preparing comments or a report on the Impact Statement Summary or the Impact Statement that will be provided to the Agency; and
* any other relevant activities associated with the review and comment on the Impact Statement Summary or the Impact Statement.

### What are the review panel hearings?

Once the review panel determines that it has sufficient information, it will provide notice prior to the start of public hearings. The review panel has a duty to hold public hearings in a manner that offers any interested parties an opportunity to participate. The primary purpose of the public hearings is to allow the review panel to obtain the information required to complete its assessment of the potential environmental effects of the proposed project.

### Examples of activities to prepare for and participate in the review panel hearings

The types of activities that may be necessary to prepare for and participate in the review panel hearings include:

* travelling to the location where the hearings will be held;
* preparing comments or a report that will be provided to the review panel during the hearings;
* preparing a presentation which will be delivered to the review panel during the hearings; and
* any other relevant activities associated with the preparation for and participation in the review panel hearings.

### Examples of activities to review the draft potential conditions

The types of activities that may be necessary to review and provide comments on the draft potential conditions include:

* reviewing the draft potential conditions and relevant documents;
* meeting with your organization membership or your Indigenous community members to obtain their input on the draft potential conditions;
* preparing comments or a report on the draft potential conditions that will be provided to the Agency; and
* any other relevant activities associated with the review and comment on the draft potential conditions.

### 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 take up to 45 days after we received your application. If you are successful in receiving funding, the Agency shall not contribute to any costs incurred by the Recipient prior to the effective date of the Contribution Agreement. The recipient cannot request payment for any work completed until the Contribution Agreement has been fully signed by the Recipient and the Agency.* |

#### 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), providing that:

* + the individual is not currently in receipt of a salary from your organization or your Indigenous community; or
	+ if the individual is in receipt of a salary from your organization or your Indigenous community, that the requested funds are designated temporarily to cover the costs of replacing the individual, so he/she can work full-time on activities related to your organization’s or your Indigenous community’s participation; or
	+ if the individual is already in receipt of a salary from your organization or your Indigenous community, the requested funds are designated solely to cover time the individual dedicates to the participation in the impact assessment. The individual cannot be in receipt of any other salary or direct income for the time for which salary funding from the Agency is claimed.

**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 preparation for and participation in the impact assessment. For each individual, provide the employee’s name and his/her duties related to your organization’s or your Indigenous community’s participation and which of the three circumstances listed above applies.*

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

The administrative and reporting costs include costs associated with bookkeeping, accounting, and reporting to the Agency on deliverables related to your organization’s or your Indigenous community’s participation in the impact assessment. As well, this category includes costs related to interfacing with the Agency on requests for payments specific to your organization’s or your Indigenous community’s participation in the impact assessment.

Any administrative and reporting expenses that do not support your organization’s or your Indigenous community’s participation in the impact assessment, including normal bookkeeping and accounting, are not eligible for funding under 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 impact assessment, for example 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 impact assessment, including normal supplies and overhead costs, 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 impact assessment.

Any operations and maintenance expenses that do not support your organization’s or your Indigenous community’s participation in the impact assessment, 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.

##### Local collection or distribution of information (excluding general media advertising and promotion)

The collection or distribution of information category is specifically for costs associated with gathering information and concerns from your organization’s membership or your Indigenous community members as well as sharing relevant information related to the impact assessment with your membership or members.

Provide a brief explanation of the need to collect or distribute the information. Indicate from and to whom the information will be distributed and collected. Explain how this action will contribute to the objectives of the impact assessment.

##### 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 the impact assessment. Examples of costs covered in this category include posters and newspaper advertisements.

The advisement and promotion of your organization’s or your Indigenous community’s meetings must have a specific purpose not already addressed by other parties involved in the impact assessment responsible for promoting awareness of the impact assessment and public participation opportunities (e.g. Agency or proponent).

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

##### Other expenses

Any other expense item that your organization or your Indigenous community believe is needed to support your participation in the impact assessment may possibly be covered by the other expense categories, subject to approval by the Agency.

The request must be supported by a clear explanation of how this item or action will contribute to the objectives of your organization’s or your Indigenous community’s participation in the impact assessment.

#### 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 impact assessment.

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 impact assessment. The costs for legal advice are eligible under the Program, but legal representation at public participation events is not encouraged.

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

Provide the name of a legal person/firm, nature of the work and its pertinence to the impact assessment.

#### Travel expenses

The travel expense category includes expenses related to travelling to attend public participation events held by the Agency as part of the impact assessment. Such expenses may include transportation, meals, lodging and incidentals. Travel expenses must be reasonable and in accordance with federal government [travel directives](http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php).

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 and ceremonial offerings

The honoraria category includes the daily rates associated with your Indigenous community elders providing Indigenous traditional knowledge or community knowledge relevant to the impact assessment. 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 impact assessment.

Provide the names of the Elders, the honoraria rate, nature of the meeting, or function of the elders and describe the purpose of the ceremonial offering and its relation to the impact assessment.

# Appendix C - Checklist for Completing the Funding Application Form

[ ]  The complete application is submitted on or before the application deadline.

[ ]  Section 3 (Applicant Contact Person) is complete.

[ ]  A category in Section 4 (Applicant Type and Information) has been selected.

[ ]  If the Applicant represents an unincorporated organization or Indigenous group, supporting documentation (resolution) identifying the Applicant as the representative of the organization or group is attached to the application.

[ ]  Section 5 (Eligibility Criteria) is complete.

[ ]  Section 6 (Administrative Information) is complete.

[ ]  Section 7 (Public Participation Opportunities) is complete for each participation opportunity by indicating your funding request and explaining how your proposed funding will be spent.

[ ]  The funding requested in Section 7 (Public Participation Opportunities) does not exceed the maximum funding available for each Participation Opportunity.

[ ]  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).

[ ]  A signed resolution is attached to this application or will be provided to the Agency within two weeks of submitting this application.

[ ]  Section 8 (Certification Declaration) is complete.

|  |
| --- |
| Submit the completed form to the Agency at FP-PAF@iaac-aeic.gc.ca  |

**Send us your application and any supporting documents by one of the following ways:**

* Email to: PFP.PAFP@ceaa-acee.gc.ca
* Facsimile: (613) 948-9172
* Mail to: Participant Funding Program

Canadian Environmental Assessment Agency

160 Elgin Street, 22nd Floor

Ottawa, ON K1A 0H3

**Send us your application and any supporting documents by one of the following ways:**

* Email to: PFP.PAFP@ceaa-acee.gc.ca
* Facsimile: (613) 948-9172
* Mail to: Participant Funding Program

Canadian Environmental Assessment Agency

160 Elgin Street, 22nd Floor

Ottawa, ON K1A 0H3