**PARTICIPANT FUNDING PROGRAM
DEVELOPMENT OF POLICY AND GUIDANCE ON THE PROPOSED NEW IMPACT ASSESSMENT SYSTEM**

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# Review Name

|  |
| --- |
| Development of Policy and Guidance on the Proposed new Impact Assessment System |

# 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.

**Primary Contact**

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

**Secondary Contact**

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

# Applicant Type and Information

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Select the type of Applicant:**

[ ]  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*) [ ]  Aboriginal 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 Responsible federal government organization.[*Refer to Appendix A for information on what needs to be included in a valid signed resolution*](#_Appendix_A_–)*.* |

# Eligibility Criteria

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

**[ ]**  Have a direct interest in the development of policy and guidance on the proposed new impact assessment system, or any related legislation or policies;**[ ]**  Have community knowledge or Indigenous knowledge relevant to the development of policy and guidance on the proposed new impact assessment system, or any related legislation or policies**[ ]**  Have expert information or knowledge relevant to the development of policy and guidance on the proposed new impact assessment system; and/or**[ ]**  Have interests in how the outcomes of the development of policy and guidance on the proposed new impact assessment system could potentially have an impact on treaty lands, settlement lands or traditional territories or related claims and rights.1. **Describe how many groups and how many people you are proposing to engage and/or coordinate.**
 |

# Administrative Information

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| 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 has a ‘stacking limit’, that is, a maximum permitted amount of combined funding from federal, provincial, territorial and municipal governments for participation in the development of policy and guidance on the proposed new impact assessment system. 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) to participate in the development of policy and guidance on the proposed new impact assessment system?**[ ]  Yes [ ]  No If yes, identify other government source(s) and amount of funding the group or organization has received or will be receiving**. |

# Participation Opportunity

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 process.

Only complete the sections that you will use in the Participation Opportunity.

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

***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 generally take up to 30 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 respective government department/agency.*

**Eligible Activities:**

**•Preparation for and/or participation in meetings of Indigenous organizations, groups and communities members, including virtual network activities and outreach activities, with the aim to gather views, enhance knowledge and strengthen awareness of Indigenous groups, or contribute to one or more components of the development of policy and guidance on the proposed new impact assessment system; and**

**•Preparation for or participation in meetings with government officials in order to contribute to one or more components of the development of policy and guidance on the proposed new impact assessment system, including written submissions.**

Using the following table, indicate your funding request and explain how your proposed funding will be spent.

|  |
| --- |
|  |
| **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 this Opportunity, 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 this Opportunity. **Insert details here:**[Administrative costs and office supplies / telephone charges](#Admin_office_supplies_telephone)Expenses relating to administration and reporting on funding to the Responsible federal organization. **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 this Opportunity.**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 this Opportunity.**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) (e.g. consultants)Identify the professional’s name, expertise and contribution to reviewing and commenting on this Opportunity. Specify the daily or hourly rate and amount of time required for this Opportunity.**Insert details here:**[Legal fees](#Legal_fees)Provide the legal advisor’s name. Describe the nature of work and its pertinence to this Opportunity. Specify the daily or hourly rate and amount of time required for this Opportunity.**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 for Elders 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 this Opportunity.Describe the purpose of the ceremonial offering, related to receiving knowledge, and its relation to this Opportunity.**Insert details here:** | $ |
| **Overall Total Requested** | **$** |

# 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 (e.g., 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

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

As indicated in Section 4c) above, you must provide a valid signed resolution (corporate or Band Council) or document authorizing the Applicant to act on behalf of their organization for the purpose of this application and, if successful, a Contribution Agreement.

**This valid signed resolution should include:**

The [Name of the governance body] (e.g. Board of directors, Governing Council, Band Council, etc.):

* Authorize the [Name of the applicant] to enter into a Contribution Agreement with the Canadian Environmental Assessment Agency;
* Designate the duly authorized signatory(ies) to be [enter name or names here], on behalf of the [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; and
* Authorize [enter name or names here] to manage the funds, the expense claim process and to receive the payment cheque in relation to 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 always sign.*

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

## Appendix B – Content and Expense Category Description

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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 30 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 specific Opportunity. 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 development of policy and guidance on the proposed new impact assessment system. 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 development of policy and guidance on the proposed new impact assessment system.

Any administrative and reporting expenses that do not support your organization’s or your Indigenous community’s participation in the development of policy and guidance on the proposed new impact assessment system , 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 development of policy and guidance on the proposed new impact assessment system (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 development of policy and guidance on the proposed new impact assessment system , 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 development of policy and guidance on the proposed new impact assessment system.

Any operations and maintenance expenses that do not support your organization’s or your Indigenous community’s participation in the development of policy and guidance on the proposed new impact assessment system, including normal rent, are not eligible for funding under the Program.

Describe the need to rent the facilities and/or equipment 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 development of policy and guidance on the proposed new impact assessment system 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 development of policy and guidance on the proposed new impact assessment system.

##### 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 development of policy and guidance on the proposed new impact assessment system. Examples of costs covered in this category include posters and newspaper advertisements.

The advertisement 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 development of policy and guidance on the proposed new impact assessment system responsible for promoting awareness of the development of policy and guidance on the proposed new impact assessment system and participation opportunities (e.g. Responsible federal organization or Panel).

Provide a brief explanation of how this action will contribute to the objectives of the development of policy and guidance on the proposed new impact assessment system 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 development of policy and guidance on the proposed new impact assessment system may possibly be covered by the other expense categories, subject to approval by the Responsible federal organization.

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 development of policy and guidance on the proposed new impact assessment system.

#### 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 development of policy and guidance on the proposed new impact assessment system.

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 development of policy and guidance on the proposed new impact assessment system. The costs for legal advice are eligible under the Program, but legal representation at participation opportunities is not encouraged.

Provide an explanation of why legal research or representation is important to your participation in the development of policy and guidance on the proposed new impact assessment system.

Provide the name of a legal person/firm, if available, nature of the work and its pertinence to the development of policy and guidance on the proposed new impact assessment system.

#### Travel expenses

The travel expense category includes expenses related to travelling to attend participation events held by the Responsible federal organization as part of the development of policy and guidance on the proposed new impact assessment system. 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 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 development of policy and guidance on the proposed new impact assessment system. 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 development of policy and guidance on the proposed new impact assessment system.

## 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 (Participation Opportunity) 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).

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

[ ]  Section 8 (Certification Declaration) is complete.

|  |
| --- |
| Email your application to: CEAA.FP-PAF.ACEE@canada.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
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