**Policy Dialogue Program Application Form**

***[Impact Assessment Agency](#What_is_review_panel) of Canada***

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# Name of Initiative

Engagement on the Government of Canada’s proposed approach to working with provinces on the assessment of major projects, with the goal of “one project, one review”, under co-operation agreements

# Application Contact Person

Provide the information of the applicant.

|  |  |  |
| --- | --- | --- |
| **Name of legal entity applying for funding** | | |
| **Mailing address** | | |
| **City/Town** | **Province/Territory** | **Postal code** |
| **Email** | **Telephone number** | |
| **Official language of correspondence: English  French** | | |

# Applicant Type and Information

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Select the type of Applicant:**   incorporated not-for-profit organization  Provide the name of the federal, provincial or territorial legislation through which the group or organization was incorporated:   |  | | --- | | Federal/Provincial or Territorial Jurisdiction | |  |   unincorporated association, group or organization  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:  Indigenous Community or organization  Aboriginal government created from a self-government agreement   1. **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 (%) |  | |

# 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 co-operation with provinces on the assessment of major projects.  Please complete the following sections:   1. **Briefly describe (*in a few sentences*) the applicant’s interest in this initiative and the unique information they will bring.** 2. **Please provide information on the applicant and demonstrate how the applicant will undertake eligible activities listed in Section 6, below.** 3. **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.** |

# 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** 2. *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.*Have you or your group or organization applied for funds from any other government source(s) to participate in this Agency engagement activity? 3. **Yes  No If yes, identify the government source(s) and amount of funding you, the group or organization has received or will be receiving in relation to the process** 4. Have you or your group or organization received any funding from the Impact Assessment Agency of Canada for other assessment(s)?  **Yes  No If yes, provide the name(s) of the project(s).** |

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# Activities and Expenses:

**Budget Maximum:**

Categories based on groups maximum funding:

* $5,000 for individual Indigenous communities; or
* $10,000 for any aggregate organizations that is coordinating feedback rom multiple communities, National Indigenous Organizations or Indigenous groups coordinating feedback for more than 50 communities.

**Eligible Activities:**

* Review and comment on the consultation paper and draft cooperation agreement(s); and
* Participate in meetings.

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))

|  |  |  |
| --- | --- | --- |
| **Cost Categories** | **Details** | **Funding Requested** |
| **Reporting Costs** | 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: |  |
| **Staff Salaries** | Employee title/name:  Daily/hourly rate:  Amount of time required for activities: |  |
| **Professional / Legal Services** | Professional’s name/company:  Daily or hourly rate:  Amount of time required for activities: |  |
| **Travel Expenses** | 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: |  |
| **Honoraria and ceremonial offerings** | Number of people receiving honoraria:  Rate of honoraria per day:  Ceremonial offering (if applicable): |  |
| **Total:** | |  |

# 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)** |

# Appendix A – 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 take up to 45 business days after the application deadline. If you are successful in receiving funding, you cannot request payment for any work done before you sign an 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), 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 this engagement process. 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 this engagement process. 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 this engagement process. 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 this engagement process.

Any administrative and reporting expenses that do not support your organization’s or your Indigenous community’s participation in this engagement process, 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 this engagement process, 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 this engagement process, 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 this engagement process.

Any operations and maintenance expenses that do not support your organization’s or your Indigenous community’s participation in this engagement process, 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 this engagement process 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 this engagement process.

##### 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 engagement process. 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 participation opportunity responsible for promoting awareness of this engagement process and participation opportunities (e.g. the Agency or a proponent).

Provide a brief explanation of how this action will contribute to the objectives of this engagement process 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 this engagement process may be covered by the other expense category, 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 this engagement process.

#### Professional services

##### Professional fees

The professional fees category includes the daily rates and expenses for expert advice or assistance on environmental, technical or other issues relevant to this engagement process.

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 this engagement process. The costs for legal advice are eligible under the Program, but legal representation at participation events is not encouraged.

Provide an explanation of why legal research or representation is important to your participation in this engagement process.

Provide the name of a legal person/firm, nature of the work and its pertinence to this engagement process.

Please note that there is a maximum amount cap on this category; please refer to Section 7 of your application form for the specific amount.

#### Travel expenses

The travel expense category includes expenses related to travelling to attend public participation events held by the Agency as part of the engagement activity. 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 or traditional knowledge holders providing Indigenous traditional knowledge or other knowledge or information relevant to this engagement process. 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 or traditional knowledge holders, in recognition of having provided Indigenous traditional knowledge or other knowledge or information relevant to this engagement process.

Provide the number of Elders/Knowledge holders, including their names where possible, at the time of application; the honoraria rate; nature of the meeting; or function of the elders; and describe the purpose of the ceremonial offering and its relation to this engagement process.

# Appendix B - Checklist for Completing the Funding Application Form

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

Section 2 (Applicant Contact Person) is complete.

A category in Section 3 (Applicant Type and Information) has been selected.

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

Section 4 (Eligibility Criteria) is complete.

Section 5 (Administrative Information) is complete.

Section 7/8/9 (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 7/8/9 (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 10 (Certification Declaration) is complete.

|  |
| --- |
| Submit the completed form to the Agency at [fp-paf@iaac-aeic.gc.ca](mailto: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](mailto: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

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