



## **Participant Funding Program (PFP)**

### **Review of Environmental Assessment Processes**

### **National Funding Guidelines**

#### **Introduction**

The Canadian Environmental Assessment Agency is offering funding to support public travel to participate in engagement sessions with the Expert Panel conducting a review of environmental assessment processes.

The purpose of this document is to describe the PFP process and the roles and responsibilities of successful applicants.

#### **About the Review**

The Government of Canada is undertaking a review of Federal Environmental Assessment (EA) Processes conducted by the EA Review Expert Panel.

Consultation will be at the core of the Review. The Government of Canada believes that to rebuild trust, we must take a coordinated, open and transparent approach that incorporates scientific evidence, and takes into account the views of Canadians. During the Review, input will be invited and considered from Indigenous Peoples, provinces and territories, and a range of stakeholders, including the public, industry, and environmental groups.

The EA Review Expert Panel will directly engage in dialogue with Indigenous organizations, groups, communities and individuals to gain an understanding of issues and opportunities related to EA Processes.

#### **Program Process**

##### **Eligibility**

###### **Eligible Recipients**

Funding is available to members of the public.

To be eligible to apply, participants must demonstrate the value they will add by their participation in one or more components of the Review by meeting at least one of the following criteria:

- Have a direct interest in the Review;
- Have community knowledge or Indigenous traditional knowledge relevant to the Review;
- Have expert information or knowledge relevant to the Review; or
- Have interests in how the outcomes of the Review could potentially have an impact on treaty lands, settlement lands or traditional territories or related claims and rights.

### Ineligible Recipients

Governmental organizations, other than Indigenous governments, are not eligible to receive participant funding.

Any individuals, organizations or groups with views regarding the Review **may still participate**, regardless of funding decisions.

### Eligible Activities

Only travel expenses incurred to participate in an Environmental Assessment Expert Panel engagement session or workshop are eligible for reimbursement. Travel 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/index.php?vid=10&lang=eng>).

### Expenses

#### Eligible Expenses

The following expenses are eligible for funding under the PFP (for more detailed guidance see Appendix B - *Content and Expense Category Description* of the Application Form):

- Travel Expenses (including travel kilometers/flights, meals, incidentals and accommodation)

To qualify for reimbursement, all costs must be attributed to this expense category and must directly contribute to activities described in the approved work plan (Appendix B of a Contribution Agreement).

#### Ineligible Expenses

There is a “stacking limit”, that is, a maximum permitted amount of combined funding from federal, provincial, territorial and municipal governments for participation in the Review. Combined funding from governments to a recipient for participation in an eligible activity cannot exceed 100% of eligible expenses. The Responsible federal organization uses the information provided by a Recipient in the application and in the Detailed Financial Reports to verify that a Recipient’s funding request and Detailed Financial Report conforms to this stacking limit. If the stacking limit is exceeded, the Responsible federal organization will adjust its level of contribution, and if necessary, seek reimbursement so that the stacking limit is not exceeded.

## Application Submission

A completed funding application form must be submitted **at least a week before the travel is to occur** to be considered for funding. The application forms are available on the Government of Canada's website.

Completed applications and supporting documentation are to be submitted to the Responsible federal organization by one of the following ways:

- Email to: [PF.PAFP@ceaa-acee.gc.ca](mailto:PF.PAFP@ceaa-acee.gc.ca)
- Mail to: Participant Funding Program  
C/O Canadian Environmental Assessment Agency  
160 Elgin Street, 22nd Floor  
Ottawa, ON K1A 0H3

## Application Assessment

Limited funding may be provided on a case by case basis, subject to the established criteria below and when other methods of participation are not possible or feasible.

Funding decisions will be based on the following assessment criteria:

- The funding is dedicated to supporting a portion of travel costs up to a maximum of \$1,000. Other activities, such as preparatory community meetings or preparation of submissions, are not eligible for funding.
- The Panel meeting location must be more than 100 kilometers from the applicant's community.
- The applicant must already be registered and attend a public workshop or engagement session hosted by the Expert Panel.
- The applicant has relevant experience or knowledge related to environmental assessment processes, projects or policy.
- In order to maximize the engagement of Canadians, funding will be provided to only one individual representative of any group to travel to one of the public events held by the Panel.
- In order to ensure the most effective use of public funds, the applicant must consider the most cost-effective means of transportation to the event to be attended.

## Determination of Funding

A Funding Review Committee reviews all applications received to determine whether the proposed activities align with the participation opportunities set out by the Agency or Expert Panel and determines if the associated expenses reflect the effort and resources required to support those activities. Funding decisions will be based on the assessment criteria. Note: Even if all criteria are met, funding is not guaranteed.

Based on that analysis, the Funding Review Committee recommends whether funding should be approved, and if so, recommends an appropriate amount for each applicant to the Agency President, who makes the final decision on each funding request.

## **Funding Process**

The President makes the final decision on the funding allocations based on the Funding Review Committee's report and recommendations, and any additional considerations identified by the Agency.

Some applicants may not receive funding. Others may be approved for less than the amount they requested. Regardless of the decision, applicants may still participate in the activities.

The Agency notifies applicants by letter and/or email of the President's funding decision.

## **Contribution Agreement**

When funding is approved, the applicant will be contacted by the Agency to finalize a Contribution Agreement. A Contribution Agreement is a type of contract between the Agency and a recipient of the funds.

The Contribution Agreement, signed by the applicant (referred to in the Contribution Agreement as the "Recipient") and the Agency, will identify the conditions of the funding and the obligations of all signatories.

**Only expenses incurred after a Contribution Agreement has been signed by both the Recipient and the Agency can be reimbursed.**

The Contribution Agreement also:

- identifies the eligible costs;
- specifies conditions for payment;
- specifies the effective date and duration of the Contribution Agreement; and
- requires the Recipient to be accountable for the public funds received.

The Agency reserves the right to undertake, or have undertaken, a financial audit of the accounts and resources of the Recipient to ensure compliance with the provisions of the Contribution Agreement.

## **Direct Deposit**

The Government of Canada is switching from cheques to direct deposit, an electronic transfer of funds deposited directly into your bank account. The direct deposit will be faster than cheques. For more information on direct deposit, visit your bank or financial institution, or call toll-free at 1-800-O-Canada (1-800-622-6232). You can also find more information, including a short informative video, at [Public Works and Government Services Canada's](#) website.

If you currently have a bank account or qualify to open a bank account, you are encouraged to enroll by completing the [Electronic Payment Request](#) and returning it to the PFP by one of the following ways:

- Email to: [PFP.PAFP@ceaa-acee.gc.ca](mailto:PFP.PAFP@ceaa-acee.gc.ca)
- Mail to: Participant Funding Program  
C/O Canadian Environmental Assessment Agency  
160 Elgin Street, 22nd Floor  
Ottawa, ON K1A 0H3

## **Payments**

The Contribution Agreement includes conditions of payment. A template [Detailed Financial Report form](#) can be downloaded for your use.

A final payment claim can be submitted once all of the eligible expenses related to the final participation opportunity have been incurred by the Recipient.

## **Contact Information**

Visit the Government of Canada's website for further information on the Review of Environmental and Regulatory Processes at <http://www.canada.ca/environmentalreviews>

For more information about the PFP:

Tel.: 1-866-582-1884  
[PFP.PAFP@ceaa-acee.gc.ca](mailto:PFP.PAFP@ceaa-acee.gc.ca)