



Participant Funding Program (PFP)

Review of Environmental and Regulatory Processes

National Funding Guidelines

Introduction

The Canadian Environmental Assessment Agency (the Agency), Natural Resources Canada, Fisheries and Oceans Canada, and Transport Canada are providing funding for Indigenous participation in the review of environmental and regulatory processes (the Review).

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

For the Review, Indigenous organizations, groups and communities interested in participating in federal participation activities are eligible to apply for limited funding to assist them to prepare for and participate in Indigenous engagement activities, dialogue and other key participation opportunities associated with the Review.

About the Review

The Government of Canada is undertaking a review of environmental and regulatory processes that will focus on the following components:

- review of Federal Environmental Assessment (EA) Processes conducted by the EA Review Expert Panel;
- modernization of the National Energy Board (NEB) conducted by the NEB Modernization Expert Panel; and
- restoration of lost protections and introduction of modern safeguards to the *Fisheries Act* and the *Navigation Protection Act* conducted by Parliamentary Committees.

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 and the NEB Modernization Expert Panel will directly engage in dialogue with Indigenous organizations, groups, communities and individuals to gain an understanding of issues and opportunities related to both EA Processes and NEB Modernization activities.

The Parliamentary Committees examining the *Fisheries Act* and the *Navigation Protection Act* will hear from Indigenous groups over the course of the reviews. Fisheries and Oceans Canada and Transport Canada representatives will also be available to consult directly with Indigenous groups, to seek their views to inform the Committees' work.

Program Process

Eligibility

Eligible Recipients

All Indigenous organizations, groups and communities are eligible for funding to participate in each component of the Review, including:

- an Indigenous group or a collective coordinating more than one Indigenous group; and,
- an incorporated or registered Indigenous non-profit organization, such as band councils, associations, co-operatives and institutions.

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, or any legislation or policies related to the Review;
- Have community knowledge or Indigenous traditional knowledge relevant to the Review, or any legislation or policies related 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

The nature and type of activities, specific to each component of the Review, that are considered eligible include:

- 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 Review;

- Preparation for or participation in meetings with review bodies or government officials in order to contribute to one or more components of the Review;
- Preparation of written submissions, and supporting studies, that represent the views of Indigenous organizations, groups, or communities relevant to one or more components of the Review; and,
- Review of documents in support of contributing to one or more components of the Review.

You are encouraged to propose eligible activities to participate in the Review, including review/input on documents and participation in engagement opportunities related to Expert Panel and Parliamentary Committee activities and final reports. For the NEB modernization component and the review of EA processes component, you are encouraged to also propose eligible activities related to post-Panel report engagement.

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):

- Reporting Costs¹
- Professional Services²
- Travel Expenses (including travel kilometers/flights, meals, incidentals and accommodation)
- Honoraria³ for Elders and ceremonial offerings (including costs associated with providing Indigenous traditional or community knowledge relevant to the participation activity. **The Elder cannot be in receipt of a salary or any other direct income for the activity for which an honorarium is claimed.** Ceremonial offerings include relevant costs associated with providing gifts, such as tobacco offered to the Elder(s), in recognition for provided Indigenous or community knowledge relevant to the participation activity.)

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

¹ Includes: staff salaries, administrative/reporting costs (such as: bookkeeping, accounting, reporting on the deliverables specific to the project for which the funding is provided) and office supplies, telephone charges, rental of office space, meeting rooms, local collection/distribution of information, general media advertising, promotion and other expenses.

² Includes: professional fees (expert advice or assistance on environmental, technical, or social issues relevant to the objectives of the participation activity) and legal fees (expert legal advice or assistance directly related to the recipient's participation).

³ Note that honoraria are not eligible expenses for funding related to the changes to the *Fisheries Act* and *Navigation Protection Act*.

Ineligible Expenses

The PFP will not fund activities that duplicate services, studies or written materials that are funded by other public or private sources. This includes information prepared by a federal government department or agency, or any review body.

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 by the deadline to be considered for funding. The application forms are available on the Government of Canada's website.

The deadline for submitting a funding application is generally 30 days from the notification of participant funding availability, and is clearly identified in the public notice.

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

- Email to: 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

Application Assessment

Applications for funding will be assessed based upon the following criteria, as applicable:

- Intention to work with the relevant review body/bodies (Expert Panels / Parliamentary Committees) and/or departmental officials in planning and hosting an Indigenous engagement session;
- Intention to submit a product with the views and other input related to one or more of the components of the Review to the relevant review body or through other appropriate mechanisms (e.g., directly to departmental representatives, via the Government of Canada Review of Environmental and Regulatory Processes website, etc.);
- Demonstration of how the Indigenous group(s) or community(ies) or organization's membership are involved and supported during the applicable component of the Review;
- Provision of Indigenous traditional and expert knowledge in relation to the applicable component of the Review;
- Relevant experience and capacity to undertake the proposed activities;
- Relevance of the proposed activities to the participation of Indigenous groups in the relevant component of the Review;
- Number of groups being coordinated and participating;
- Number of people being coordinated and participating;

- Demonstration of the level/degree of implication/potential impact in the proposed dialogue (e.g. geographic proximity), as appropriate;
- The complexity and duration of the applicant's involvement in the applicable component of the Review; and
- Cost effectiveness of the proposal (i.e., are the benefits proportional to the costs)

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 Responsible federal organization 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, including a proposal's cost effectiveness (e.g. collaboration with other groups). The amount of funding available per successful applicant will depend on the funding available, activities proposed and the number of groups and/or people being consulted and engaged. 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 Delegated Authority of the Responsible federal organization, who makes the final decision on each funding request.

Funding Process

The delegated authority of the Responsible federal organization 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 Responsible federal organization.

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 Responsible federal organization notifies applicants by letter and/or email of the Delegated Authority's funding decision. The successful applicants' names and approved funding allocation amounts are made public on the Government of Canada's Media Room and on the Responsible federal organization's website for any funding allocations of over \$25,000 as part of the Government of Canada's efforts of transparency.

Contribution Agreement

When funding is approved, the applicant will be contacted by the Responsible federal organization and Indigenous and Northern Affairs Canada (INAC) to finalize a Contribution Agreement. A Contribution Agreement is a type of contract between the Responsible federal organization and a recipient of the funds. A Funding Agreement Model is available on the [INAC](#) webpage.

The Contribution Agreement, signed by the applicant (referred to in the Contribution Agreement as the "Recipient") and the Responsible federal organization, 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 Responsible federal organization can be reimbursed.

The Contribution Agreement also:

- identifies the eligible costs;
- specifies the eligible activities in the approved work plan;
- 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.

Due to the estimated nature of funding requests, an adjustment of up to 20 % within expense categories may be allowed. The Recipient must submit a written request with justification to modify the original eligible expenditures approved as part of Appendix A of the Contribution Agreement. The request must be approved by the Responsible federal organization and the total amount claimed must remain within the level of funding originally approved.

The Responsible federal organization 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
- Mail to: Participant Funding Program
C/O Canadian Environmental Assessment Agency
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Ottawa, ON K1A 0H3

Payments

The Contribution Agreement includes conditions of payment. There are two ways that funds can be provided to the Recipient: as interim payments or a final payment. A template [Detailed Financial Report form](#) can be downloaded for your use.

Interim

An interim payment can be made after some eligible expenses have been incurred by the Recipient for participation activities set out in the approved work plan, but before all activities relating to the final participation opportunity have been completed.

Final

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 and when there are no more opportunities to participate in the Review.

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