

**Guide to the
Participant Funding Program**
under the *Canadian Environmental Assessment Act*

**Canadian Environmental Assessment Agency
Training and Guidance**

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Document Information

Disclaimer This guide is intended for information purposes only. It is not a substitute for the *Canadian Environmental Assessment Act* or any of its regulations. In the event of any inconsistency between this guide and the Act or regulations, the Act or regulations, as the case may be, would prevail.

To ensure that you have the most up-to-date versions of the Act and regulations, please consult the Department of Justice Web site at:
<http://laws.justice.gc.ca/en/C-15.2/index.html>.

Updates This document may be reviewed and updated periodically by the Canadian Environmental Assessment Agency. To ensure that you have the most up-to-date version, please consult the Guidance Materials page of the Agency's Web site at: www.ceaa.gc.ca/012/newguidance_e.htm.

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Table of Contents

GUIDE OVERVIEW	1
PART 1. OVERVIEW OF THE PARTICIPANT FUNDING PROGRAM	3
1.1 WHAT IS THE PARTICIPANT FUNDING PROGRAM	4
1.2 WHEN IS FUNDING AVAILABLE	7
1.3 WHO IS ELIGIBLE FOR FUNDING	9
1.4 WHAT ACTIVITIES MAY BE FUNDING	10
1.5 WHAT EXPENSES MAY BE FUNDED	11
1.6 HOW DOES THE PROGRAM WORK	13
PART 2. HOW TO COMPLETE YOUR APPLICATION FORM	19
2.1 STEP 1. (APPLICANT INFORMATION)	20
2.2 STEP 2. (PROPOSED PARTICIPANTION)	24
2.3 STEP 3. (FUNDING REQUEST)	25
2.4 HOW AND WHERE TO SUBMIT YOUR APPLICATION	32
2.5 CHECKLIST FOR COMPLETING THE FUNDING APPLICATION FORM	33
ANNEX A. MODEL CONTRIBUTION AGREEMENT	35
ANNEX B. MODEL ITEMIZED STATEMENT	49
ANNEX C. PARTICIPANT FUNDING APPLICATION	51

Guide Overview

Purpose of the guide This guide has been prepared by the Canadian Environmental Assessment Agency (the Agency) to provide:

- an overview of the objectives and operations of the Participant Funding Program (the Program) for comprehensive studies, assessments by review panels and assessments by joint review panels; and
- step-by-step guidance on applying for participant funding.

Focus of the guide This guide has been updated to provide greater consistency, clarity and transparency during the review of applications and the allocation of funds.

Note: Although the Program does include funding for mediations, such situations are not covered in this guide. For information on funding for mediations, please contact the Agency.

Intended users of the guide This guide is intended for individuals and organizations interested in applying for participant funding in a comprehensive study, assessment by a review panel or an assessment by a joint review panel being conducted pursuant to the *Canadian Environmental Assessment Act*.

Contents of the guide This guide contains the following main parts:

Part	Page
Part 1. Overview of the Participant Funding Program	3
Part 2. How to Complete Your Application Form	19

Agency contact For additional information about the Participant Funding Program or the application form, please contact:

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Part 1. Overview of the Participant Funding Program

Purpose of Part 1 Part 1 of the guide presents an overview of the objectives and operations of the Participant Funding Program.

Contents of Part 1 This part contains the following sections:

Section	Page
1.1 What Is the Participant Funding Program?	4
1.2 When Is Funding Available?	7
1.3 Who Is Eligible for Funding?	9
1.4 What Activities May Be Funded?	10
1.5 What Expenses May Be Funded?	11
1.6 How Does the Program Work?	13

1.1 What Is the Participant Funding Program?

Description of the Program The Participant Funding Program (the Program) supports public participation in comprehensive studies, assessments by review panels and assessments by joint review panels being conducted pursuant to the *Canadian Environmental Assessment Act* (the Act). The Program is administered by the Agency.

Under the Program, funding is made available to individuals, Aboriginal groups and incorporated not-for-profit organizations interested in participating in an environmental assessment. The funding can cover eligible expenses, such as travel costs and fees for experts, in support of their participation.

The Program is comprised of two funding envelopes (successful applicants may only received funds from one envelope):

- The Regular Funding Envelope (RFE) provides financial assistance to individuals, incorporated not-for-profit organizations, and Aboriginal groups to participate in public consultation opportunities provided during review panel and joint review panel processes, and comprehensive studies.
- The Aboriginal Funding Envelope (AFE) provides funding specifically to Aboriginal groups to assist them to prepare for and participate in Aboriginal consultation activities as well as public consultation opportunities associated with:
 - review panel and joint review panel processes; and
 - comprehensive studies of major resource projects.

The purpose of this guide is to provide information on the process and requirements for participant funding under the Program. As noted above, in some cases, funding is awarded to Aboriginal groups, through the AFE, to engage in an environmental assessment and/or participate in Aboriginal consultations activities related to an environmental assessment. For more information on funding for Aboriginal groups through the AFE, please contact the Agency.

Limits to funding

The Program provides financial contributions for a recipient's participation in a comprehensive study, assessment by a review panel or assessment by a joint review panel. It is not meant to cover all expenses incurred by the participant throughout the process.

Program funding is limited and not all applications will be successful. Interested parties seeking funding are encouraged to investigate other sources of funding from different organizations.

Context for the Program

The Act sets out the responsibilities of the federal government for environmental assessments required by the Act. The Act applies to projects for which the federal government has a decision-making authority whether as proponent, land manager, source of funding or regulator.

One purpose of the Act under subsection 4(1) is:

to ensure that there be opportunities for timely and meaningful public participation throughout the environmental assessment process.

To support this purpose, the Act, under [subsection 58\(1.1\)](#), requires that a participant funding program is established to facilitate the participation of the public in comprehensive studies, mediations and assessments by review panels.

Note: The purpose of this guide is to address only the process and requirements for participant funding under the Program.

Benefits of public participation

Effective public participation can help ensure that public concerns and values are taken into consideration during the federal environmental assessment process.

Public participation can:

- provide interested persons and organizations with a fair opportunity to contribute to the planning of projects that may affect them;
- allow proponents and federal authorities to better understand and address public concerns and priorities;
- reduce the potential for adverse environmental effects by identifying community knowledge and Aboriginal traditional knowledge that may be applied in the environmental assessment; and
- build greater public trust in the environmental assessment process and in the decisions that come out of that process.

The Program is an important tool for promoting these benefits.

1.2 When Is Funding Available?

When is funding available?

Participant funding under the RFE is available when a project being assessed under the Act is undergoing:

- a comprehensive study;
- an assessment by a review panel; or
- an assessment by a joint review panel.

Note: Although the Program does include funding for mediations, such situations are not covered in this guide. For information on funding for mediations and funding under the AFE, please contact the Agency.

Participant funding for a comprehensive study

A comprehensive study deals with those projects likely to have significant adverse environmental effects. Such projects tend to be large-scale and complex, such as major oil and natural gas developments, transportation projects, water projects, electrical generation projects, mining projects and pipelines. Types of projects in respect of which the comprehensive study process applies are listed in the Act's *Comprehensive Study List Regulations*.

The comprehensive study process commences with a preliminary scoping exercise, after which the Minister of the Environment makes a decision in which he/she determines whether the assessment will continue by means of a comprehensive study or be referred to a review panel.

While scoping in a comprehensive study must include an opportunity for public participation, participant funding is not provided for this initial phase where scoping occurs.

Participant funding in the comprehensive study is available:

- from the time the Minister issues his/her decision indicating that the assessment will continue by way of a comprehensive study; and
- during the period of public comment on the completed comprehensive study report.

Participant funding for an assessment by a review panel

In the case of a review panel, the availability of participant funding and information on how to apply for it are announced at the start of the assessment. Funding may be provided in a single phase or divided into two separate phases.

In Phase I, funding may be awarded to help recipients:

- prepare for and participate in scoping meetings that may be held to identify issues that should be considered during the environmental assessment; and/or
- review draft guidelines outlining the issues to be addressed by the project proponent in the environmental impact statement.

In Phase II, funding may be awarded to help recipients:

- review the environmental impact statement submitted by the project proponent; and/or
- prepare for and participate in public hearings convened by the review panel to consider the proposed project.

Note: Receipt of funding in Phase I does not guarantee funding for Phase II. A separate application must be submitted for each phase.

Related guidance

For more information on an assessment by a review panel, please see the guide entitled: *Procedures for an Assessment by a Review Panel*.

1.3 Who Is Eligible for Funding?

Parties eligible for funding Individuals, Aboriginal groups and incorporated not-for-profit organizations may apply for participant funding under the Program.

Only parties who can demonstrate that they meet at least one of the following criteria will be eligible:

- have a direct, local interest in the project, such as living or owning property in the project area;
- have community knowledge or Aboriginal traditional knowledge relevant to the environmental assessment; or
- plan to provide expert information relevant to the anticipated environmental effects of the project.

Parties ineligible for funding Individuals, groups and organizations are ineligible for participant funding under the Program if they:

- are a for-profit organization;
- have a direct commercial interest in the project; or
- represent another level of government, other than an Aboriginal government.

Although these groups are ineligible for participant funding, they can still participate in the environmental assessment.

Note: Since the Program's AFE covers the same activities as those under the RFE, in addition to those specific to Aboriginal consultation activities, Aboriginal groups in receipt of funding from AFE for a specific environmental assessment process are not eligible for participant funding under the Program's RFE for the same environmental assessment process.

1.4 What Activities May Be Funded?

Activities eligible for funding

The following activities may be funded under the Program:

- preparing for and participating in scoping and other meetings that may be held to identify issues that should be considered during the environmental assessment by a review panel;
- reviewing the draft guidelines issued by the Minister or the review panel outlining the issues to be addressed by the project proponent in the environmental impact statement;
- reviewing the environmental impact statement submitted by the project proponent (in the context of a comprehensive study or review panel);
- preparing for and participating in public hearings convened by the review panel or the regulatory body to consider the proposed project;
- preparing for and participating in the conduct of the environmental assessment prior to the preparation of the comprehensive study report; or
- reviewing the comprehensive study report.

In reviewing applications, the Funding Review Committee (the Committee)* will assess whether the proposed activities are relevant to the type of environmental assessment and the phase for which funding is requested.

**Note: Please refer to the section *Establishment of Funding Review Committee* on page 14 of this document for a description of the Committee.*

Activities ineligible for funding

The Program will not fund activities that duplicate services, studies or written materials being funded by other public or private sources. This includes information prepared by the responsible authority(ies), proponent, or, in the case of an assessment by a review panel, the review panel itself.

1.5 What Expenses May Be Funded?

Expenses eligible for funding

The following expenses may be funded under the Program (for more detailed guidance on eligible expenses under the Program, see section 2.3 of this guide (*Step 3: Funding Request*) and the RFE Application Form (the Application) included in Annex C):

- professional fees;
 - local collection/distribution of information;
 - staff salaries and benefits (please see *Staff salaries* in section 2.3);
 - travel expenses;
 - office supplies/telephone charges;
 - rental of office space/meeting rooms;
 - honoraria for Elders and Chiefs to attend meetings and functions (please see *Honoraria for Elders and Chiefs* in section 2.3);
 - ceremonial offerings;
 - general media advertising/promotion;
 - administrative and reporting costs; and
 - purchase of information material.
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Prioritizing expenses

In reviewing applications, the Committee will give higher priority to expenses associated with:

- supporting the participation of local parties; and
- the provision of value-added expertise by other parties.

Expenses are prioritized as high, medium or low through the application process. Please refer to the *Funding Request* section on page 25 for further details.

**Expenses
ineligible for
funding**

General operations and maintenance expenses are not eligible for funding under the Program. Staff salaries are covered only if certain conditions are met (please see *Staff salaries* in section 2.3). The maximum funding allocated to benefits under staff salaries is 20 percent.

1.6 How Does the Program Work?

Determination of funding level	<p>The Agency first determines the total amount of participant funding available on a project-by-project basis. Determining factors include:</p> <ul style="list-style-type: none">• the potential environmental effects of the project;• the size and location of the project;• the diversity of issues likely to be involved in the assessment;• the level of public interest in the project;• participant funding levels that may have been established for similar projects in the past; and• available resources.
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Public notice announcing funding for the Regular Funding Envelope	<p>Once the amount of participant funding for the RFE has been determined, the public is notified about the availability of funding.</p> <p>The notice provides the following information:</p> <ul style="list-style-type: none">• a brief description of the project;• the purpose of the participant funding;• the phase or phases for which funding will be made available;• the total amount of funding available;• the role of the Committee;• the deadline for applications; and• how to obtain application forms and information on the Program.
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The notice is distributed to local media, and is made available on the Agency Web site: www.ceaa-acee.gc.ca.

Timing for submitting funding application form

To apply for funding under the RFE, a RFE application form must be completed. The RFE application form is available in Annex C of this guide or at the Agency's Web site: www.ceaa-acee.gc.ca.

The deadline for applications is normally three weeks from the announcement of funding. On a case-by-case basis, the Agency may adjust the deadline to the specific circumstances of an EA process.

Establishment of Funding Review Committee

A Funding Review Committee (the Committee) is established to review all funding applications and recommend funding awards to the President of the Agency.

The Committee is comprised of individuals who collectively offer:

- a thorough knowledge of the Program's terms and conditions, and guidance;
- an understanding of the environmental assessment process, notably in terms of public participation; and
- an awareness of local conditions where the project is proposed.

Committee members must certify that they have no interests or stake in the project. The Committee, appointed by the Agency, consists of at least two individuals; an Agency representative and one non-government member.

Allocation of funding and announcement of awards

The Committee's recommendations are forwarded to the President of the Agency, who makes the final decision regarding the allocation of available funds based on the Committee's report and the recommendation package prepared by the Agency.

As Program funds are limited, some applicants may not be awarded funding, or may be recommended for an award less than the amount for which they applied. It should be noted that although some applicants are not awarded funding, they can still participate in the environmental assessment.

For assessment by a review panel, the Agency generally notifies applicants within three days of the funding decision of the President. For comprehensive studies, notification times can vary and will depend on the decision made by the Minister of the Environment as to whether the project should continue to be assessed as a comprehensive study, or whether it should be referred to a review panel. If the Minister decides the project should continue as a comprehensive study, the project can no longer be referred to a review panel.

The award decisions for the RFE are made public and a report of the Committee's recommendations and allocations is sent to all applicants, and posted on the Agency Web site: www.ceaa-acee.gc.ca.

**Administration
of Contribution
Agreement**

When funding is approved, the applicant, or the applicant's designated representative(s), will be contacted by the Agency to negotiate a Contribution Agreement (the Agreement).

If the applicant is approved for funding but is awarded less than the amount requested in its application, the applicant is required to submit a Work Plan that is in line with the amount of funding that is approved. The Work Plan, if approved, will be included as part of the Agreement. Submitting a Work Plan is a precondition to finalization of the Agreement. The Work Plan should reflect the amount approved by the President. If the applicant fails to submit a Work Plan, the Agency may choose not to negotiate an Agreement and funds will not be awarded.

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

The Agreement:

- specifies the responsibilities of each party;
- identifies the nature of the work to be funded;
- specifies conditions for payment; and
- requires the Recipient to be accountable for public funds received.

The Agreement also requires the Recipient to seek the approval of the Agency before making any modifications to the original Eligible Expenditures approved as part of the Appendix A of the Agreement. The Agency may require written justification if any such modifications are made during the period of an Agreement, or if the request for payment is not in compliance with the approved budget as per the Agreement.

Due to the estimated nature of funding requests, a variance of up to 20 per cent between expense categories is allowed without necessitating a modification request. A variance of more than 20 per cent must be requested by the Recipient and approved by the Agency before payments can be made. The total amount claimed must remain within the level of award approved.

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 Agreement. Audited financial statements may be required for all contributions over \$100,000.

Note: For a copy of a model Contribution Agreement, please refer to Annex A.

Administration of payments There are three ways that funding can be provided to the recipient: as an advance, an interim payment, or a final payment.

Advance: Advance funding of up to 75 per cent of the total amount to be funded may be issued, if required, for the Recipient to begin their activities. The remaining 25 per cent will only be issued as the final payment. It should be noted that an advance cannot be granted to cover expenses that have already been incurred. In cases where an initial advance payment has been made, supporting documents accounting for all expenditures to date must be provided before another advance or interim payment can be made. To request an advance, the Recipient must submit:

- a written request and reasons for advance; and
- a schedule of expenditures (cash flow forecast).

Interim Payment: An interim payment can be made after some eligible expenses have been incurred by the Recipient, but before all activities relating to the Recipient's participation in the project have been completed.

Up to 75 per cent of the total amount to be funded may be issued, with the remaining 25 per cent issued as the final payment. In order to request an interim payment, the Recipient must submit:

- a written request for an interim payment;
- originals or photocopies of receipts and/or invoices accounting for all eligible costs incurred to date by the Recipient;
- an itemized statement of supporting invoices or receipts in support of all eligible costs incurred by the Recipient; and

a signature on the aforementioned itemized statement certifying that the invoices and receipts submitted reflect the true cost of the expenditures incurred.

Final Payment: A final payment claim can be submitted once all of the eligible expenditures have been incurred by the Recipient. To request a final payment, the Recipient must submit:

- a written request for a final payment;
- originals or photocopies of receipts and/or invoices accounting for all eligible costs incurred to date by the Recipient;

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- an itemized statement of supporting invoices or receipts in support of all eligible costs incurred by the Recipient;
 - a signature on the afore mentioned itemized statement certifying that the invoices and receipts submitted reflect the true cost of the expenditures incurred; and
 - a copy of the final report, document or presentation produced during the Recipient's participation in the project.

Note: For a copy of a model itemized statement, please refer to Annex B

Part 2. How to Complete Your Application Form

Purpose of Part 2 Part 2 of this guide presents step-by-step instructions for completing the application form for RFE for participant funding.

Contents of Part 2 This part contains the following sections:

Section	Page
2.1 Step 1. (Applicant Information)	20
2.2 Step 2. (Proposed Participation)	24
2.3 Step 3. (Funding Request)	25
2.4 How and Where to Submit Your Application	32
2.5 Checklist for Completing the Funding Application Form	33

Copy of the application form For a copy of the RFE application form, please refer to Annex C.

2.1 Step 1. (Applicant Information)

Purpose of Step 1

The purpose of Step 1 is:

- to identify the Applicant, the project and the phase in the environmental assessment for which funding is requested; and
- to establish that the Applicant is eligible for participant funding under the Program.

Identify your interest in the environmental assessment

The Applicant must be able to demonstrate that he/she/it meets at least one of the following:

- a direct, local interest in the project, such as living or owning property in the project area;
- community knowledge or Aboriginal traditional knowledge relevant to the environmental assessment; or
- expert information relevant to the anticipated environmental effects of the project.

The Applicant should provide sufficient information to demonstrate the above, including, for example, the Applicant's "organization's" goals and mandate, if relevant.

**Applicant
information
and
certification**

In Step 1 of the application form, identify the Applicant as, an individual, an Aboriginal group, an incorporated not-for-profit organization, or another legal entity.

If the person(s) signing the application form is/are the duly authorized representative(s) of the Applicant, it is important that supporting documentation be included with the application. Please refer to the section on *Duly authorized signatories* provided below for more information.

Please ensure that you provide the information as requested in Step 1 of the application form to avoid any delays. Providing full and accurate information about the Applicant ensures that the Applicant is eligible for funding consideration.

For information on who is eligible under the Program, please see section 1.3 *Who Is Eligible for Funding?* in this guide.

All Applicants (or their duly authorized signatory(ies)) must sign the *Certification Form* at the end of the application, certifying, among other things, the accuracy of the information provided and that the applicant agrees to allow the Agency to provide copies of the completed application to members of the Committee.

Applicants (or their duly authorized signatory(ies)) will also have to complete the consent form to participate in the Program Surveys and, if the amount of funding requested is \$20,000 or more, the declaration form for amounts owing in default to the Government of Canada.

Who can be an Applicant All Applicants for funding under the Program must have legal capacity to enter into contracts. Applications from unincorporated groups and associations will not be accepted. Unincorporated groups and associations that would like to apply for funding must appoint an entity with legal capacity to enter into contracts to act on their behalf. Note that it is the entity with legal capacity to enter into contracts that will be the Applicant in the application and the Recipient under the Agreement, and therefore will be liable for all the funding received.

The entity with legal capacity to enter into contracts applying on behalf on an unincorporated group or association will have to certify that any funding received will be spent solely for the purpose of ensuring the participation of the unincorporated group or association in the environmental assessment.

For greater clarity, entities with legal capacity to enter into contracts include individuals, corporations, bands (as defined in the *Indian Act*), aboriginal governments, trusts, and limited partnerships.

Please see the section below (*Duly Authorized Signatories*) for information on supporting documents that must be provided.

Duly Authorized Signatories Applicants may choose to authorize one or more individuals to act as authorized signatories for the application, Agreement, payment claims and other documents and reports submitted to the Agency.

If the Applicant names more than one individual to act as the duly authorized signatories, the supporting documentation mentioned below will have to state clearly whether all named persons have to sign all documents or if only one of the individuals can sign. Some Applicants may also prefer to have a different person(s) submitting the payment claims and financial records to the Agency. This must also be conveyed to the Agency in the supporting documentation with clear direction on which document(s) each person has authority to sign.

The Applicant must inform the Agency in writing, with the appropriate supporting documentation, if there is any change in who is authorized to sign on behalf of the Applicant.

Duly Authorized Signatories (individuals) Individuals applying on their own behalf do not need to have a duly authorized signatory and should simply tick the box provided in the application form.

Duly Authorized Signatories (corporations)	If the Applicant is a corporation, the Applicant will have to provide a copy of a corporate resolution naming the duly authorized person(s) that will be acting on behalf of the Applicant for purposes of the application and the relevant Agreement, payment claims and other documents and reports submitted to the Agency.
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Duly Authorized Signatories (bands)	If the Applicant is a band (as defined in the <i>Indian Act</i>), the Applicant will have to provide a copy of a Band Council Resolution naming the duly authorized person(s) that will be acting on behalf of the Applicant for purposes of the application and the relevant Agreement, payment claims and other documents and reports submitted to the Agency.
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Duly Authorized Signatories (Aboriginal governments)	If the Applicant is an Aboriginal government (created pursuant to a self-government agreement) the Applicant will have to provide a copy of an official government document naming the duly authorized person(s) to act on behalf of the Applicant for purposes of the application and the relevant Agreement, payment claims and other documents and reports submitted to the Agency.
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Duly Authorized Signatories (other legal entities)	If the Applicant is another legal entity (such as a trust or limited partnership) the Applicant will have to provide a copy of an official document naming the duly authorized person(s) that will be acting on behalf of the Applicant for purposes of the application and the relevant Agreement, payment claims and other documents and reports submitted to the Agency.
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Duly Authorized Signatories (legal entities applying on behalf of an unincorporated group or association)	If the Applicant is an entity with legal capacity to enter into contracts, other than an individual, applying on behalf of an unincorporated group or association, the Applicant will have to provide a copy of an official document naming the duly authorized person(s) that will be acting on behalf of the Applicant for purposes of the application and the relevant Agreement, payment claims and other documents and reports submitted to the Agency.
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2.2 Step 2. (Proposed Participation)

Purpose of Step 2

The purpose of Step 2 is:

- to identify how the funds would be used (i.e. proposed activities); and
 - to identify how the applicant proposes to contribute to the environmental assessment (i.e. the applicant's interest in the environmental assessment and proposed objectives).
-

Describe the applicant's proposed contribution

Provide a clear statement of why the applicant wants to participate in the environmental assessment. Describe the applicant's interest in the project and how the applicant's proposed objectives will contribute to a better understanding of the potential environmental effects of the project.

Describe the applicant's proposed activities

The list of proposed activities selected by the Applicant must be consistent with funding requested in *Step 3: Funding Request*.

Note: Should funds be awarded, this list of proposed activities would form the basis for developing a Work Plan as part of the negotiation of the Agreement. The negotiation of the Agreement and related Work Plan would also address concerns and comments during the application review and approval process.

2.3 Step 3. (Funding Request)

Purpose of Step 3

The purpose of Step 3 is:

- to identify the requested funds (detailed budget); and
 - to provide supporting information on specific expenses, as necessary.
-

Identify your funding request

Identify the applicant's funding requests in accordance with the expense categories described in the *Expense Category Descriptions and Supporting Information Requirements* section on pages 26 to 31 of this guide.

The applicant should provide a detailed budget and list of activities to indicate that the proposed activities are practical in scale and realistic in terms of scheduling and cost.

Provide supporting information

Provide detailed information to support your requests, in accordance with the supporting information requirements outlined in the *Expense Category Descriptions and Supporting Information Requirements* section of this guide.

Priority designations

The application form assigns a high, medium or low priority designation to each expense category. The Committee will assess requests as follows:

Designation	Review Process
High priority	In reviewing all applications for funding, the Committee will give first priority to these expenses. Such expenses are generally associated with the kind of participation that the Program seeks to support, such as specific expertise that can contribute to the environmental assessment.
Medium priority	These expenses will be given medium priority, and generally will not be funded until requests for high-priority expenses have been accommodated.
Low priority	These expenses will be given low priority, and generally will not be funded until requests for high- and medium-priority expenses have been accommodated.

Expense category description and supporting information requirements

The purpose of this section is to provide an overview of the expense categories that may be used by participants.

Each of the following sections provides a description of an expense category and the *supporting information requirements* that should be included in the funding request.

Professional fees (excluding legal fees and staff salaries)

The professional fees category covers *per diem* fees and expenses for expert advice or assistance on environmental, technical or social issues relevant to the objectives of the environmental assessment.

Also covered are professional services, such as accounting services, directly related to the applicant's participation.

Supporting information requirements:

For each expert, provide:

- a brief explanation of the individual's expertise and the direct relevance of this expertise to the environmental assessment;
- *per diem* rate and number of days;
- justification of *per diem* rate;
- related expenses; and
- justification of the number of experts involved.

Staff salaries and benefits

The staff salaries category includes salaries of the participation coordinator and individuals employed for the purpose of researching and preparing materials related to the applicant's participation (e.g., research staff and secretarial services), providing that:

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

Supporting information requirements:

For each individual, provide:

- a statement that the individual will be working on activities related to the participation in the environmental assessment;
- a brief explanation of the individual's expertise or contribution and the direct relevance of this expertise or contribution to the environmental assessment; and
- salary expenses and duration (e.g., number of days, daily salary rate and benefits rate).

Salary requested may include benefits of up to 20% of the salary amount requested.

Travel expenses	<p>The travel expense category includes expenses related to travelling to attend public participation events held as part of the environmental assessment. Such expenses may include transportation, meals, lodging and incidentals.</p> <p><i>Supporting information requirements:</i></p> <ul style="list-style-type: none"> • Travel expenses must be reasonable and in accordance with federal government travel directives. Please refer to the Treasury Board Web site for these directives at: www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/index_e.asp • It is important to explain why you must travel to the event, and, if applicable, why more than one person is needed to represent the organization. • Details should be provided regarding travel mode, accommodations and duration.
Collection or distribution of information (excluding general media advertising and promotion)	<p>The collection or distribution of information category covers the costs of activities related to collecting and/or distributing relevant information to specific local groups, such as community residents, Aboriginal community members or an organization's membership.</p> <p><i>Supporting information requirements:</i></p> <ul style="list-style-type: none"> • Provide a brief explanation of the need to collect or distribute the information and of the proposed local target group, and how this action will contribute to the objectives of the environmental assessment. • Details should be provided on the proposed approach and costs.
Honoraria for Elders and Chiefs	<p>The honoraria for Elders or Chiefs category includes <i>per diem</i> costs associated with providing Aboriginal traditional knowledge or community knowledge relevant to the environmental assessment. The Elder or Chief cannot be in receipt of a salary or any other direct income for the activity for which an Honorarium is claimed.</p>
Ceremonial offerings	<p>The ceremonial offering category includes relevant costs associated with providing gifts, such as tobacco offered to Chiefs or Elders, in recognition of having provided Aboriginal traditional knowledge or community knowledge relevant to the environmental assessment.</p>

Legal fees The legal fees category includes the *per diem* fees and expenses for expert legal advice or assistance directly related to the applicant's participation. The costs for legal advice are eligible under the Program, but legal representation at public hearings and other public participation events is not encouraged.

Supporting information requirements:

- Provide an explanation of why legal research or representation is important to your participation in the environmental assessment.
- For each legal expert, provide:
 - a brief explanation of the individual's expertise and the direct relevance of this expertise to the environmental assessment;
 - *per diem* rate and number of days;
 - justification of *per diem* rate; and
 - related expenses.

Office supplies and telephone charges The office supplies category covers the cost of office supplies, such as photocopying, postage and telephone charges, which are important to support the applicant's participation in the environmental assessment.

Any operations and maintenance expenses that do not support the applicant's participation in the environmental assessment, including normal supplies and overhead, are not eligible for funding under the Program.

Supporting information requirements:

- Provide a brief explanation of the need for the specific supplies.

Office rental space and meeting rooms

The office rental space and meeting rooms' category includes expenses associated with the costs of office space, meeting rooms and office equipment directly related to the applicant's participation in the environmental assessment.

Any operations and maintenance expenses that do not support the applicant's participation in the environmental assessment, including normal rent and overhead, are not eligible for funding under the Program.

Supporting information requirements:

- Provide a summary of the need to rent the facilities and details on the event and rental costs.
-

General media advertising and promotion

The general media advertising and promotion category covers advertising for the purpose of publicizing meetings held by the applicant and activities related to the environmental assessment (e.g., posters and newspaper advertisements).

The advertising must have a specific purpose not already addressed by other parties involved in the environmental assessment responsible for promoting awareness of the assessment and public participation opportunities (e.g., the responsible authority, the Agency, the review panel or the proponent).

Supporting information requirements:

- Provide a brief explanation of how this action will contribute to the objectives of the environmental assessment, the intended audience and costs.
-

Purchase of information material

The purchase of information material category covers the cost of material relevant to the applicant's participation in the environmental assessment. This material is otherwise not available free of charge from the proponent, responsible authority, Agency, review panel or other party (e.g., maps, documents and reports).

Supporting information requirements:

- Provide a brief explanation of how this action will contribute to the objectives of the environmental assessment.

Other expenses Any other expense item that the applicant believes is needed to support participation in the environmental assessment may possibly be covered by the other expenses category.

Supporting information requirements:

- Must be supported by a clear explanation of how this item or action will contribute to the objectives of the environmental assessment.
-

Administrative and reporting costs These are expenses related to the applicant's bookkeeping, accounting, reporting to the Agency on deliverables specific to the project for which funding is provided, and interfacing with the Agency on requests for payment specific to the project for which funding is provided.

Any administrative and reporting expenses that do not support the applicant's participation in the environmental assessment, including normal bookkeeping and accounting, are not eligible for funding under the Program.

Supporting information requirements:

- Provide a brief explanation of the need for the specific administrative and reporting expenses.

2.4 How and Where to Submit Your Application

How to submit your application Submit your application to the Canadian Environmental Assessment Agency after completing all items in the checklist (Section 2.5).

Applications and supporting documentation must be received by the Agency by facsimile, electronic mail or regular mail on or before the closing date in order to be considered for funding. The closing date is provided in the Public Notice inviting applicants to submit a request for funding.

An electronic version may be provided using the online application form found on the Agency Web site. If an electronic version is submitted via electronic mail, ensure that the Agency receives a paper copy with original signatures and all the supporting documentation by mail or courier within a few working days of sending the electronic version. Do not bind the paper copy or use cerlox bindings or duo-tangs.

The Agency will notify the designated contact person(s) within 24 hours of receiving the applicant's application. If you are not notified within this time period, please contact the Agency.

The Agency assumes no responsibility for submissions misdirected or delayed.

Send your documents to:

Send your documents to:

**Participant Funding Program
Canadian Environmental Assessment Agency
160 Elgin Street, 22nd Floor
Ottawa, Ontario
K1A 0H3**

Facsimile: 613-948-9172

E-mail: PFP.PAFP@ceaa-acee.gc.ca

**For more
information:**

For more information please contact us at:

Telephone: 866-582-1884

or

E-mail: PF.PAFP@ceaa-acee.gc.ca

2.5 Checklist for Completing the Funding Application Form

Before submitting the form To help ensure that there are no delays in reviewing your application for funding, please make sure that you have addressed all of the following points before submitting your application form.

- Checklist**
- The application is submitted on or before the application deadline;
 - Step 1 (Applicant Information) is completed with the detailed information recommended in the Guide to the Participant Funding Program and the requested supplemental information is provided;
 - If the applicant represents an unincorporated organization or Aboriginal group, supporting documentation identifying the applicant as the representative of the organization or group is attached to the application;
 - Step 2 (Applicant's Proposed Participation) is completed with the information recommended in the Guide to the Participant Funding Program.
 - Step 3 (Funding Request) is completed and for each eligible expense category in respect of which you have requested funds, you have attached additional sheets to the application that contain the Supporting Information Requirements for your request;
 - 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. per diems, salary rates);
 - The Certification Form on the last page of the Participant Funding Application is signed and dated by the individual who is applying for funding or by the duly authorized representative of the organization or group that is applying for funding; and
 - The amount requested does not exceed the amount made available for the project indicated in the announcement.

Annex A: Model Contribution Agreement

(NAME OF PROJECT)
**PARTICIPANT FUNDING PROGRAM
CONTRIBUTION AGREEMENT**

Between

The Canadian Environmental Assessment Agency
(hereinafter referred to as “the Agency”)

And

(NAME OF RECIPIENT)
(hereinafter referred to as “the Recipient”)
incorporated under the laws of **(CANADA, OR THE TERRITORY OR THE PROVINCE)**

Whereas pursuant to subsection 58(1.1) of the *Canadian Environmental Assessment Act* (hereinafter referred to as “the Act”), the Minister of the Environment has established a participant funding program to be administered by the Agency to facilitate the participation of the public in comprehensive studies and assessments by review panels;

Whereas (a comprehensive study or an assessment by a review panel) in relation to the proposed **(NAME OF THE PROJECT)** (hereinafter referred to as “the Project”) is to be carried out under the Act or its Regulations;

Whereas the Recipient intends to participate in the **(COMPREHENSIVE STUDY OR ASSESSMENT BY A REVIEW PANEL)** in relation to the Project;

Whereas the Agency is willing to make a contribution to the Recipient in a manner and upon the terms and conditions hereinafter set forth; and

Whereas the board of directors of the Recipient authorized **(NAME OF THE PERSON)** to execute this Agreement on the Recipient’s behalf **(INCLUDE IF THE RECIPIENT IS A CORPORATION)**.

Whereas the Recipient authorized **(NAME OF THE PERSON)** to execute this Agreement on the Recipient’s behalf **(INCLUDE IF THE RECIPIENT IS AN ABORIGINAL GOVERNMENT OR IF THE RECIPIENT IS A LEGAL ENTITY OTHER THAN AN INDIVIDUAL OR A CORPORATION)**.

Whereas the Band Council of the Recipient authorized **(NAME OF THE PERSON)** to execute this Agreement on the Recipient’s behalf **(INCLUDE IF THE RECIPIENT IS A BAND AS DEFINED UNDER THE INDIAN ACT)**.

Now therefore, this Agreement witnesses that in consideration of the mutual promises and covenants hereinafter contained, the parties hereto agree as follows.

1.00 **Definitions**

For the purposes of this agreement,

1.01 “Agreement” means this Participant Funding Program Contribution Agreement and includes all appendices attached hereto;

“Application” means the Participant Funding Program (**APPLICATION FOR FUNDING UNDER THE REGULAR FUNDING ENVELOPE) OR (APPLICATION FOR FUNDING UNDER THE ABORIGINAL FUNDING ENVELOPE FOR REVIEW PANEL OR JOINT REVIEW PANEL PROCESSES) OR (APPLICATION FOR FUNDING UNDER THE ABORIGINAL FUNDING ENVELOPE FOR COMPREHENSIVE STUDIES OF MAJOR RESOURCE PROJECTS)** and includes all appendices attached thereto;

“Committee” means the Funding Review Committee appointed by the President;

“Comprehensive Study” means an environmental assessment that is conducted pursuant to sections 21 and 21.1 of the Act, and that includes a consideration of the factors required to be considered pursuant to subsections 16(1) and (2) of the Act; **(REMOVE DEFINITION IF THE AGREEMENT IS FOR A PANEL REVIEW)**

“Eligible Costs” means those costs identified in Appendix “A” to this Agreement;

“Final Accounting” means a document containing:

- I.) an itemized statement of and supporting invoices or receipts in support of all Eligible Costs incurred by the Recipient;
- II.) an itemized list of all assets referred to in section 9.01; and
- III.) an audited financial statement, if such statement is demanded under section 4.08.

“Fiscal Period” means the period or part of the period commencing April 1 and ending March 31 of any year during this Agreement;

“Manager” means the federal representative responsible for the administration of the Program;

“Minister” means the Minister of the Environment;

“Parties” means the Agency and the Recipient;

“Panel” means the review panel appointed pursuant to the Act to conduct the Review Process. **(REMOVE DEFINITION IF THE AGREEMENT IS FOR A COMP. STUDY)**

“President” means the President of the Agency;

“Program” means the Participant Funding Program established by the Minister with respect to the participation of the public in a Comprehensive Study or an assessment by a review panel; and,

“Responsible Authority” means a federal authority that is required pursuant to the Act to ensure that an environmental assessment of the Project is conducted.

2.00 Obligations of the Recipient

If the Recipient is a corporation, a band council or an individual who is participating in the environmental assessment on his/her own behalf:

The Recipient shall proceed to participate in the **(COMPREHENSIVE STUDY OR AN ASSESSMENT BY A REVIEW PANEL)** in compliance with the Work Plan set forth in Appendix B to this Agreement, as approved by the President upon the recommendation of the Committee.

(IF THE RECIPIENT IS ONE OR MORE INDIVIDUALS WHO IS PARTICIPATING IN THE ENVIRONMENTAL ASSESSMENT ON HIS/HER BEHALF:)

- 2.01 The Recipient shall ensure that **(NAME OF UNINCORPORATED ENTITY)** participates in the **(COMPREHENSIVE STUDY OR AN ASSESSMENT BY A REVIEW PANEL)** in compliance with the Work Plan set forth in Appendix B to this Agreement, as approved by the President upon the recommendation of the Committee.

(IF THE RECIPIENT IS ONE OR MORE INDIVIDUALS WHO ARE RECEIVING A CONTRIBUTION TO FACILITATE AN UNINCORPORATED ORGANIZATION’S PARTICIPATION IN THE ENVIRONMENTAL ASSESSMENT:)

- 2.02 The Recipient shall ensure that the monies received pursuant to this Agreement are spent entirely on Eligible Costs.
- 2.03 The Recipient shall ensure that information gathered pursuant to this Agreement or a summary thereof, is submitted to **(THE MANAGER (FOR COMPREHENSIVE STUDY) OR THE PANEL AND TO THE MANAGER)**.

3.00 Financial Contribution of the Agency

- 3.01 Subject to section 3.03, the Agency will make a maximum contribution to the Recipient of **\$XXXX**.
- 3.02 The Agency shall not contribute to any costs incurred by the Recipient prior to the effective date of this Agreement.

- 3.03 Any payment by the Agency, pursuant to this Agreement, is subject to there being an appropriation of funds by Parliament for the Program for the Fiscal Period in which the payment is to be made.
- 3.04 The contribution provided for in section 3.01 includes the costs for the goods and services tax (GST) net of any input tax credits or rebates that may be claimed by the Recipient from the Canada Revenue Agency.

4.00 Payment Conditions

- 4.01 Unless the Agency agrees to make advance payments under section 4.02, following receipt of a claim (including copies of relevant invoices or receipts) acceptable to the Manager for payment of Eligible Costs paid by the Recipient, the Agency shall, subject to the limit established in section 3.00, reimburse the Recipient for the Eligible Costs that the Recipient incurred.
- 4.02 If requested in writing by the Recipient, an initial advance payment, not exceeding 75 per cent of the maximum contribution mentioned in section 3.01, may be provided to the Recipient based on a work plan and a cash flow forecast for the Fiscal Period in which the Eligible Costs will be incurred.
- 4.03 Subject to sections 4.04 and 4.05, where an initial advance payment has been made to a Recipient under section 4.02, the Agency may make subsequent advance payments to the Recipient, based on work plans and cash flow forecast requirements for the applicable Fiscal Period, taking into account the progress of the **(COMPREHENSIVE STUDY OR AN ASSESSMENT BY A REVIEW PANEL)**, after the Manager is satisfied that the initial advance payment has been spent or is duly committed in writing for Eligible Costs.
- 4.04 In cases where the initial advance payment or part thereof has been spent, no subsequent advance payments to the Recipient will be considered until the supporting invoices or receipts have been provided to the Manager, and the Manager is satisfied that they substantiate the expenditure of the funds that were advanced.
- 4.05 Notwithstanding any other provision of this Agreement, 25 per cent of each payment made to the Recipient under sections 4.01, 4.02 or 4.03, shall be held back by the Agency and will only be remitted to the Recipient after the Recipient has provided a Final Accounting to the satisfaction of the Manager and has complied with section 9.01 of this Agreement, if applicable.
- 4.06 The Recipient shall provide a Final Accounting to the Manager within: **(SELECT APPROPRIATE CLAUSE THAT WILL APPLY BY DELETING TEXT NOT PERTINENT TO THE PHASE AND/OR TYPE OF FUNDING MADE AVAILABLE. ENSURE SHADED TEXT IS REMOVED IN FINAL COPIES)**

- I.) 30 days after the issuance of the Environmental Impact Statement (EIS) or [Environmental Impact Assessment (EIA) Report] to the public. **(FOR EARLY PHASE OF FUNDING UNDER THE NORMAL PFP FOR A PANEL REVIEW PROCESS OR FOR EARLY ABORIGINAL CONSULTATION ACTIVITIES RELATED TO THE EA BY PANEL REVIEW);**
- II.) 30 days after the issuance by the Minister of the track decision taken under section 21.1 of the Act, indicating whether the environmental assessment shall continue by means of a Comprehensive Study, mediation or an assessment by a review panel. **(ONLY FOR EARLY ABORIGINAL CONSULTATION RELATED TO THE COMP. STUDY PROCESS);**
- III.) 60 days after the posting on the Canadian Environmental Assessment Registry internet site of the comprehensive study report or a description of how the report may be obtained **(FOR COMPREHENSIVE STUDY REPORT)** or 60 days after the posting on the Canadian Environmental Assessment Registry internet site of the report of the Panel or a summary of the report **(FOR REPORT OF THE PANEL). (FOR FINAL PHASE OF NORMAL PFP FOR PANEL REVIEW PROCESS; OR FOR NORMAL PFP FUNDING FOR COMP. STUDY; OR ABORIGINAL CONSULTATION DURING THE COMP. STUDY PROCESS; OR ABORIGINAL CONSULTATION ACTIVITIES DURING THE PANEL REVIEW PROCESS.);**
- IV.) 90 days after the Government of Canada's response to the Environmental Assessment Report has been posted on the Canadian Environmental Assessment Registry internet site. **(FOR LATE ABORIGINAL CONSULTATIONS: POST FEDERAL GOVERNMENT RESPONSE FOR PANEL REVIEW / DURING TRANSITION TO REGULATORY DECISION FOR COMP. STUDY.);** and
- V.) 30 days after the Minister or the responsible authority makes a decision under section 6.01. **(FOR ALL TYPES OF FUNDING – NEVER DELETE).**
- 4.07 The invoices and receipts referred to in sections 4.01 and 4.04 and those that form a portion of the Final Accounting shall be sufficiently detailed to allow the determination of the type of services rendered for, or the assets purchased or leased by, the Recipient. The Recipient shall certify in writing that these invoices and receipts reflect the true cost of the expenditures incurred.
- 4.08 The Agency reserves the right to demand that an audited financial statement, regarding the expenditure by the Recipient of all funds received by it under this Agreement, be submitted by the Recipient to the Agency.

- 4.09 The Recipient shall indicate to the Agency any amounts that the Recipient owes to the federal government under legislation or any contract or agreement, and any amounts due the Recipient under this Agreement may be set-off against amounts owing by the Recipient to the federal government.
- 4.10 The Recipient shall promptly inform the Manager in writing of any financial assistance that the Recipient has applied for, is to receive, has received or expects to receive in relation to the Recipient's participation in the **(COMPREHENSIVE STUDY OR AN ASSESSMENT BY A REVIEW PANEL)**.
- 4.11 The Agency may reduce the amount payable under this Agreement by such amount that the Agency may decide if the Recipient receives or has received any contribution or other payment towards Eligible Costs from sources other than the Program. Any reduction under this section shall not exceed the amount received by the Recipient from other sources.

5.00 Acknowledgement

- 5.01 The Recipient recognizes that the Agency, in deciding to make the contribution, has relied on the truthfulness and completeness of the information provided by the Recipient, its representatives and agents.

6.00 Reimbursement to the Federal Government

- 6.01 If the proponent notifies the Responsible Authority in writing of its decision to abandon the Project, and the **(RESPONSIBLE AUTHORITY (FOR A COMPREHENSIVE STUDY)) OR THE MINISTER, IN CONSULTATION WITH THE RESPONSIBLE AUTHORITY (FOR AN ASSESSMENT BY A REVIEW PANEL)** decides to terminate the environmental assessment, the Agency shall pay only for those Eligible Costs incurred or irrecoverably committed prior to the decision. Any amount provided by the Agency to the Recipient under this Agreement that was not spent or irrecoverably committed for Eligible Costs at the time of the decision shall be paid forthwith by the Recipient to the Receiver General for Canada, and such amount shall constitute a debt owed to the federal government and may be so recovered.
- 6.02 Where the Agency makes a payment to the Recipient under this Agreement, and he Recipient is not entitled to the contribution,

the Recipient does not spend or commit the funds received towards Eligible Costs, or

for any other reason, the amount paid to the Recipient exceeds the amount to which the Recipient is entitled,

the amount of the payment or the excess, as the case may be, shall be paid forthwith by the Recipient to the Receiver General for Canada, and such amount shall constitute a debt owed to the federal government and may be so recovered.

6.03 Interest on any debt owed by the Recipient to the federal government under this Agreement shall be payable to the Receiver General for Canada in accordance with the provisions of the Interest and Administrative Charges Regulations.

7.00 Monitoring and Reporting Requirements

7.01 Up to and including 24 months after the final payment to the Recipient by the Agency pursuant to this Agreement, the Recipient shall, at its own expense:

- (a) preserve and keep proper books, accounts and records available for audit, examination, and duplication during business hours by the Agency or any person acting on the Agency's behalf; and
- (b) supply promptly, on request, such data regarding expenditures incurred pursuant to this Agreement as the Agency or any person acting on the Agency's behalf may require.

8.00 Default

8.01 The following shall constitute events of default:

- (a) the Recipient becomes bankrupt or insolvent, goes into receivership, or takes the benefit of any statute from time to time in force relating to bankrupt or insolvent debtors;
- (b) an order is made or resolution passed for the dissolution of the Recipient, or the Recipient is dissolved;
- (c) the Recipient has made misrepresentations to the Manager in respect of the Application;
- (d) the Recipient has provided any information in the Application that is false or misleading;
- (e) the Recipient has not met or satisfied a material term or condition of this Agreement; and
- (f) the contribution is not used for the purpose set out in section 2.01.

- 8.02 If an event of default has occurred, the Agency may at its discretion exercise one or more of the following options:
- (a) suspend any obligation by the Agency to contribute or continue to contribute, including any obligation to pay an amount owing before the date of such suspension;
 - (b) terminate any obligation by the Agency to contribute or continue to contribute, including any obligation to pay an amount owing before the date of such termination;
 - (c) in cases described in paragraphs 8.01 (c) (d) (e) and (f), require the Recipient to pay forthwith to the Receiver General for Canada all or part of the amount received by the Recipient under this Agreement, and the amount to be paid by the Recipient under this paragraph is a debt owing to the federal government and may be so recovered.

9.00 Disposal of Assets

- 9.01 Within 60 days of the issuance to the public of the (**COMPREHENSIVE STUDY REPORT OR REPORT OF THE PANEL**), the Recipient shall declare to the Manager any assets (excluding maps, reports, and analyses or copies thereof) of any kind purchased with funds provided under this Agreement.
- 9.02 Upon receipt of the declaration presented to the Manager concerning assets held by the Recipient, the Agency may require the Recipient to:
- (a) sell these assets at a fair market value and apply the funds realized from such sale to the eligible costs of the Project to offset Canada's contribution to the Eligible Costs of the Project;
 - (b) turn over these assets to another person or organization designated or approved by the Agency;
 - (c) dispose of these assets in such other manner as may be determined by the Agency; or
 - (d) keep these assets.

10.00 Notice

10.01 Any notice or correspondence to the Agency shall be addressed to:

**Manager, Participant Funding Program
Canadian Environmental Assessment Agency
Place Bell Canada
160 Elgin Street, 22nd Floor
Ottawa ON
K1A 0H3**

or to such other address as designated by the Agency in writing.

10.02 Any notice or correspondence to the Recipient shall be addressed to:

**(NAME OF CONTACT)
(TITLE)
(ADDRESS)**

**PHONE: 123-456-7890
EMAIL: email@default.com**

10.03 Any notice to the Parties with respect to this Agreement will be effectively given if delivered or sent by letter or facsimile (postage or other charges prepaid) addressed to the Parties at the addresses as given in this Agreement or other addresses designated in writing by the Parties.

10.04 The Recipient shall promptly inform the Manager in writing of any changes to the address mentioned in section 10.02.

11.00 Indemnity

11.01 The Recipient shall indemnify and save harmless the Agency, Her Majesty the Queen in right of Canada and Her Ministers, officers, employees and agents from and against any and all claims, loss, damages, claims or expense that they or any of them at any time incur or suffer as a result of or arising out of:

- (a) any injury or death of a person, or loss of or damage to property, caused or alleged to be caused as a result of the Recipient's participation in the **(COMPREHENSIVE STUDY OR AN ASSESSMENT BY A REVIEW PANEL)**;
- (b) any lien, attachment, charge, encumbrance or similar claim upon any property vested in the Agency under this Agreement;

- (c) the infringement or alleged infringement of patent, registered industrial design, copyright or other intangible property based upon the use thereof by the Recipient; and
- (d) the Agency's capacity as a provider of financial assistance under this Agreement, including without limitation any claim in respect of materials or services provided by a third party to the Recipient or to a contractor or subcontractor of the Recipient.

12.00 Lobbyist's Registration and Lobbyist's Contingency Fees

- 12.01 The Recipient declares and certifies that any person who has been lobbying on its behalf for the Recipient to obtain this contribution and who is required to be registered pursuant to the Lobbyists Registration Act, as amended from time to time, was registered pursuant to that Act at the time the lobbying occurred.
- 12.02 The Recipient declares and certifies that it has not directly or indirectly paid or agreed to pay, and covenants that it will not directly or indirectly pay, a contingency fee for the solicitation, negotiation or obtaining of this Agreement to any person other than an employee acting in the normal course of the employee's duties.
- 12.03 All books, accounts and records pertaining to the payment of fees or other compensation for the solicitation, obtaining or negotiating of the Agreement shall be subject to Canada's audit and examination rights under section 4 of this Agreement.
- 12.04 If the Recipient makes a false declaration or certifies falsely under this section or is in default of the obligations contained in this section, Canada may either terminate this Agreement under section 8.02 of this Agreement or recover from the Recipient, by way of deduction from the contribution (or otherwise), the full amount of the contingency fee.
- 12.05 For the purposes of this section, the following definitions apply:
 - (a) **Contingency fee**: Any payment or other compensation that is contingent upon or is calculated upon the basis of a degree of success in soliciting or obtaining this Agreement or negotiating the whole or any part of its terms.
 - (b) **Employee**: A person with whom the Recipient has an employer/employee relationship.
 - (c) **Person**: Includes an individual or group of individuals, a corporation, a partnership, an organization, an association and, without restricting the generality of the foregoing, includes any individual who is required to file a return with the registrar pursuant to section 5 of the Lobbyists Registration Act as amended from time to time.

13.00 Consent to the Divulging and Copying of Certain Documents

- 13.01 The Recipient hereby gives consent to the Agency to provide a copy of this Agreement and the Recipient's Application to any person that the Agency deems appropriate in the circumstances.
- 13.02 The Recipient hereby allows the Agency to make copies of any written submissions made by the Recipient to the **(RESPONSIBLE AUTHORITY (FOR A COMPREHENSIVE STUDY) OR PANEL (FOR AN ASSESSMENT BY A REVIEW PANEL))** and to use those copies for purposes related to the administration of the Act.

14.00 General

- 14.01 This Agreement shall not be assigned by the Recipient without the prior written consent of the Agency.
- 14.02 The Agency and the Recipient declare that nothing in this Agreement shall be construed as creating an association, joint venture or agency relationship between the Agency and the Recipient.
- 14.03 The Recipient shall comply with all federal, provincial and municipal laws for the duration of this Agreement including but not limited to statutes, regulations, by-laws, rules and ordinances.
- 14.04 The laws in force in the province of **(PROVINCE)** will govern the Parties to this Agreement and the interpretation of this Agreement.
- 14.05 The division of this Agreement into sections, subsections, paragraphs, sub-paragraphs and headings is for convenience of reference only and shall not affect the construction or interpretation of this Agreement.
- 14.06 This Agreement is binding on the Recipient and his/her successors and assigns.
- 14.07 The Recipient shall not let any individual to whom the provisions of the *Conflict of Interest and Post-Employment Code for Public Office Holders or the Values and Ethics Code for the Public Service* apply, or to whom any other conflict of interest rules binding on public office holders, public servants, Senators or members of Parliament apply, derive any direct benefit from this Agreement unless it is clear that the individual remains in full compliance with those applicable Codes despite deriving the benefit.
- 14.08 This Agreement may be amended by mutual consent of the Parties in writing.

14.09 Any dispute between the Parties concerning the interpretation or application of this Agreement that cannot be settled shall be submitted to a mediator as agreed upon by both parties.

14.10 This Agreement constitutes the entire agreement between the Parties with respect to the subject matter of this Agreement and supersedes all previous negotiations, communications and other agreements, whether written or verbal, between the Parties.

14.11 All representations, warranties, covenants and obligations contained in this Agreement on the part of each of the Parties shall survive the termination of this Agreement.

15.00 Effective date

15.01 This Agreement is effective on the date that it is signed by both Parties.

By signing this contribution agreement, the Parties acknowledge that they have read, understood and agree to the terms and conditions of this Agreement.

RECIPIENT:

AGENCY:

Signatory For Recipient

Signatory for Canadian Environmental
Assessment Agency

NAME OF RECIPIENT

Date

Date

APPENDIX A: ELIGIBLE EXPENDITURES

Items	Amount
Professional fees (excluding legal fees and staff salaries)	
Travel expenses	
Office Supplies	
Etc...	
<hr/>	
Total	

APPENDIX B

Approved Work Plan

General Work Plan:

Expense Descriptions:

Annex B: Model Itemized Statement

Community Council of Ontario

Oil Refinery Project

Maximum possible

claim

\$20,000

Effective date of Contribution Agreement: 25-Dec-2007

CURRENT CLAIM

Date	Description	Purpose	Amount
1-Apr-08	Environmental Peoples Council	Professional fees	\$550.00
1-5-May-08	Mike Doe, Biologist (\$60/hour for 20 hours)	Professional fees	\$1,200.00
15-18 April-08	John Doe: Meals Breakfasts: \$15.00 Lunches: \$12.00+ \$14.00 + \$10.00 + \$17.00 Dinners: \$35.00 + \$22.00 + \$19.00 + \$20.00	Travel expenses	\$165.00
15-18 April-08	John Doe: Car travel (800 km @ \$0.40/km)	Travel expenses	\$320.00
15-18 April-08	John Doe: Hotel Comfort Inn (3 nights @ \$100/night)	Travel expenses	\$300.00
21-Apr-08	Jane Doe, Lawyer: (1 hour @ \$60/hour)	Legal fees	\$60.00
22-Apr-08	John Doe: Compile research, write reports, coordinate \$3,000/month for 2.5 months	Staff salaries	\$7,500.00
1-Apr-June14-08	Sarah Doe: Administration \$2,000/month for 2.5 months	Staff salaries	\$5,000.00
1-Apr-June14-08	Confederation Building Room 125 \$700/month for 2.5 months	Rental of office space	\$1,750.00
20-Apr-08	Public Library Board Room (1 day @ 200/day)	Rental of meeting room	\$200.00
1-Apr-June14-08	Photocopies of consultant documents 10 copies for Council member review	Office supplies	\$15.00
1-Apr-June14-08	Photocopies of Oil Refinery Comprehensive Study 10 copies for Council members review	Office Supplies	\$30.00
1-Apr-08	Advertisement for public comment: Ontario Gazette	Media advertisement/promotion	\$30.00
Total			\$17,120.00

CLAIM BREAKDOWN	AMOUNT
Professional Fees	\$1,750.00
Travel Expenses	\$785.00
Rental of Office Space/Meeting Rooms	\$1,950.00
Legal Fees	\$60.00
Staff Salaries	\$12,500.00
Office Supplies	\$45.00
General Media/Advertising	\$30.00
Total:	\$17,120.00

PAYMENT BREAKDOWN	
Maximum Allocation	\$20,000.00
Final Claim	\$17,120.00
Balance of remaining funds	\$2,880.00

Balance of Final Payment: \$2,880.00

The staff salaries category includes salaries of individuals employed for the purpose of researching and preparing materials related to the participation of the Recipient (e.g., research staff and secretarial services), provided that:

- the individual is not currently in receipt of a salary from the applicant; or
- if the individual is in receipt of a salary from the applicant, 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 the Recipient's participation; or
- if the individual is already in receipt of a salary from the applicant, the requested funds are designated solely to cover time the individual dedicates to the participation in the environmental assessment. The individual cannot be in receipt of a salary or any other direct income for the time for which salary funding from the Agency is claimed.
- The rental of office space is exclusively for the 10 weeks of work on the Oil Refinery Project.

I certify that these invoices and receipts reflect the true cost of the expenditures incurred by the Recipient for the participation in the EA process for the Oil Refinery Project.

John Doe, Director

Signing on behalf of

Date

Annex C: Participant Funding Application



Canadian Environmental
Assessment Agency

Agence canadienne
d'évaluation environnementale

160 Elgin St., 22nd floor
Ottawa ON K1A 0H3

160, rue Elgin, 22^e étage
Ottawa ON K1A 0H3

Participant Funding Program

Application for Funding under the *Regular Funding Envelope (RFE)*

Official Use Only
Date Received:

File Number:

Please refer to Part 2 “How to Complete Your Application Form” of the Guide to the Participant Funding Program when completing this application.

Name and location of the project undergoing a federal environmental assessment (hereinafter referred to as the “**Project**”):

Indicate which phase of the Project’s environmental assessment the Applicant (defined below) is seeking support for:

- Comprehensive Study
- Phase I of the Review Panel*
- Phase II of the Review Panel*
- Mediations

* Receipt of funding in Phase I does not guarantee funding for Phase II. A separate application must be submitted for each phase.

Step 1: (Applicant Information)

Individuals, Aboriginal groups and incorporated not-for-profit organizations may apply for participant funding under the Program.

Only parties who can demonstrate that they meet at least one of the following criteria will be eligible.

(please check applicable box(es)):

- have a direct, local interest in the project, such as living or owning property in the project area;
- have community knowledge or Aboriginal traditional knowledge relevant to the environmental assessment;
- plan to provide expert information relevant to the anticipated environmental effects of the project.

Please provide sufficient information to demonstrate the above, including, for example, the Applicant's goals and mandate, if relevant.

The Applicant must have legal capacity to enter into contracts. Please complete the applicable box below: (one of boxes A to F):

A:	Name of individual applying for funding on his/her own behalf (hereinafter referred to as the " Applicant "):_____ * If an individual is applying on behalf of an unincorporated group or association please go to: Box F.
-----------	---

B:	<p>Name of corporation applying for funding on its own behalf (hereinafter referred to as the “Applicant”):</p> <hr/> <p>Previous name(s) of the corporation:</p> <hr/> <p>Is the Applicant corporation an incorporated not-for-profit organization?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Name of federal, provincial or territorial statute pursuant to which the Applicant was incorporated:</p> <hr/> <p>Incorporation Number:</p> <hr/> <p>Federal Business Number:</p> <hr/> <p>Provincial Business Number:</p> <hr/> <p>* If the corporation is applying on behalf of an unincorporated group or association please go to: <i>Box F</i>.</p>
C:	<p>Name of band (as defined in the <i>Indian Act</i>) applying for funding on its own behalf* (hereinafter referred to as the “Applicant”)*:</p> <hr/> <p>* If the band (as defined in the <i>Indian Act</i>) is applying on behalf of an unincorporated group or association please go to: <i>Box F</i>.</p>
D:	<p>Name of Aboriginal government (created pursuant to self-government agreement) applying for funding on its own behalf* (hereinafter referred to as the “Applicant”):</p> <hr/> <p>* If the Aboriginal government is applying on behalf of an unincorporated group or association please go to: <i>Box F</i>.</p>

E:	<p>Name of other entity with legal capacity to enter into contracts (e.g. a trust or limited partnership) that is applying for funding on its own behalf* (hereinafter referred to as the “Applicant”):</p> <hr/> <p>Previous name(s) of the entity:</p> <hr/> <p>* If the legal entity is applying on behalf of an unincorporated group or association please go to: <i>Box F</i>.</p>
-----------	---

F:	<p>Name of entity (with legal capacity to enter into contracts – hereinafter referred to as the “Applicant”) applying for funding on behalf of an unincorporated association or organization:</p> <hr/> <p>Previous name(s) of the entity:</p> <hr/> <p>Name of unincorporated association or organization for which funding is being sought:</p> <hr/> <p>Previous name(s) of the unincorporated association or organization:</p> <hr/> <p><i>(Note: Applications will not be accepted from unincorporated associations or organizations in their own name)</i></p> <p>If the Applicant is a corporation applying on behalf of an unincorporated association or organization please provide the following information:</p> <p>Is the Applicant corporation an incorporated not-for-profit organization?</p> <p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>Name of federal, provincial or territorial statute pursuant to which the Applicant was incorporated:</p> <hr/> <p>Incorporation Number:</p> <hr/> <p>Federal Business Number:</p> <hr/> <p>Provincial Business Number</p>
-----------	---

Applicant's mailing address:	City/Town:	Province:
Postal Code: _____	Phone Number: ()	Fax Number: ()
E-mail address:	Web site address:	

Additional information and documentation

Please complete the applicable box below (one of boxes A to F) and provide the additional documentation described in that box.

NOTE: Any information provided below may only be amended by written notice from the Applicant to the Canadian Environmental Assessment Agency.

A:	<p>If the Applicant is an individual applying for funding on his/her own behalf, please insert an X below:</p> <p style="text-align: center;"><input type="checkbox"/></p> <p>(No further documentation is required at this time)</p>
-----------	---

B: If the Applicant is a corporation applying for funding on its own behalf, please provide below the title(s), names(s) and signature(s) of the duly authorized person(s) who have signed this application (including the Declaration Form under Appendix B of this application for funding requests over \$20,000) and will be signing the contribution agreement in the event that funding is authorized:

Title	Name	Signature

Please also provide the title(s), names(s) and signature(s) of the duly authorized person(s) who will be signing the **payment claims or other reports submitted to Canadian Environmental Assessment Agency**:

Title	Name	Signature

(Please include with the application a copy of the corporate resolution authorizing the above-named person(s) to act on behalf of the corporation for purposes of this application, any contribution agreement and payment claims or other reports submitted to Canadian Environmental Assessment Agency)

C: If the Applicant is a band (as defined in the *Indian Act*) applying for funding on its own behalf, please provide below the title(s), names(s) and signature(s) of the duly authorized person(s) who have signed this application (including the Declaration Form under Appendix B of this application for funding requests over \$20,000) and will be signing the contribution agreement in the event that funding is authorized:

Title	Name	Signature

Please also provide the title(s), names(s) and signature(s) of the duly authorized person(s) who will be signing the **payment claims or other reports submitted to Canadian Environmental Assessment Agency**:

Title	Name	Signature

(Please include with the application a copy of a resolution of the council of the band authorizing the above-named person(s) to act on behalf of the band for purposes of this application, any contribution agreement and payment claims or other reports submitted to Canadian Environmental Assessment Agency. If no such resolution is in existence, this application and any contribution agreement are each to be signed by all members of the council of the band.)

D: If the Applicant is an aboriginal government (created pursuant to a self-government agreement) applying for funding on its own behalf, please provide below the title(s), names(s) and signature(s) of the duly authorized person(s) who have signed this application (including the *Declaration Form* under Appendix B of this application for funding requests over \$20,000) and will be signing the contribution agreement in the event that funding is authorized:

Title	Name	Signature

Please also provide the title(s), names(s) and signature(s) of the duly authorized person(s) who will be signing the **payment claims or other reports submitted to Canadian Environmental Assessment Agency:**

Title	Name	Signature

(Please include with the application a copy of an official government document duly authorizing the above-named person(s) to act on behalf of the aboriginal government for purposes of this application, any contribution agreement and payment claims or other reports submitted to Canadian Environmental Assessment Agency.)

E: If the Applicant is another legal entity (e.g. a trust or limited partnership) applying for funding on its own behalf, please provide below the title(s), names(s) and signature(s) of the duly authorized person(s) who have signed this application (including the *Declaration Form* under Appendix B of this application for funding requests over \$20,000) and will be signing the contribution agreement in the event that funding is authorized:

Title	Name	Signature

Please also provide the title(s), names(s) and signature(s) of the duly authorized person(s) who will be signing the **payment claims or other reports submitted to Canadian Environmental Assessment Agency:**

Title	Name	Signature

(Please include with the application a copy of an official document from the Applicant duly authorizing the above-named person(s) to act on behalf of the Applicant for purposes of this application, any contribution agreement and payment claims or other reports submitted to Canadian Environmental Assessment Agency.)

F: If the Applicant is an entity with legal capacity to enter into contracts applying on behalf of an unincorporated association or organization, please provide the title(s), names(s) and signature(s) of the duly authorized person(s) who have signed this application (including the **Declaration Form** for funding requests over \$20,000) and will be signing the contribution agreement in the event that funding is authorized:

Title	Name	Signature

Please also provide the title(s), names(s) and signature(s) of the duly authorized person(s) who will be signing the **payment claims or other reports submitted to Canadian Environmental Assessment Agency**:

Title	Name	Signature

(Please include with the application a copy of an official document from the entity duly authorizing the above-named person(s) to act on behalf of the entity for purposes of this application, any contribution agreement and payment claims or other reports submitted to Canadian Environmental Assessment Agency. Please also provide an official document from the unincorporated association or organization authorizing the entity to act on its behalf for purposes of this application and any contribution agreement.)

Designated contact person's mailing address: <i>(if different from that provided for the Applicant above)</i>		City / Town:	Province:
Postal Code:			
Official language of correspondence	Area code / Telephone number of the duly authorized contact person: <i>(if different from that provided for the Applicant above)</i>	Area code / Fax number of the duly authorized contact person: <i>(if different from that provided for the Applicant above)</i>	
<input type="checkbox"/> English	()	()	
<input type="checkbox"/> French			

GST/HST rebate number: _____

GST/HST rebate %: _____

Note: This information ensures the correct calculation of expenses to include tax exemptions.

Has the Applicant applied or will the Applicant be applying for funds from any other source(s) to participate at this stage of the environmental assessment process?

- Yes
 No

If yes, please tell us the source(s) and amount of the funding the Applicant has received or will be receiving:

The Agency encourages those applying for funding to explore other options for participant funding. However, the Program will not fund activities that duplicate services, studies or written materials being funded by other public or private sources.

Please describe partnerships developed with other individuals or organizations in preparing this funding application (i.e. has the Applicant combined efforts with other groups that share similar concerns).

Has the Applicant previously received any funding from the Canadian Environmental Assessment Agency?

- Yes
 No

If yes, under what name and for what year?

Date that funding was received:

Step 2: Proposed Participation

Describe the Applicant's proposed contribution to the environmental assessment, including:

<p>1. The Applicant's interest in the environmental assessment of the Project and why the applicant wants to participate.</p>
<p>2. The Applicant's proposed objectives and how they will contribute to a better understanding of the potential environmental effects of the Project.</p>
<p>3. The Applicant's proposed activities for which the Applicant is seeking funding <i>(Check as many boxes as required. Please ensure that it remains consistent with the phase for which the Applicant is requesting funding and the Applicant's stated objectives)</i></p> <ul style="list-style-type: none"><input type="checkbox"/> Prepare for and participate in meetings associated with the environmental assessment of major projects;<input type="checkbox"/> Prepare for and participate in scoping and other meetings that may be held to identify issues that should be considered during an assessment by a review panel;<input type="checkbox"/> Hold workshop or training to ensure an understanding of the process, science and technical issues involved in the project;<input type="checkbox"/> Hold meetings to collect local knowledge or Aboriginal traditional knowledge;<input type="checkbox"/> Hold meetings to share information with community members;<input type="checkbox"/> Review documentation relevant to the proposed project (relevant information may include, for example, previous environmental or scientific studies, project description, land use plans, etc.);

- Review the draft terms of reference and joint review panel agreement for the environmental assessment;
- Review the draft environmental impact statement guidelines issued by the review panel outlining the issues to be addressed by the project proponent in the environmental impact statement;
- Review the environmental impact statement submitted by the project proponent;
- Give information to or collect information from community members;
- Prepare for and participate in public hearings;
- Prepare for and participate in the conduct of the environmental assessment prior to the preparation of the comprehensive study report;
- Review of the completed comprehensive study report.
- Conduct research and/or prepare submission;
- Other (please specify):

Step 3: Funding Request

Please summarize the Applicant's request for funding of eligible expenses using the following table (see part 2 of the *Guide to the Participant Funding Program* for additional information on each expense category):

Priority	Expense Category	Funding Requested
High	Professional fees (for experts – see specific category for legal fees and staff salaries)	\$
	Staff salaries and benefits*- participation coordinator	\$
	Travel expenses	\$
Medium	Office supplies / telephone charges	\$
	Rental of office space / meeting rooms (external to the Applicant's current existing facility)	\$
	Other staff salaries and benefits* (other than participation coordinator)	\$
	Honoraria for Elders and Chiefs to attend meetings and functions	\$
	Ceremonial offerings related to receiving traditional knowledge in relation to the environmental assessment.	\$
	Administrative and reporting costs (maximum of 10% of funding amount)	\$
	Expenses related to local collection/distribution of information	\$
	Legal fees	\$
Low	General media advertising / promotion	\$
	Purchase of information material	\$
	Other (specify)	\$
	TOTAL funding requested from Canadian Environmental Assessment Agency**	\$

* Includes up to maximum of 20% in benefits

** If the Total funding requested from the Canadian Environmental Assessment Agency is \$20,000 or more please complete and sign the Declaration Form (Amounts Owing in Default to the Government of Canada) included in this Application.

For each expense, please provide the following additional information to support the Applicant’s request:

You may use the space below to respond to the requirements of the budget breakdown. If further space is needed, please feel free to expand the tables and/or space provided and/or add additional sheets.

Professional fees:

*(for experts - see specific category for **legal fees and staff salaries**).*

Example format

Consultant name	Name of firm or company	Assigned work related to the environmental assessment	Number of hours or days	Per diem (\$)	Estimated costs (\$)
John Doe	ABC Consultants	Review of the EIS	5 days	\$500/day	\$2,500

Consultant name	Name of firm or company	Assigned work related to the environmental assessment	Number of hours or days	Per diem (\$)	Estimated costs (\$)

Additional supporting information:

For each **expert (consultant)**, provide:

- a statement that the individual will be working on activities related to the participation in the environmental assessment;
- a brief explanation of the individuals’ expertise or contribution and the direct relevance of this expertise or contribution to the environmental assessment; and
- justification of *per diem* rate.

Travel expenses:

Travel expenses must be reasonable and in accordance with federal government travel directives. Please refer to the Treasury Board web site for these directives (www.tbs-sct.gc.ca/hr-rh/gtla-vgcl/index_e.asp).

Example format

Name of traveler	Reason for travel	Destination and duration	Transportation and estimated costs (\$)	Accommodation and estimated cost (\$)	Per diem of meal allowance and Incidentals	Estimated costs (\$)
John Doe	To attend hearings	Edmonton for 5 days	Air (est. \$600) and taxi (est. \$50) = \$650	Hotel \$150/night for 4 nights = \$600	\$85 per day for 5 days = \$425	\$1,675

Name of traveler	Reason for travel	Destination and duration	Transportation and estimated costs (\$)	Accommodation and estimated cost (\$)	Per diem of meal allowance and incidentals	Estimated costs (\$)

Additional supporting information:

For each **Named traveler**, provide:

- an explanation of why the traveler must travel to the event; and
- if applicable, why more than one person is needed to represent the Applicant.

Honoraria for Elders and Chiefs to attend meetings and functions:

Includes *per diem* fees or honoraria for Elders and/or Chiefs

Example format

Name and title	Type of meeting/function	Number of hours or days	Rate of honoraria (\$ per hr or day)	Estimated costs (\$)
John Doe, Community Elder	Community meeting to gather information	2 days	\$150/day	\$300

Annex C: Participant Funding Application (STEP 3 – Funding Request)

Name and title	Type of meeting / function	Number of hours or days	Rate of honoraria (\$ per hour or day)	Estimated costs (\$)

Ceremonial offerings:

For each **ceremonial offering** provide:

- describe the purpose of the ceremonial offering and its relation to the environmental assessment; and
- list all expenses associated to the offering.

Administrative and reporting costs:

For each **administrative and reporting cost**, provide (as applicable):

- Expenses related to bookkeeping,
- Expenses related to accounting,
- Expenses related reporting to the Canadian Environmental Assessment Agency on deliverables,
- Expenses related to interfacing with the Canadian Environmental Assessment Agency on requests for payment.

Other expenses related to local collection/distribution of information*:

This category covers costs of activities related to collecting and/or distributing relevant information to specific local groups, such as community residents, Aboriginal community members or an organization’s membership.

**Note: this should include those expenses not covered by existing categories of expenses.*

For each **expense related to local collection/distribution of information**, provide:

- A brief explanation of the need to collect or distribute the information and of the proposed local target group, and how this action will contribute to the objectives of the environmental assessment;
 - Details on the proposed approach and costs.
-

Office supplies / telephone charges:

*(expenses must be related to the review process)***

*** Any operations and maintenance expenses that do not support the Applicant's participation in the environmental assessment, including normal office supplies and overhead, are not eligible for funding under the Program.*

- small purchases of supplies (e.g., paper, stationary, printer/fax ink cartridges);
 - long distance charges, extra phone line charges, internet charges;
 - rental of large office equipment (printers, faxes, scanners, laptop and/or desktop computers);
 - (The purchase of equipment is not to be considered an eligible expense.).
-

Rental of office space / meeting rooms:

*(external to the Applicant's current existing facility)****

**** Any operations and maintenance expenses that do not support the Applicant's participation in the environmental assessment, including normal office supplies and overhead, are not eligible for funding under the Program.*

For each **rental**, provide:

- number of hours or days and daily or hourly rental rates;
- costs for flip charts / rental of audio-visual equipment;
- summary on the need to rent the facility(ies);
- details on the event for which the office or meeting room is being rented.

(Note: Identifying a rental charge for using the Applicant's own facility does not constitute an eligible expense.)

Staff salaries:

(for consultation or participation coordinator and/or other than consultation or participation coordinator)

Example format

Name of employee	Duties related to the environmental assessment	Number of hours or days	Rate of pay (\$)	Benefits (% of salary)	Estimated costs (\$)
John Doe	Review of the EIS	5 days	\$250/day	20%	\$1,500

Name of Employee	Duties related to the environmental assessment	Number of hours or days	Rate of pay (\$)	Benefits (% of salary)	Estimated costs (\$)

By signing the Certification Form at the end of the application, the Applicant confirms that the requested funds for salaries are designated solely for time the individual dedicates to preparation for and participation in the environmental assessment. If the Certification Form is not signed the funding application will not be considered.

Legal fees:

Example format

Name of legal expert and firm	Nature of work and its pertinence to the environmental assessment	<i>Per diem</i>	Estimated number of days	Rate of pay (\$)	Estimated costs (\$)
John Doe, Doe & Associates LLP	Provide representation at the Panel Hearings	\$500	5 days	\$500/day	\$2,500

Name of legal expert and firm	Nature of work and its pertinence to the environmental assessment	<i>Per diem</i>	Estimated number of days	Rate of pay (\$)	Estimated costs (\$)

Additional supporting information:

An explanation of why legal research or representation is important to the Applicant's participation in the environmental assessment.

For each **legal expert**, provide:

- a brief explanation of the individual's expertise;
 - direct relevance of this expertise to the environmental assessment;
 - justification of *per diem* rate; and related expenses.
-

General media advertising / promotion:

Covers advertising for the purpose of publicizing the Applicant's meetings and activities related to the environmental assessment (e.g., posters and newspaper advertisements).

Purchase of information material:

Covers the cost of materials relevant to the Applicant's participation in the environmental assessment. This material is otherwise not available free of charge from the proponent, responsible authority, Agency, review panel or other party (e.g., maps, documents and reports).

Other expenses associated with the Applicant's proposed activities (please specify):

Expenses needed to support the Applicant's participation in the environmental assessment that are not covered by any of the other categories may be covered by this category.

How did the Applicant learn about the availability of Participant funding for this project? (Please check all that apply)

- Government of Canada
- Government of Canada notice in newspaper
- Newspaper articles/editorials
- Agency Web site
- Consulting Canadians Web site
- Other Web sites
- Regional Agency office
- E-mail to the Applicant's organization
- Direct mail to the Applicant's organization
- Radio broadcast
- Word of mouth
- Other (please specify): _____



Appendix A: Participant Funding Program

Application for Funding: Certification Form

Certification and Consent:

I/we hereby certify that the information I/we have provided in the attached *Participant Funding Program Application for Funding under the Regular Funding Envelope* (“the Application”) and all supporting documentation is true, accurate and complete in every respect. I/we understand that if any information provided in the Application is false or misleading, the Applicant may be denied funding under the Canadian Environmental Assessment’s Participant Funding Program or may be required to re-pay all or some of the funding received under the Canadian Environmental Assessment’s Participant Funding Program.

In the event that a participant funding award is to be made based on the Application, I/we agree that no funding will be payable unless I/we sign the Canadian Environmental Assessment Agency's contribution agreement (the Agreement). I/we understand that any funding received will be subject to the terms and conditions of the Agreement. I/we understand that I was/we were entitled to review a copy of the Agreement before signing this application form.

I/we consent to the Canadian Environmental Assessment Agency providing a copy of the Application and of the Agreement (once signed by me/us and by the Canadian Environmental Assessment Agency) to any person(s) that the Canadian Environmental Assessment Agency deems appropriate in the circumstances. I/we further consent to the Canadian Environmental Assessment Agency making copies of any written submissions during the environmental assessment process, by me/us or by the Applicant that I/we represent and to use those copies for purposes related to the administration of the *Canadian Environmental Assessment Act*. The information collected will be subject to the *Access to Information Act and Privacy Act*.

By signing this Certification Form, I/we acknowledge that I/we have read, understood and agree to the Application. I/we declare that I am/we are duly authorized to agree to make this application on behalf of the Applicant named in this application.

Name

Title

Authorized signature

Date



160 Elgin St., 22nd floor
Ottawa ON K1A 0H3

160, rue Elgin, 22^e étage
Ottawa ON K1A 0H3

Appendix B - Declaration Form- Amounts Owing in Default to the Government of Canada

Note: Completion of this Declaration Form is required only if the amount of funding requested from the Canadian Environmental Assessment Agency is \$20,000 or more.

Instructions:

The information provided below is collected in accordance with the Treasury Board Policy on Transfer Payments (pursuant to section 7 of the *Financial Administration Act*).

Failure to complete this section may result in denial of funding.

Does the Applicant owe any amounts that are in default to the Government of Canada under legislation or contribution agreements?

Yes

No

If yes, please complete the following chart:

Amounts in default owing	Nature of the amount in default owed (taxes, penalties, overpayments)	Name of government department or agency
\$		
\$		
\$		
\$		

I/we hereby certify that the information I/we have provided in this Declaration Form is accurate to the best of my/our knowledge.

Name

Title

Authorized signature

Date



Canadian Environmental
Assessment Agency

Agence canadienne
d'évaluation environnementale

160 Elgin St., 22nd floor
Ottawa ON K1A 0H3

160, rue Elgin, 22^e étage
Ottawa ON K1A 0H3

Appendix C- Consent Form to Participate in Participant Funding Program Surveys

I/we consent that a Participant Funding Program Satisfaction Survey be sent by the Canadian Environmental Assessment Agency with the final payment. This survey is intended to collect quantitative and qualitative information on the objectives of the Program. The data collected will help track client expectations and satisfaction with the procedural components of the Program. It will also help evaluate any changes made to program procedures and help measure the effectiveness of the funding process. Results of the survey contribute to the Program's evaluation and may be included in the Canadian Environmental Assessment Agency's annual Departmental Performance Report.

The information collected will be subject to the Access to Information Act and the Privacy Act.

Name

Title

Authorized signature

Date
