

Participant Funding Program Application Form

Impact Assessment Agency of Canada

For your convenience, this application form covers the funding opportunities currently available for the two active federal assessments:

- Marten Falls Community Access Road Project Impact Assessment
- Webequie Supply Road Project Impact Assessment

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1. Assessment(s) Covered by Application

Select the checkboxes that identify the federal assessment(s) covered by this application for participant funding. NB: Your funding request will be reviewed by the responsible federal government contact and the funding decision will be communicated to you by the same responsible contact.

- Impact Assessment of the Marten Falls Community Access Road Project
- Impact Assessment of the Webequie Supply Road Project

2. Applicant

Provide the information of the applicant.

Name of legal entity applying for funding		
Mailing address		
City/Town	Province/Territory	Postal code
Email	Website address	
Telephone number	Fax number	

3. Application Contact Person

Provide the name and information of the contact person(s) in the event there are questions about this application.

Name of the contact person		
Mailing address (if different than in section 1 above)		
City/Town	Province/Territory	Postal code
Email	Website address	
Telephone number	Fax number	
Official language of correspondence: English <input type="checkbox"/> French <input type="checkbox"/>		

4. Applicant Type and Information

a) Select the box that applies to the Applicant.

individual

incorporated not-for-profit organization

Provide the name of the federal, provincial or territorial legislation through which the group or organization was incorporated, and the corresponding incorporation number:

Federal/Provincial or Territorial Jurisdiction	Incorporation Number

unincorporated association, group or organization

Provide the name of the individual, incorporated not-for-profit organization, Band, Indigenous government or trust or limited partnership that is applying on behalf the unincorporated association, group or organization:

Band (as defined in the *Indian Act*)

Indigenous government created from a self-government agreement

Trust or limited partnership

b) Government Sales Taxes / Harmonized Sales Tax Rebate (GST/HST)

Does the group or organization receive a rebate for GST/HST? **Yes** **No** **If yes, please provide:**

Business Identification Number (BIN) (Canada Revenue Agency)	
GST/HST rebate number (#)	
GST/HST rebate percentage (%)	

c) What Needs to be Included in a Resolution

You must provide a valid signed resolution (corporate or Band Council) or document authorizing the Applicant to act on behalf of their organization or group for the purpose of this application and, if successful, a Contribution Agreement. This must be provided at the same time as your application or within two weeks of submitting your application to the Agency.

(Please note that if you have a Master Contribution Agreement with the Agency, you do not have to provide a BCR.)

Refer to [Appendix A](#) for information on what needs to be included in a valid signed resolution.

5. Eligibility Criteria

a) Select all eligible categories that apply:

have a direct, local interest in the assessment, such as living or owning property in the assessment area. Please identify which assessment(s) this eligibility criteria applies to in the space below;

have community knowledge or Indigenous traditional knowledge relevant to the assessment. Please identify which assessment(s) this eligibility criteria applies to in the space below;

provide information or views relevant to the anticipated health, social, economic or environmental effects that may be considered in the assessment. Please identify which assessment(s) this eligibility criteria applies to in the space below;

have an interest in the potential impacts of the projects on treaty lands, settlement lands or traditional territories and/or related claims and rights. Please identify which assessment(s) this eligibility criteria applies to in the space below.

- b) Describe your interest in the impact assessment of the proposed **Marten Falls Community Access Road Project**.
- c) Describe your interest in the impact assessment of the proposed **Webequie Supply Road Project**.

6. Administrative Information

a) Partnerships

Are you submitting this application in partnership with any other groups or organizations in order to maximize the use of resources?

- Yes** **No** **If yes, describe the partnership and the organizations or groups involved.**

b) Information about other government sources of funding

*The Participant Funding Program (PFP) has a 'stacking limit', that is, a maximum permitted amount of combined funding from **federal, provincial, territorial and municipal governments** for participation in any one assessment or associated Crown consultation activities. Combined funding from governments to a recipient for participation in an assessment or Crown consultation activities cannot exceed 100% of eligible costs. The Agency uses the information provided by a successful applicant in the application and in the Detailed Financial Reports to verify that a successful applicant's funding request and Detailed Financial Report conforms to this stacking limit. If the stacking limit is exceeded, the Agency will adjust its level of contribution, and if necessary, seek reimbursement so that the stacking limit is not exceeded. A paragraph regarding the stacking limit forms part of the PFP's Contribution Agreement with a successful applicant.*

- i. Has your group or organization applied for funds from any other government source(s) to participate in the impact assessment of these proposed projects?
 Yes **No** **If yes, identify the government source(s) and amount of funding the group or organization has received or will be receiving in relation to the proposed project(s).**
- ii. Has your group or organization received any funding from the Impact Assessment Agency of Canada for other assessment(s)?
 Yes **No** **If yes, provide the name(s) of the assessments(s).**

7. Public Participation Opportunities

You must provide details on the activities and expenses that you plan on doing, as well as your funding request for these activities and expenses during your participation in the impact assessment process.

Only complete the sections that you will use in each of the participation opportunities. Refer to [Appendix B](#) for further details.

Note: *If your funding request is successful, it will be important to keep all invoices and receipts accounting for your approved expenses. You may need to provide these to request payment.*

The application review and decision process can take up to 45 days after the application deadline. If you are successful in receiving funding, you cannot request payment for any work done before a Contribution Agreement, Master and Schedule is fully signed by all parties.

8. Marten Falls Community Access Road Project

Participation Opportunity #1: You must review and provide comments to the Agency on the Impact Statement

Using the following table, indicate your funding request and explain how your proposed funding will be spent. (Refer to [Appendix B](#) for information on each [expense category](#), [examples of activities](#) and an [explanation of what is a draft Impact Assessment Report](#).)

Maximum funding available is \$XXX (tax included)		
Eligible expense category	Details on activities and expenses	Funding request (Tax included)
Reporting costs	<p>Expenses could include:</p> <p>Staff salaries If an employee of the applicant will coordinate or contribute to the Applicant's participation, provide the employee's name, his/her duties related to Opportunity #1, the daily or hourly rate of the employee and amount of time required for the activities to be undertaken. By signing the application, the applicant confirms that the requested funds for salaries are designated solely for time the individual dedicates to the preparation for and participation in Opportunity #1. Insert details here:</p> <p>Administrative costs and office supplies / telephone charges Expenses relating to administration and reporting on funding to the Agency. Note: Normal office supplies and overhead are not eligible for funding under the Program. Insert details here:</p> <p>Rental of office space / meeting rooms Must be external to the Applicant's existing facility. Provide details on the purpose for which the office or meeting room is being rented. Insert details here:</p> <p>Local collection/ distribution of information Explain the need to collect or distribute information. Indicate from and to whom the information will be distributed and collected. How this action will contribute to Opportunity #1. Insert details here:</p>	\$

	<p>General media advertising/ promotion</p> <p>Specify planned advertising for the purpose of publicizing the Applicant's meetings and activities related to Opportunity #1.</p> <p>Insert details here:</p> <p>Specify other expenses that are not covered by any of the other categories and that might be covered by this category.</p> <p>Insert details here:</p>	
<p>Professional services</p>	<p>Expenses could include:</p> <p>Professional fees (i.e. consultants)</p> <p>Identify the professional's name, expertise and contribution to Opportunity #1. Specify the daily or hourly rate and amount of time required for Opportunity #1.</p> <p>Insert details here:</p> <p>Legal fees</p> <p>Provide the legal advisor's name. Describe the nature of work and how it relates to Opportunity #1. Specify the daily or hourly rate and amount of time required for Opportunity #1.</p> <p>Insert details here:</p>	\$
<p>Travel expenses (in accordance with federal government travel directives)</p>	<p>Identify who will be travelling, the purpose of the travel and a breakdown of the travel expenses. Note: The breakdown of travel expenses should include start and end locations, mode of transportation, the number of kilometers travelled, the number of travel days, as well as the accommodation rate per night.</p> <p>Insert details here:</p>	\$
<p>Honoraria for elders and ceremonial offerings</p>	<p>Provide the names of the elders to receive honoraria, the honoraria rate, the nature of the meeting/function, and its contribution to Opportunity #1. Also, describe the purpose of the ceremonial offering, related to receiving traditional knowledge, and its relation to Opportunity #1.</p> <p>Insert details here:</p>	\$
<p>Total for Opportunity #1 (Cannot exceed maximum funding available: \$XXX tax included)</p>		\$

Participation Opportunity #2:

- **You must review and provide comments to the Agency on the draft Impact Assessment Report and potential conditions**
- **Collaboratively draft sections related to the assessment of impacts on the exercise of rights in the Impact Assessment Report**

Using the following table, indicate your funding request and explain how your proposed funding will be spent. (Refer to [Appendix B](#) for information on each [expense category](#), [examples of activities](#) and an [explanation of what is a draft Impact Assessment Report](#).)

Maximum funding available is \$XXX (tax included)		
Eligible expense category	Details on activities and expenses	Funding request (Tax included)
Reporting costs	<p>Expenses could include:</p> <p>Staff salaries If an employee of the applicant will coordinate or contribute to the Applicant's participation, provide the employee's name, his/her duties related to Opportunity #2, the daily or hourly rate of the employee and amount of time required for the activities to be undertaken. By signing the application, the applicant confirms that the requested funds for salaries are designated solely for time the individual dedicates to the preparation for and participation in Opportunity #2. Insert details here:</p> <p>Administrative costs and office supplies / telephone charges Expenses relating to administration and reporting on funding to the Agency. Note: Normal office supplies and overhead are not eligible for funding under the Program. Insert details here:</p> <p>Rental of office space / meeting rooms Must be external to the Applicant's existing facility. Provide details on the purpose for which the office or meeting room is being rented. Insert details here:</p> <p>Local collection/ distribution of information Explain the need to collect or distribute information. Indicate from and to whom the information will be distributed and collected. How this action will contribute to Opportunity #2. Insert details here:</p> <p>General media advertising/ promotion</p>	\$

	<p>Specify planned advertising for the purpose of publicizing the Applicant's meetings and activities related to Opportunity #2.</p> <p>Insert details here:</p>	
	<p>Specify other expenses that are not covered by any of the other categories and that might be covered by this category.</p> <p>Insert details here:</p>	
Professional services	<p>Expenses could include:</p> <p>Professional fees (i.e. consultants) Identify the professional's name, expertise and contribution to Opportunity #2. Specify the daily or hourly rate and amount of time required for Opportunity #2. Insert details here:</p> <p>Legal fees Provide the legal advisor's name. Describe the nature of work and how it relates to Opportunity #2. Specify the daily or hourly rate and amount of time required for Opportunity #2. Insert details here:</p>	\$
Travel expenses (in accordance with federal government travel directives)	<p>Identify who will be travelling, the purpose of the travel and a breakdown of the travel expenses. Note: The breakdown of travel expenses should include start and end locations, mode of transportation, the number of kilometers travelled, the number of travel days, as well as the accommodation rate per night. Insert details here:</p>	\$
Honoraria for elders and ceremonial offerings	<p>Provide the names of the elders to receive honoraria, the honoraria rate, the nature of the meeting/function, and its contribution to Opportunity #2. Also, describe the purpose of the ceremonial offering, related to receiving traditional knowledge, and its relation to Opportunity #2. Insert details here:</p>	\$
Total for Opportunity #2 (Cannot exceed maximum funding available: \$XXX tax included)		\$
Overall Total for Marten Falls Community Access Road Project (Cannot exceed maximum funding available: \$XXX tax included)		\$

Participation Opportunity #3: Travel expenses to attend Technical Working Group meetings

Maximum funding available is \$12,100 (tax included)		
Eligible expense category	Details on activities and expenses	Funding request (Tax included)
Travel expenses (in accordance with federal government travel directives)	Identify who will be travelling, the purpose of the travel and a breakdown of the travel expenses. Note: The breakdown of travel expenses should include start and end locations, mode of transportation, the number of kilometers travelled, the number of travel days, as well as the accommodation rate per night. Insert details here:	\$
Total for Opportunity #3 (Cannot exceed maximum funding available: \$12,100 tax included)		\$

9. Webequie Supply Road Project**Participation Opportunity #1: You must review and provide comments to the Agency on the Impact Statement**

Using the following table, indicate your funding request and explain how your proposed funding will be spent. (Refer to [Appendix B](#) for information on each [expense category](#), [examples of activities](#) and an [explanation of what is a draft Impact Assessment Report](#).)

Maximum funding available is \$XXX (tax included)		
Eligible expense category	Details on activities and expenses	Funding request (Tax included)
Reporting costs	Expenses could include: Staff salaries If an employee of the applicant will coordinate or contribute to the Applicant's participation, provide the employee's name, his/her duties related to Opportunity #1, the daily or hourly rate of the employee and amount of time required for the activities to be undertaken. By signing the application, the applicant confirms that the requested funds for salaries are designated solely for time the individual dedicates to the preparation for and participation in Opportunity #1. Insert details here: Administrative costs and office supplies / telephone charges Expenses relating to administration and reporting on funding to the Agency. Note: Normal office supplies and overhead are not eligible for funding under the Program. Insert details here: Rental of office space / meeting rooms	\$

	<p>Must be external to the Applicant’s existing facility. Provide details on the purpose for which the office or meeting room is being rented. Insert details here:</p> <p>Local collection/ distribution of information Explain the need to collect or distribute information. Indicate from and to whom the information will be distributed and collected. How this action will contribute to Opportunity #1. Insert details here:</p> <p>General media advertising/ promotion Specify planned advertising for the purpose of publicizing the Applicant’s meetings and activities related to Opportunity #1. Insert details here:</p> <p>Specify other expenses that are not covered by any of the other categories and that might be covered by this category. Insert details here:</p>	
<p>Professional services</p>	<p>Expenses could include:</p> <p>Professional fees (i.e. consultants) Identify the professional’s name, expertise and contribution to Opportunity #1. Specify the daily or hourly rate and amount of time required for Opportunity #1. Insert details here:</p> <p>Legal fees Provide the legal advisor’s name. Describe the nature of work and how it relates to Opportunity #1. Specify the daily or hourly rate and amount of time required for Opportunity #1. Insert details here:</p>	<p>\$</p>

Travel expenses (in accordance with federal government travel directives)	Identify who will be travelling, the purpose of the travel and a breakdown of the travel expenses. Note: The breakdown of travel expenses should include start and end locations, mode of transportation, the number of kilometers travelled, the number of travel days, as well as the accommodation rate per night. Insert details here:	\$
Honoraria for elders and ceremonial offerings	Provide the names of the elders to receive honoraria, the honoraria rate, the nature of the meeting/function, and its contribution to Opportunity #1. Also, describe the purpose of the ceremonial offering, related to receiving traditional knowledge, and its relation to Opportunity #1. Insert details here:	\$
Total for Opportunity #1 (Cannot exceed maximum funding available: \$XXX tax included)		\$

Participation Opportunity #2:

- **You must review and provide comments to the Agency on the draft Impact Assessment Report and potential conditions**
- **Collaboratively draft sections related to the assessment of impacts on the exercise of rights in the Impact Assessment Report**

Using the following table, indicate your funding request and explain how your proposed funding will be spent. (Refer to [Appendix B](#) for information on each [expense category](#), [examples of activities](#) and an [explanation of what is a draft Impact Assessment Report](#).)

Maximum funding available is \$XXX (tax included)		
Eligible expense category	Details on activities and expenses	Funding request (Tax included)
Reporting costs	Expenses could include: Staff salaries If an employee of the applicant will coordinate or contribute to the Applicant's participation, provide the employee's name, his/her duties related to Opportunity #2, the daily or hourly rate of the employee and amount of time required for the activities to be undertaken. By signing the application, the applicant confirms that the requested funds for salaries are designated solely for time the individual dedicates to the preparation for and participation in Opportunity #2. Insert details here: Administrative costs and office supplies / telephone charges Expenses relating to administration and reporting on funding to the Agency. Note: Normal office supplies and overhead are not eligible for funding under the Program.	\$

	<p>Insert details here:</p> <p>Rental of office space / meeting rooms</p> <p>Must be external to the Applicant’s existing facility. Provide details on the purpose for which the office or meeting room is being rented.</p> <p>Insert details here:</p> <p>Local collection/ distribution of information</p> <p>Explain the need to collect or distribute information. Indicate from and to whom the information will be distributed and collected. How this action will contribute to Opportunity #2.</p> <p>Insert details here:</p> <p>General media advertising/ promotion</p> <p>Specify planned advertising for the purpose of publicizing the Applicant’s meetings and activities related to Opportunity #2.</p> <p>Insert details here:</p> <p>Specify other expenses that are not covered by any of the other categories and that might be covered by this category.</p> <p>Insert details here:</p>	
<p>Professional services</p>	<p>Expenses could include:</p> <p>Professional fees (i.e. consultants) Identify the professional’s name, expertise and contribution to Opportunity #2. Specify the daily or hourly rate and amount of time required for Opportunity #2.</p> <p>Insert details here:</p> <p>Legal fees Provide the legal advisor’s name. Describe the nature of work and how it relates to Opportunity #2. Specify the daily or hourly rate and amount of time required for Opportunity #2.</p> <p>Insert details here:</p>	<p>\$</p>

Travel expenses (in accordance with federal government travel directives)	Identify who will be travelling, the purpose of the travel and a breakdown of the travel expenses. Note: The breakdown of travel expenses should include start and end locations, mode of transportation, the number of kilometers travelled, the number of travel days, as well as the accommodation rate per night. Insert details here:	\$
Honoraria for elders and ceremonial offerings	Provide the names of the elders to receive honoraria, the honoraria rate, the nature of the meeting/function, and its contribution to Opportunity #2. Also, describe the purpose of the ceremonial offering, related to receiving traditional knowledge, and its relation to Opportunity #2. Insert details here:	\$
Total for Opportunity #2 (Cannot exceed maximum funding available: \$XXX tax included)		\$
Overall Total for Webequie Supply Road Project (Cannot exceed maximum funding available: \$XXX tax included)		\$

Participation Opportunity #3: Travel expenses to attend Technical Working Group meetings

Maximum funding available is \$12,100 (tax included)		
Eligible expense category	Details on activities and expenses	Funding request (Tax included)
Travel expenses (in accordance with federal government travel directives)	Identify who will be travelling, the purpose of the travel and a breakdown of the travel expenses. Note: The breakdown of travel expenses should include start and end locations, mode of transportation, the number of kilometers travelled, the number of travel days, as well as the accommodation rate per night. Insert details here:	\$
Total for Opportunity #3 (Cannot exceed maximum funding available: \$12,100 tax included)		\$

10. Certification Declaration

I/we hereby certify that the information provided in the attached Participant Funding Program Application for Funding (the Application) and all supporting documentation is true, accurate and complete. I/we understand that if any information provided in the Application is false or misleading, the applicant may be denied funding or may be required to reimburse all or part of funding received.

I agree that **the information provided in this application is accurate to the best of my knowledge.**

Given Name	Family Name	Title	Date: (YYYYMMDD)
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Supporting documents

List the supporting documents submitted with this application in the following table:

Type of Supporting Document (i.e., resolution)	Name of Supporting Document	Method of Submission (mail, email)	Date of submission

Appendix A - What Needs to be Included in a Resolution

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

You must provide a valid signed resolution (corporate or Band Council) or document authorizing the Applicant to act on behalf of their organization for the purpose of the federal assessment(s) identified in this application and, if successful, a Master and Schedule, or Contribution Agreement.

A valid and signed resolution should include:

- The [Name of the governance body] (i.e. Board of Directors, Governing Council, Band Council, etc.):
- Authorize [Name of the applicant] to enter into a Contribution Agreement with the Impact Assessment Agency of Canada; and
- Designate the duly authorized signatory(ies) to be [enter name or names here], on behalf of [Name of the applicant], for the purposes of signing the application for funding, the Contribution Agreement, or any other documents required under the Contribution Agreement.

Note: *If the signing authority is given to more than one individual, please specify what documents each of the individuals is authorized to sign on behalf of the Applicant; and if more than one individual is designated to sign a specific document, please specify whether one signature would be sufficient or if each of the individuals must sign.*

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

Appendix B – Content and Expense Category Description

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What is an Impact Statement?

The Impact Statement is a detailed technical document that is prepared by the proponent as per the requirements set out in the Tailored Impact Statement Guidelines. The purpose of the Impact Statement is to identify and assess positive and negative impacts of the project, and propose measures to mitigate adverse effects and measures for a follow-up program to verify the accuracy of the assessment and the effectiveness of the mitigation measures.

Examples of activities to review the Impact Statement

The types of activities that may be necessary to review and provide comments on the Impact Statement include:

- reviewing the Impact Statement Summary or the Impact Statement and relevant documents;
- meeting with the Applicant's members to obtain their input on the Impact Statement Summary or the Impact Statement;
- preparing comments or a report on the Impact Statement Summary or the Impact Statement that will be provided to the Agency; and
- any other relevant activities associated with the review and comment on the Impact Statement Summary or the Impact Statement.

What is a Draft Impact Assessment Report and Draft Potential Conditions?

The draft Impact Assessment Report summarizes the Agency's analysis of the impact assessment process for a project, taking into consideration the information and analysis by the proponent, and the perspectives of federal authorities, Indigenous groups, the public and provincial, territorial and Indigenous jurisdictions. Once finalized, the Impact Assessment Report must provide sufficient information to the Minister of Environment and Climate Change or Cabinet to inform the public interest decision.

The Agency prepares draft potential conditions, which are the requirements included in a decision statement issued by the Minister of Environment and Climate Change with which the Proponent of the designated project must comply. These include mitigation measures and follow-up program requirements.

Examples of activities to review the Draft Impact Assessment Report and Draft Potential Conditions

The types of activities that may be necessary to review and provide comments on the draft Impact Assessment Report include:

- reviewing the draft Impact Assessment Report, draft potential conditions and relevant documents;

- meeting with the Applicant's members to obtain their input on the draft Impact Assessment Report and the draft potential conditions;
- preparing comments or a report on the draft Impact Assessment Report and draft potential conditions that will be provided to the Agency; and
- any other relevant activities associated with the review and comment on the draft Impact Assessment Report and draft potential conditions.

Expense Categories

Note:

If your funding request is successful, it will be important to keep all invoices and receipts accounting for your approved expenses. You will need these to request payment.

The application review and decision process can take up to 30 days after the application deadline. If you are successful in receiving funding, you cannot request payment for any work done before you sign a Contribution Agreement, or Master and Schedule with us and only work done after you sign an agreement with us is eligible for payment.

1. Reporting Costs

1.1. Staff salaries

The staff salaries category includes salaries and up to 20 percent in benefits of the salary amount requested of the participation coordinator and individuals employed by your organization or your Indigenous community for the purpose of researching and preparing materials related to your organization's or your Indigenous community's participation (e.g. research staff and secretariat services), providing that:

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

Note: *By signing the application, your organization or your Indigenous community confirms that the requested funds for salaries are designated solely for time the individual dedicates to the preparation for and participation in the impact assessment. For each individual, provide the employee's name and his/her duties related to your organization's or your Indigenous community's participation and which of the three circumstances listed above applies.*

1.2. Administrative costs and office supplies/ telephone charges

The administrative and reporting costs include costs associated with bookkeeping, accounting, and reporting to the Agency on deliverables related to your organization's or your Indigenous community's participation in the impact assessment. As well, this category includes costs related to interfacing with the Agency on requests for payments specific to your organization's or your Indigenous community's participation in the impact assessment.

Any administrative and reporting expenses that do not support your organization's or your Indigenous community's participation in the impact assessment, including normal bookkeeping and accounting, are not eligible for funding under the Program.

The costs of office supplies include costs which are important to support your organization's or your Indigenous community's participation in the impact assessment, for example photocopying, postage and telephone charges.

Any operations and maintenance expenses that do not support your organization's or your Indigenous community's participation in the impact assessment, including normal supplies and overhead costs, are not eligible for funding under the Program.

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

1.3. Rental of Office space and meeting rooms

The rental of office space and meeting rooms category includes costs associated with renting an office space, meeting rooms and office equipment that directly relates to your organization's or your Indigenous community's participation in the impact assessment.

Any operations and maintenance expenses that do not support your organization's or your Indigenous community's participation in the impact assessment, including normal rent and overhead, are not eligible for funding under the Program.

Describe the need to rent the facilities and provide details on the event and rental costs.

1.4. Local collection or distribution of information (excluding general media advertising and promotion)

The collection or distribution of information category is specifically for costs associated with gathering information and concerns from your organization's membership or your Indigenous community members as well as sharing relevant information related to the impact assessment with your membership or members.

Provide a brief explanation of the need to collect or distribute the information. Indicate from and to whom the information will be distributed and collected. Explain how this action will contribute to the objectives of the impact assessment.

1.5. General media advertising and promotion

The general media advertising and promotion covers advertising and publication costs for meetings held by your organization or your Indigenous community specifically for your membership or your members with the purpose of gathering their input and concerns as well as sharing relevant information related to the impact assessment. Examples of costs covered in this category include posters and newspaper advertisements.

The advisement and promotion of your organization's or your Indigenous community's meetings must have a specific purpose not already addressed by other parties involved in the impact assessment responsible for promoting awareness of the impact assessment and public participation opportunities (e.g. Agency or proponent).

Provide a brief explanation of how this action will contribute to the objectives of the impact assessment and the intended audience.

1.6. Other expenses

Any other expense item that your organization or your Indigenous community believe is needed to support your participation in the impact assessment may possibly be covered by the other expense categories, subject to approval by the Agency.

The request must be supported by a clear explanation of how this item or action will contribute to the objectives of your organization's or your Indigenous community's participation in the impact assessment.

2. Professional services

2.1. Professional fees

The professional fees category includes the daily rates and expenses for expert advice or assistance on environmental, technical or social issues relevant to the impact assessment.

For each expert, identify the individual's expertise and the relevance of this expertise to your organization's or your Indigenous community's participation.

2.2. Legal fees

The legal fees category includes the daily rates and expenses for expert legal advice or assistance directly related to your organization's or your Indigenous community's participation in the impact assessment. The costs for legal advice are eligible under the Program, but legal representation at public participation events is not encouraged.

Provide an explanation of why legal research or representation is important to your participation in the impact assessment.

Provide the name of a legal person/firm, nature of the work and its pertinence to the impact assessment.

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

3. Travel expenses

The travel expense category includes expenses related to travelling to attend public participation events held by the Agency as part of the impact assessment. Such expenses may include transportation, meals, lodging and incidentals. Travel expenses must be reasonable and in accordance with federal government travel directives.

Explain why travelling to the event is necessary, and if applicable, why more than one person is needed to represent your organization or your Indigenous community. Details should be provided regarding travel mode, accommodation and duration.

4. Honoraria for elders and ceremonial offerings

The honoraria for elders category includes the daily rates associated with your Indigenous community elders or traditional knowledge holders providing Indigenous traditional knowledge or community knowledge relevant to the impact assessment. The elders cannot be in receipt of any other salary or direct income for the activity for which an honorarium is claimed.

The ceremonial offering includes relevant costs associated with providing gifts, such as tobacco offered to elders or traditional knowledge holders, in recognition of having provided Indigenous traditional knowledge or community knowledge relevant to the impact assessment.

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

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

Appendix C - Checklist for Completing the Funding Application Form

- The complete application is submitted on or before the application deadline.
- Assessment(s) covered by this application has/ have been selected in Section 1 (Assessments Covered by Application).
- Section 3 (Applicant Contact Person) is complete.
- A category in Section 4 (Applicant Type and Information) has been selected.
- If the Applicant represents an unincorporated organization or Indigenous group, supporting documentation (resolution) identifying the Applicant as the representative of the organization or group is attached to the application.
- Section 5 (Eligibility Criteria) is complete.
- Section 6 (Administrative Information) is complete.
- Section 7 (Public Participation Opportunities) is complete for each participation opportunity by indicating your funding request and explaining how your proposed funding will be spent.
- The funding requested in Section 7 (Public Participation Opportunities) does not exceed the maximum funding available for each Participation Opportunity.
- There are no calculation errors in the budget and supporting information is provided corresponding with the detailed budget breakdown.
- Budget calculations are clearly explained where appropriate (e.g. daily/salary rates, number of hours).
- A signed resolution is attached to this application or will be provided to the Agency within two weeks of submitting this application.
- Section 10 (Certification Declaration) is complete.

Submit the completed form to the Agency at iaac.FP-PAF.aeic@canada.ca.