

# **Participant Funding Guide and Application Form for the Giant Mine Remediation Environmental Assessment**

# **PART 1**

## **OVERVIEW OF PARTICIPANT FUNDING**

### **1.1 Guide Overview**

#### **Purpose of the guide**

This guide has been prepared to provide:

- an overview of the objectives and operations of participant funding for the Giant Mine Remediation Environmental Assessment; and
- step-by-step guidance on applying for participant funding for the Giant Mine Remediation Environmental Assessment.

#### **Intended users of the guide**

This guide is intended for individuals and organizations interested in applying for participant funding for the Environmental Assessment (EA) of the Giant Mine Remediation Plan by the Mackenzie Valley Environmental Impact Review Board (the Board). It will also help guide the Funding Review Committee (see section 1.5) in making recommendations regarding the allocation of funding to each individual and organization.

#### **Contents of the guide**

This guide contains the following main parts:

- Part 1. Overview of Participant Funding
- Part 2. How to Complete Your Application Form
- Annex A: Participant Funding Application Form

#### **Limits to funding**

Financial contributions are for a recipient's participation in the Giant Mine Remediation EA. It is not meant to cover all expenses incurred by the participant throughout the process. 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.

### **1.2 When Is Funding Available?**

Participant funding is available when a development is being assessed under the *Mackenzie Valley Resource Management Act* and is undergoing:

- an environmental assessment by the Board, or
  - an environmental impact review by a panel of the Board
- and
- The Minister of Indian Affairs and Northern Development has announced the availability of participant funding for that development.

In the case of the EA of the Giant Mine Remediation Plan, the Minister has determined that funding is available for the review of the Developer's Assessment Report.

### **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. Only parties who can demonstrate that they meet at least one of the following criteria are eligible to apply:

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

#### **Parties ineligible for funding**

Individuals, groups and organizations are ineligible for participant funding if they:

- are a for-profit organization;
- have a direct commercial interest in the development; 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 EA.

### **1.4 What Activities May Be Funded?**

#### **EA activities eligible for funding**

The following activities may be funded for the EA of the Giant Mine Remediation Plan:

- reviewing the Developer's Assessment Report submitted by the developer;
- preparing information requests and participating in any technical sessions and meetings;
- preparing for and participating in the pre-hearing conference;
- preparing technical reports; and
- participating in the public hearing.

In reviewing applications, the Funding Review Committee will assess whether the proposed activities are relevant to the stages of the EA for which funding is requested.

**EA activities ineligible for funding**

Participant funding will not fund activities that duplicate services, studies or written materials being funded by other public or private sources. This includes information prepared by government departments or agencies, the developer, or the Board.

**1.5 What Expenses May Be Funded?****Expenses eligible for funding**

The following expenses may be funded (for more detailed guidance on eligible expenses, see section 2.3 of this guide and the Application Form included in Annex A):

- 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);
- general media advertising/promotion;
- administrative and reporting costs; and
- purchase of information material.

**Prioritizing expenses**

In reviewing applications, the Funding Review 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 Part 2, section 2.3 *Funding Request* of this guide for further details.

**Expenses ineligible for funding**

General operations and maintenance expenses for the individual or organization are not eligible for participant funding, although some incremental costs associated with participation in the assessment may be eligible. Staff salaries are covered only if certain conditions are met. For details, please see section 2.3.

**Public notice announcing participant funding**

The public is notified about the availability of funding. The notice provides the following information:

- a brief description of the development;
- the purpose of the participant funding;

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

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**Public notice announcing participant funding**

The public is notified about the availability of funding. The notice provides the following information:

- a brief description of the development;
- the purpose of the participant funding;



- the stages of the EA for which funding will be made available;
- the total amount of funding available;
- the role of the Funding Review Committee;
- the deadline for applications; and
- how to obtain this guide and application forms.

### **Submitting a funding application form**

To apply for participant funding, an application form must be completed. The participant funding application form is available in Annex A of this guide. The deadline for applications is identified in the public notice announcing the availability of participant funding for the Giant Mine Remediation EA.

### **Establishment of Funding Review Committee**

A Funding Review Committee (the Committee) is established to review all funding applications and recommend funding awards to the Assistant Deputy Minister of Indian Affairs and Northern Development – Northern Affairs.

The Committee is comprised of individuals who collectively offer:

- an understanding of the EA process, notably in terms of public participation; and
- an awareness of local conditions where the development is proposed.

Committee members must certify that they have no interests or stake in the development.

### **Allocation of funding and announcement of awards**

The Committee's recommendations are forwarded to the Assistant Deputy Minister of Indian Affairs and Northern Development – Northern Affairs, who makes the final decision regarding the allocation of available funds. As 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 may not be awarded funding, they can still participate in the EA.

### **Administration of Contribution Agreement**

When funding is approved, the applicant, or the applicant's designated representative(s), will be contacted by Indian and Northern Affairs Canada (INAC) to prepare 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. If the applicant fails to submit a Work Plan, INAC may choose not to prepare an Agreement and funds will not be awarded. The Agreement, signed by the recipient and INAC, will identify the terms and 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 INAC before making any modifications to the original Eligible Expenditures approved as part of the Agreement. INAC 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 INAC before payments can be made. The total amount claimed must remain within the level of award approved.

INAC 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. Financial statements may be required for all contributions.

## **PART 2**

# **HOW TO COMPLETE THE PARTICIPANT FUNDING APPLICATION FORM**

### **Purpose of Part 2**

Part 2 of this guide presents step-by-step instructions for completing the application form for participant funding found in Annex A.

### **Contents of Part 2**

This part contains the following sections:

- 2.1 Step 1: Applicant Information
- 2.2 Step 2: Proposed Participation
- 2.3 Step 3: Funding Request
- 2.4 How and Where to Submit Your Application
- 2.5 Checklist for Completing the Funding Application Form

### **Copy of the application form**

For a copy of the participant funding application form, please refer to Annex A.

## **2.1 Step 1: Applicant Information**

### **Purpose of Step 1**

The purpose of Step 1 is:

- to identify the Applicant, the development and the stage in the EA for which funding is requested; and
- to establish that the Applicant is eligible for participant funding

### **Identify your interest in the EA**

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

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

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

The Applicant must also be able to demonstrate they are not ineligible for funding by indicating they:

- are not a for-profit organization;
- do not have a direct commercial interest in the development; or
- do not represent another level of government, other than an Aboriginal government.

If the Applicant indicates any of these are the case, no further consideration will be given to the application.

#### **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, 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 INAC to provide copies of the completed application to members of the Funding Review Committee.

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

#### **Who can be an Applicant**

All Applicants for funding must have legal capacity to enter into contracts. This means 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 of 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 EA. 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 INAC.

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 INAC. This must also be conveyed to INAC in the supporting documentation with clear direction on which document(s) each person has authority to sign.

The Applicant must inform INAC 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.

**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 INAC.

**Duly Authorized Signatories (bands)**

If the Applicant is a band (as defined in the *Indian Act*), 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 INAC.

**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 INAC.

**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 INAC.

**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 INAC.

## **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
- identify how the applicant proposes to contribute to the EA (i.e. the applicant's interest in the EA and proposed objectives of participating).

### **Describe the Applicant's proposed contribution**

Provide a clear statement of why the applicant wants to participate in the EA. Describe the Applicant's interest in the development and how the Applicant's proposed objectives of participating in the EA will contribute to a better understanding of the potential environmental impacts of the development.

### **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* and with the stages of the EA for which funding is provided, as outlined in the public notice.

Note: Should funds be awarded, this list of proposed activities would form the basis for developing a Work Plan as part of the Agreement. The Work Plan must indicate the stages of the EA for which funding is being provided. 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*, below, for each stage of the EA.

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 for each stage of the EA.

### 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 participant funding seeks to support, such as specific expertise that can contribute to the EA. |
| 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, social or cultural issues relevant to the objectives of the EA. 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 EA;
- *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 EA. The individual cannot be in receipt of a salary or any other direct income for the time for which salary funding from INAC 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 EA;
- a brief explanation of the individual's expertise or contribution and the direct relevance of this expertise or contribution to the EA; 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**



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The travel expense category includes expenses related to travelling to attend public participation events held as part of the EA. Such expenses may include transportation, meals, lodging and incidentals.

*Supporting information requirements:*

- 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](http://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)**

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.

*Supporting information requirements:*

- 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 EA.
- Details should be provided on the proposed approach and costs.

**Honoraria for Elders and Chiefs**

The honoraria for Elders or Chiefs category includes *per diem* costs associated with providing Aboriginal traditional knowledge or community knowledge relevant to the EA. 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.

**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, 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 EA.
- For each legal expert, provide:





- a brief explanation of the individual's expertise and the direct relevance of this expertise to the EA;
- *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 EA.

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

#### ***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 EA.

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

#### ***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 EA (e.g., posters and newspaper advertisements). The advertising must have a specific purpose not already addressed by other parties involved in the EA responsible for promoting awareness of the assessment and public participation opportunities (e.g., the Board, government departments or agencies or the developer).

#### ***Supporting information requirements:***

- Provide a brief explanation of how this action will contribute to the objectives of the EA, 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 EA. This material is otherwise not available free of charge from the developer, government departments or agencies, the Board or other parties (e.g., maps, documents and reports).

***Supporting information requirements:***

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

**Other expenses**

Any other expense item that the applicant believes is needed to support participation in the EA 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 EA.

**Administrative and reporting costs**

These are expenses related to the applicant's bookkeeping, accounting, reporting to INAC on deliverables specific to the development for which funding is provided, and interfacing with INAC on requests for payment specific to the development for which funding is provided. Any administrative and reporting expenses that do not support the applicant's participation in the EA, including normal bookkeeping and accounting, are not eligible for funding.

***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 Indian and Northern Affairs Canada to the attention of Knute Hansen after completing all items in the checklist (Section 2.5).

Applications and supporting documentation must be received by INAC 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. If submitting a paper copy by regular mail, do not bind the paper copy or use cerlox bindings or duo-tangs.

**Send your documents to:**

Knute Hansen  
Resource Management Advisor  
Environment and Conservation  
Indian and Northern Affairs Canada  
10<sup>th</sup> Floor Bellanca Building  
Yellowknife, N.T. X1A 2R3

867-669-2824 (p)

867-669-2701 (f)

[Knute.hansen@inac.gc.ca](mailto:Knute.hansen@inac.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 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;
- ☐ 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 by stages of the EA process;
- ☐ Budget calculations are clearly explained where appropriate (e.g. per diems and 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 development indicated in the public announcement.

## **Annex A: Participant Funding Application Form**



## Participant Funding Application for the Giant Mine Remediation Environmental Assessment

Official Use Only  
Date Received:

***Please refer to Part 2 How to Complete the Participant Funding Application Form of the Participant Funding Guide and Application Form for the Giant Mine Remediation Environmental Assessment.***

Indicate for which stage of the environmental assessment of the proposed Development the Applicant (defined below) is seeking support:

- ☐ preparing information requests
- ☐ participating in technical sessions and meetings
- ☐ preparing for and participating in the pre-hearing conference
- ☐ preparing technical reports
- ☐ participating in the public hearing

### Step 1: Applicant Information

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

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 development, such as living or owning property in the development area
- ☐ have community knowledge or Aboriginal traditional knowledge relevant to the environmental assessment
- ☐ plan to provide expert information relevant to the anticipated environmental impacts of the development

Please provide sufficient information to demonstrate the above.

Parties that are not eligible to apply are (please check applicable boxes, if any):

- ☐ a for-profit organization
- ☐ have a direct commercial interest in the development
- ☐ represent another level of government, other than an Aboriginal government

The Applicant must have legal capacity to enter into contracts. Please complete the applicable box below (one of boxes A to F). If an individual, corporation, band (as defined in the *Indian Act*), Aboriginal government, or legal entity is applying on behalf of an unincorporated group or association please go to: **Box F**.

**A:** Name of individual applying for funding on his/her own behalf (hereinafter referred to as the "**Applicant**"): \_\_\_\_\_

**B:** Name of corporation applying for funding on its own behalf (hereinafter referred to as the "**Applicant**"): \_\_\_\_\_

Previous name(s) of the corporation: \_\_\_\_\_

Is the Applicant corporation an incorporated not-for-profit organization?

☐ Yes

☐ No

Name of federal, provincial or territorial statute pursuant to which the Applicant was incorporated: \_\_\_\_\_

Incorporation Number: \_\_\_\_\_

Federal Business Number: \_\_\_\_\_

Territorial / Provincial Business Number: \_\_\_\_\_

**C:** Name of band (as defined in the *Indian Act*) applying for funding on its own behalf\* (hereinafter referred to as the "**Applicant**")\*: \_\_\_\_\_

**D:** Name of Aboriginal government (created pursuant to self-government agreement) applying for funding on its own behalf\* (hereinafter referred to as the "**Applicant**")\*: \_\_\_\_\_

**E:** 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**");

Previous name(s) of the entity:

**F:** 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 (*Note: Applications will not be accepted from unincorporated associations or organizations in their own name*):

Previous name(s) of the entity:

Name of unincorporated association or organization for which funding is being sought:

Previous name(s) of the unincorporated association or organization:

If the Applicant is a corporation applying on behalf of an unincorporated association or organization please provide the following information:

Is the Applicant corporation an incorporated not-for-profit organization?

☐ Yes

☐ No

Name of federal, provincial or territorial statute pursuant to which the Applicant was incorporated:

Incorporation Number:

Federal Business Number:

Territorial / Provincial Business Number

**Applicant's mailing address:****Street Address or Box Number:****City/Town:****Territory / Province:****Postal Code:****Phone Number (with area code):****Fax Number (with area code):****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 Indian and Northern Affairs Canada.**

**A:** If the Applicant is an individual applying for funding on his/her own behalf, please, check the box below:

☐

(No further documentation is required at this time)

**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 Indian and Northern Affairs Canada:**

| 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 Indian and Northern Affairs Canada)

**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 Indian and Northern Affairs Canada:**

| 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 Indian and Northern Affairs Canada. 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 Indian and Northern Affairs Canada:**

| 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 Indian and Northern Affairs Canada.)

**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 Indian and Northern Affairs Canada:**

| 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 Indian and Northern Affairs Canada.)

**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 Indian and Northern Affairs Canada:

| 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 Indian and Northern Affairs Canada. 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:  
(if different from that provided for the Applicant above)

|                                |
|--------------------------------|
| Street Address or Box Number:  |
| City/Town:                     |
| Territory / Province:          |
| Postal Code:                   |
| Phone Number (with area code): |
| Fax Number (with area code):   |
| E-mail address:                |
| Web site address:              |

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 in these stages of the environmental assessment?

☐ Yes

☐ No

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

*Applicants are encouraged to explore other options for participant funding. Funding will not 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 interests and objectives with respect to the environmental assessment).

*Applicants are encouraged to develop partnerships with other individuals or organizations with similar interests and objectives to use available funding efficiently.*

## Step 2: Proposed Participation

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

1. The Applicant's interest in the environmental assessment of the Development and why the applicant wants to participate.

2. The Applicant's proposed objectives and how they will contribute to a better understanding of the potential environmental impacts of the Development.

3. The Applicant's proposed activities for which the Applicant is seeking funding (*Check as many boxes as required. Please ensure that it remains consistent with the stage for which the Applicant is requesting funding and the Applicant's stated objectives*)

- ☐ Hold workshop or training to ensure an understanding of the technical issues involved in the development;
- ☐ Hold meetings to collect local knowledge or Aboriginal traditional knowledge;
- ☐ Hold meetings to share information with community members;
- ☐ Review documentation relevant to the proposed development (relevant information may include, for example, previous environmental or scientific studies, development description, land use plans, etc.);
- ☐ Give information to or collect information from community members;
- ☐ Prepare information requests to submit to the Board;
- ☐ Prepare for and participate in technical meetings held by the Board;
- ☐ Participate in a pre-hearing conference assessment held by the Board;
- ☐ Review the Developer's Assessment Report;
- ☐ Conduct research and/or prepare technical reports to be submitted to the Board;
- ☐ Prepare for and participate in public hearings held by the Board;
- ☐ Other (please specify):

### Step 3: Funding Request

Please summarize the Applicant's request for funding of eligible expenses using the following table. Please use a separate table for each stage of the environmental assessment for which funding is being requested. See the public notice for information on the stages of the EA for which funding is available and Part 1 of the *Participant Funding Guide and Application Form for the Giant Mine Remediation Environmental Assessment* for information on the activities that may be funded. See Part 2 of the guide for additional information on each expense category and the stages of the EA for which funding is available.

| Priority                        | Expense Category   | Funding Requested |
|---------------------------------|--|-------------------|
| EA Stage:                       |  |                   |
| 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                               | \$                |
|                                 | 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)  | \$                |
| <b>TOTAL FUNDING REQUESTED:</b> |  | <b>\$</b>         |

\* Includes up to maximum of 20% in benefits

\*\* If the total funding requested 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**

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

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

***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.

**Staff salaries:**

(indicate if request is for participation coordinator and/or participation researcher)

**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.

**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 ([http://www.tbs-sct.gc.ca/pubs\\_pol/hrpubs/TBM\\_113/menu-travel-voyage-eng.asp](http://www.tbs-sct.gc.ca/pubs_pol/hrpubs/TBM_113/menu-travel-voyage-eng.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 | Yellowknife 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,<br>Community Elder | Community meeting to gather information | 2 days                  | \$150/day                            | \$300                |

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

**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 Indian and Northern Affairs Canada on deliverables, and

- Expenses related to interfacing with Indian and Northern Affairs Canada 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 environmental assessment. 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.*

- small purchases of supplies (e.g., paper, stationary, printer/fax ink cartridges);
- long distance charges, extra phone line charges, internet charges; and
- 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 or meeting room rental, are not eligible for funding.*

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.)*

Legal fees:

**Example format**

| Name of legal expert and firm  | Nature of work and its pertinence to the environmental assessment | Per diem | 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 | Per diem | 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 developer, government departments or agencies, the Board or other parties (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.*

**Application for Participant Funding: Certification Form  
Certification and Consent:**

I/we hereby certify that the information I/we have provided in the attached **Participant Funding Application for the Giant Mine Remediation Environmental Assessment** ("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 or may be required to re-pay all or some of the funding received from Indian and Northern Affairs Canada for participation in the Giant Mine Remediation environmental assessment.

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 a contribution agreement (the Agreement) with Indian and Northern Affairs Canada. I/we understand that any funding received will be subject to the terms and conditions of the Agreement.

I/we consent to Indian and Northern Affairs Canada providing a copy of the Application and of the Agreement (once signed by me/us and by Indian and Northern Affairs Canada) to any person(s) that Indian and Northern Affairs Canada deems appropriate in the circumstances.

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

**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 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

**Distribution List**

|                                    |                             |
|------------------------------------|-----------------------------|
| MVEIRB                             | 766-7074                    |
| City of Yellowknife                | 920-5649                    |
| Kevin O' Reilly                    | PO Box 444, Yellowknife, NT |
| Environment Canada                 | 873-8185                    |
| Department of Fisheries and Oceans | 669-4941                    |
| Government of the NWT – ENR        | 873-0638                    |
| Yellowknives Dene First Nation     | 873-5969                    |
| North Slave Métis Alliance         | 669-7442                    |
| Bob Bromley                        | 873-0276                    |