



Participant Funding Guide

Pine Point Mine Project

Northern Participant Funding Program

Fiscal Years: 2021-2022 and 2022-2023



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Purpose of this guide

This guide has been prepared by Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC), a federal department, with input from the Mackenzie Valley Environmental Impact Review Board (MVEIRB) for use by participants seeking funding to participate in MVEIRB's assessment of Pine Point Mining Limited's proposed Pine Point Mine Project under relevant provisions of the [*Mackenzie Valley Resource Management Act*](#).

CIRNAC staff is happy to provide advice on the program as you prepare your application, and we strongly recommend that you contact us at aadnc.aidefinanciereparticipants-participantfunding.aandc@canada.ca.

Funding is currently available for both the 2021-2022 and 2022-2023 fiscal years (starting April 1st, 2021, and ending March 31st 2023).

Intended users of this guide

This guide is intended for eligible individuals (see page 4) and organizations interested in participant funding to help them effectively participate in the MVEIRB process.

Content of this guide

This guide contains the following main parts:

- overview of participant funding for the assessment of the Pine Point Mine Project,
- application form, and
- guidance on how to complete your application.

Contact

For information about the Northern Participant Funding Program, please contact aadnc.aidefinanciereparticipants-participantfunding.aandc@canada.ca.



Overview of Participant Funding

What is Participant Funding?

CIRNAC's Northern Participant Funding Program supports effective public participation in impact assessments undertaken by the northern co-management boards in the territories. CIRNAC can only provide funding for projects in the three territories; projects in the provinces can be funded by the [Impact Assessment Agency](#), the [Canada Energy Regulator](#), or the [Canadian Nuclear Safety Commission](#).

Funding may be made available to Indigenous governments or groups, or other northerners interested in participating in the assessment. The funding can cover expenses to support participation such as the costs of conducting studies, travel costs and fees for experts. Please note that participant funding is limited and CIRNAC may not be able to cover all expenses incurred by the participant. In order to make best use of program dollars, we encourage every applicant to seek ways of collaborating with other affected parties as well as other sources of available funding.

How and When is Funding Available?

Participant funding will be made available to Indigenous governments or organizations and other northerners for the impact assessment of major resource development or regional infrastructure projects. Some of the factors considered in determining the application of the program include:

- the level of public interest;
- the scale, scope and complexity of the proposed project; and
- the extent of anticipated regional and transboundary impacts.

CIRNAC will announce the availability of participant funding for a project proposal undergoing an assessment at the earliest possible step in the assessment process.

Who is Eligible for Funding?

Participants eligible for funding are:

- Indigenous governments;
- First Nations;
- Inuit;
- Métis;
- Non-status Indigenous peoples;
- Indigenous organizations;
- Community groups;
- Incorporated not-for-profit organizations;
- Experts able to contribute specialized knowledge; and
- Other northern residents or interested affected parties



The Applicant must demonstrate that they meet **at least one** of the following criteria:

- have Indigenous or Traditional Knowledge, an Indigenous perspective, or community knowledge, relevant to the impact assessment;
- have an interest in potential impacts to Indigenous claims, rights, or title;
- plan to provide expert information relevant to the anticipated environmental impacts of the proposed development; or
- have a direct, local interest in the proposed development, such as living or owning property in the development area.

Parties Ineligible for Funding

Individuals and organizations are ineligible for participant funding if they:

- are the proponent of the Project, or are one of its subsidiary or parent organizations, or have direct or indirect holdings in the proponent's organization;
- are a for-profit organization;
- have a direct commercial interest in the proposed project; or
- represent another level of government, other than an Indigenous government (note: municipal governments may be eligible for funding under certain circumstances).

Although parties may be ineligible for participant funding, they may still be eligible to participate in the assessment, including formal registration as an intervener.

An exception to the restriction on funding groups with a direct commercial interest in a project will be considered if the applicant is an organization that represents Indigenous rights holders or an organization that has been designated any responsibility, power, function or authority under a historical treaty or modern land claim or self-government agreement.

If you have questions about eligibility please contact CIRNAC staff at aandc.aidefinanciereparticipants-participantfunding.aandc@canada.ca.

What Activities may be Funded?

The following activities may be considered for funding:

- technical reviews of information
- research
- data collection
- community meetings
- honoraria
- collection, translation, documentation or transmission of Indigenous knowledge
- preparation of submissions and presentations
- preparation of witnesses
- retention of experts, including legal representation



Activities Ineligible for Funding

Funding will not be provided for activities that duplicate services, studies, or written materials being funded by other public or private sources. This includes information prepared by the responsible authorities, proponent, or, in the case of the assessment, by the MVEIRB itself. Similarly, participant funding cannot pay multiple recipients for substantially identical products or services (for instance, the same report or study).

What expenses may be funded?

Eligible expenses include:

- travel expenses,
- professional fees (e.g. consultants, lawyers, Honoraria),
- non-core staff salaries,
- office supplies or telephone charges, and
- media advertising, and promotion.

Please note that core operations and maintenance expenses are not eligible for funding under participant funding.

How Does The Participant Funding Process Work?

Timing for Submitting Participant Funding Application

To apply for participant funding in the assessment of the proposed Pine Point Mine Project, an application form must be submitted to aadnc.aidefinancierparticipants-participantfunding.aandc@canada.ca no later than 11:59pm PST on Friday, March 26, 2021. The application form associated with the assessment process is available in Annex A of this guide, or by emailing aadnc.aidefinancierparticipants-participantfunding.aandc@canada.ca.

Establishment of Application Review Committee

An independent Application Review Committee will be established by CIRNAC to review applications for participant funding related to the assessment. The Application Review Committee will consist of a minimum of three individuals who have a reasonable knowledge of the project, are aware of the needs of interveners, and have no interests or stake in the project. The Application Review Committee will then work independently to review funding applications, identify groups whose contribution is important for the assessment of the proposed project, and recommend a level of funding required to facilitate their participation.

The Application Review Committee will consider all applications and recommend funding allocations to CIRNAC, with a justification for their recommendations.

Allocation of Funding and Announcement of Awards

The Application Review Committee's determinations and recommendations are forwarded to CIRNAC, who then determine final allocations and send a list of recipient and funding amounts to the MVEIRB. Subject to available funding and due



diligence—primarily ensuring that all activities and expenses are eligible—CIRNAC will generally base its decision on the Application Review Committee’s funding recommendations on who is to be funded. A justification will be documented for any departure from the Application Review committee’s recommendations. As funds are limited, some applicants may not be awarded funding, or may receive less than the amount for which they applied.

Upon receipt of the funding decision, the MVEIRB posts and distributes the list of successful applicants and amounts awarded on the MVEIRB public registry <https://reviewboard.ca/registry/>.

Administration of Funding Agreement

Funding is provided by way of a funding agreement, which:

- identifies the nature of the work to be funded,
- specifies conditions for payment, and
- indicates what reporting the recipient is to submit.

There are three funding approaches available for Indigenous recipients: Set, Fixed and Flexible; program officers and the recipient can discuss the appropriate approach when establishing funding agreements. Non-indigenous recipients are eligible for Set funding agreement. Each funding agreement includes certain terms and conditions as outlined in CIRNAC's national funding agreement models.

The main difference between the three funding approach is the ability to:

- carry forward funds to the next fiscal period,
- redirect funds to related activities; and,
- retain unexpended funds.

Further explanation of the funding approaches used by CIRNAC can be found at:

<https://www.aadnc-aandc.gc.ca/eng/1322746046651/1322746652148>

Under the funding agreement, the payment schedule will be based in part on the recipient’s work plan and cash-flow requirements.

Recipients are strongly advised to seek the approval of CIRNAC before making any changes to the original budget submitted with their applications.

As part of the funding agreement, recipients will have to submit an activity report and a financial report, which may need to be an audited financial statement.



Annex A: Participant Funding Application Form

When completing this application, please refer to “How to Complete Your Application Form” of the Participant Funding Guide.

CIRNAC staff is happy to provide advice on the program as you prepare your application, and we strongly recommend that you contact us at aadnc.aidefinancierparticipants-participantfunding.aandc@canada.ca.

Part A: Eligibility Checklist

Are you, your group, or the organization you represent a for-profit organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you, your group, or the organization you represent have a direct commercial interest in the development?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you, your group, or your organization represent another level of government, other than an Indigenous government?*	<input type="checkbox"/> Yes <input type="checkbox"/> No
*Under certain circumstances, municipal governments may be eligible. For more information, please email program staff at aadnc.aidefinancierparticipants-participantfunding.aandc@canada.ca .	

If the answer to any of the above questions is yes, you are **ineligible** for participant funding.

Do you have Indigenous or Traditional Knowledge, Indigenous perspective, or community knowledge, relevant to the impact assessment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the proposed project have potential impacts on your asserted claims, rights, or title?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you plan to provide expert information relevant to the anticipated environmental impacts of the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you have a direct, local interest in the development, such as living or owning property in the development area?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If the answer to any of the above questions is yes, you are **eligible** for participant funding.

Do you, your group, or the organization you represent have any personal, family, or business involvement with the project proponent, or any government departments or agencies involved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please explain (1 page maximum)	



Part B: Applicant Information

Participation in MVEIRB's assessment of Pine Point Mining Limited's proposed Pine Point project.

Organization Applicants

Name of Organization or Unincorporated Entity				
Mailing Address		City/Town	Territory	Postal Code
Telephone Number	Fax Number	Email Address		
How would you like to be contacted? <input type="checkbox"/> Email <input type="checkbox"/> Phone				
What unique perspective or role do you bring to the assessment of the project? (see Annex B for more information)				

Individual Applicants

Surname (Last name)		Full given names		
Mailing Address		City/Town	Territory	Postal Code
Telephone Number	Fax Number	Email Address		
How would you like to be contacted? <input type="checkbox"/> Email <input type="checkbox"/> Phone				
What unique perspective or role do you bring to the assessment of the project? (see Annex B for more information)				

Part C: Work Plan

Describe your proposed activities and objectives and how they will contribute to the MVEIRB's understanding of the anticipated effects of the project.
Will you be working with any other groups or organizations involved in the assessment or affected by the proposed project? If so, please list.



Part D: Expenses

Travel Expenses

Item	Description	Rate (\$/day, # of days, and # of people)	Estimated Cost
Transportation			
Accommodation			
Per diems*			
Other (please specify)			
Summarize the objective of travel			
No. of travelers			

*We can provide up to \$136.80/person/day in per diems, according to the [National Joint Council Travel Directive](#). (Note: these rates are updates every fiscal year April 1 and October 1)

Professional Fees (including legal experts and honoraria)

Type of professional	Other Expenses (e.g. travel or accomodations)	Fees or Rate (\$/day, # of days, and # of people)	Total Cost

Please note that the Northern Participant Funding Program no longer subjects Honoraria to a \$200 limit.

Staff Salaries

Position Title	Rate (\$/day, # of days, and # of people)	Total Cost

Office Supplies and Telephone Charges

Office Supplies and Telephone Supplies	Description	Rate (\$/day, # of days)	Total Cost



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Media, Advertising, and Promotion

Action/Item	Description	Rate (\$/day, # of days)	Total Cost

Other Expenses

Action/Item	Description	Rate (\$/day, # of days)	Total Cost

Part E: Other Funding Sources

<p>Have you applied or will be applying for funds from other sources to participate in the assessment process? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If yes, please specify funding level and the source.</p>
<p>Requested Funds for 2021-2022: _____</p> <p>Requested Funds for 2022-2023: _____</p> <p>Total Requested Funds*: _____</p> <p><i>*Please note that proposals can be funded up to \$150,000 per project per fiscal year (April 1st to March 31st).</i></p>

Collection and use of personal information are in accordance with the *Privacy Act*, R.S.C., 1985, c. P-21.

The information collected in this application may be used to make funding decisions, to establish and administer funding agreements, to evaluate and report on the program's activities, to inform program design and implementation, and to improve service delivery and program administration. Should you



decline to provide the information requested, the Department may be unable to assess the completeness, eligibility, or relevance of your applications, and may deem your application incomplete or reject it.

To support the purposes outlined above, the information collected in this report may be disclosed to other departments and agencies within the Government of Canada; to the governments of Yukon, Nunavut, or the Northwest Territories; to the members of the independent Application Review Committee; or to the Yukon Environmental and Socio-economic Assessment Board, the Nunavut Impact Review Board, the Environmental Impact Review Board, or the Mackenzie Valley Environmental Impact Review Board.

Under the *Privacy Act*, you have the rights of access to, correction and protection of personal information, and you have a right to file a complaint to the Privacy Commissioner of Canada regarding the institution's handling of the individual's personal information. You have the right to access personal information that we hold about you and to request correction of erroneous personal information about you. Should you wish to do so, please write to the Director of Access to Information and Privacy at the following address: Access to Information and Privacy, 10 Wellington Street, 18 Floor, Section A, Ottawa, ON K1A 0H4. You may also write by email at aadnc.aiprpdemande-atiprequest.aandc@canada.ca.

If you wish to apply for Participant Funding without using this form, please ensure that your application contains all the information requested in the form.



Pre-submission checklist

Please use this checklist to help ensure that your application is complete so that there are no delays in reviewing your application for funding.

Checklist

- Part A: Eligibility Checklist is completed
- Part B: Applicant Information is completed
- Part C: Work Plan is completed
- Part D: Expenses is completed and detailed information regarding costs and a proposed budget is included in your submission.
 - Budget calculations are complete, correct, and clearly explained where appropriate.
- Part E: Other Funding Sources is completed
- Ensure your proposal is submitted to aadnc.aidefinanciereparticipants-participantfunding.aandc@canada.ca before **11:59pm PST on March 26, 2021**.

We will make our best efforts to announce our funding decisions within 2-3 weeks of the deadline for proposals.

Thank you for applying to the Northern Participant Funding Program,

Thank you | Merci | Mársı | Kinanāskomitin | Hąj' | Quana | Qujannamiik | Quyanainni |
Máhsı | Máhsı | Mahsi



Annex B: How to Complete Your Application Form

This section of the guide presents step-by-step instructions for completing and submitting the Participant funding Application Form:

- **Part A:** Eligibility Checklist
- **Part B:** Applicant Information
- **Part C:** Work Plan
- **Part D:** Expenses
 - Travel Expenses
 - Professional Fees
 - Staff Salaries
 - Office Supplies and Telephone Charges
 - Media, Advertising, and Promotion
 - Other Expenses
- **Part E:** Other Funding Sources
- How and where to submit your application
- Checklist for Completing the Funding Application Form

For a copy of the application form, please refer to **Annex A**



Part A: Eligibility Checklist

This checklist helps identify if your organization is eligible to receive participant funding.

If you meet the eligibility for funding requirements in the checklist, please proceed to the next section.

Part B: Applicant Information

- If you are seeking funding on behalf of an organization, complete the information for “Organization Applicants” only.
- If you are an individual seeking funding, complete the information for “Individual Applicants” only.

As part of this section, we ask that you please describe the unique and important perspective or role that you or your organization bring to this assessment.

Applicants should also demonstrate that they have *at least one* of the following:

- a direct, local interest in the development, such as living or owning property in the development area;
- an interest in potential impacts to related claims and rights;
- Indigenous or Traditional Knowledge, Indigenous perspective, or community knowledge, relevant to the impact assessment; or
- expert information relevant to the anticipated environmental impacts of the development.

Part C: Work Plan

1. Provide a clear statement of your proposed funding to the assessment, including:

- the objectives of your participation,
- your proposed activities for each phase of the assessment, and
- how these objectives and activities may contribute to the MVEIRB’s understanding of the project’s anticipated effects.

For a detailed description of the phases and steps involved in the assessment process, applicants are encouraged to review **Annex C** and any project-specific correspondence issued by the MVEIRB.

Part D: Expenses

Travel Expenses

This includes expenses related to traveling to attend public participation events held as part of the assessment, including transportation, meals, lodging, and incidentals.

Under “Description”, provide itemized details on the transportation, accommodation, per diems (daily allowances for meals and incidentals while on travel status, subject to the maximum rates set out by the National Joint Council [Travel Directive](#)) and any other travel-related expense



In the last two rows of this section, summarize the objective of travel and the number of travelers.

Please keep in mind that travel expenses should be reasonable and in accordance with federal government travel directives.

Professional Fees (including legal experts and Honoraria)

This covers expenses for legal advice, and expert advice or assistance on environmental, technical, or social issues relevant to the objectives of the assessment.

This includes per diem fees, Honoraria, or fees for experts providing Indigenous or Traditional Knowledge, or community knowledge relevant to the assessment.

Professional services directly related to your participation, such as accounting, translation, or interpretation, are also covered.

For each expert, provide:

- the type of professional,
- professional's fees (including rates and number of days, or the like),
- other expenses (including per diems, travel, and accommodations for the professional, and number of days), and
- the total cost.

*Please note that the Northern Participant Funding Program **no longer** subjects Honoraria to a \$200 limit.*

Staff Salaries

This includes the salaries of individuals employed for the purpose of researching and preparing materials related to your participation (e.g., research staff and secretarial services). note that we can only fund salaries for an individual who is not currently receiving a salary, or to temporarily cover the costs of replacing an individual who is receiving salary. Please provide the position title and the total cost for each individual.

Office and Telephone Expenses

This covers the cost of office expenses such as photocopying and postage, and communication charges such as telephone, teleconferencing, and information technology expenses.

Any office expenses that do not support your participation in the assessment (e.g. normal supplies and overhead) are not eligible for funding under the program

Please provide the name of each expense, a brief description of how it relates to your participation in the assessment, and the total cost of the expenses.



Media, Advertising and Promotion

This covers advertising for the purpose of publicizing meetings and activities related to the assessment (e.g., posters, newspaper advertisements, radio announcements, etc.).

The advertising should have a specific purpose that has not already been addressed by other parties with the responsibility to promote awareness of the assessment or public participation opportunities.

Please specify what type of media, describe how it contributes to the objectives of the assessment, and the total cost.

Other Expenses

Any other expense that is needed to support your participation in the assessment may be covered by this category.

Please specify the action or item, provide a clear explanation of how this item will contribute to the objectives of the assessment, and show the total cost associated to the expense.

Part E: Other Funding Sources

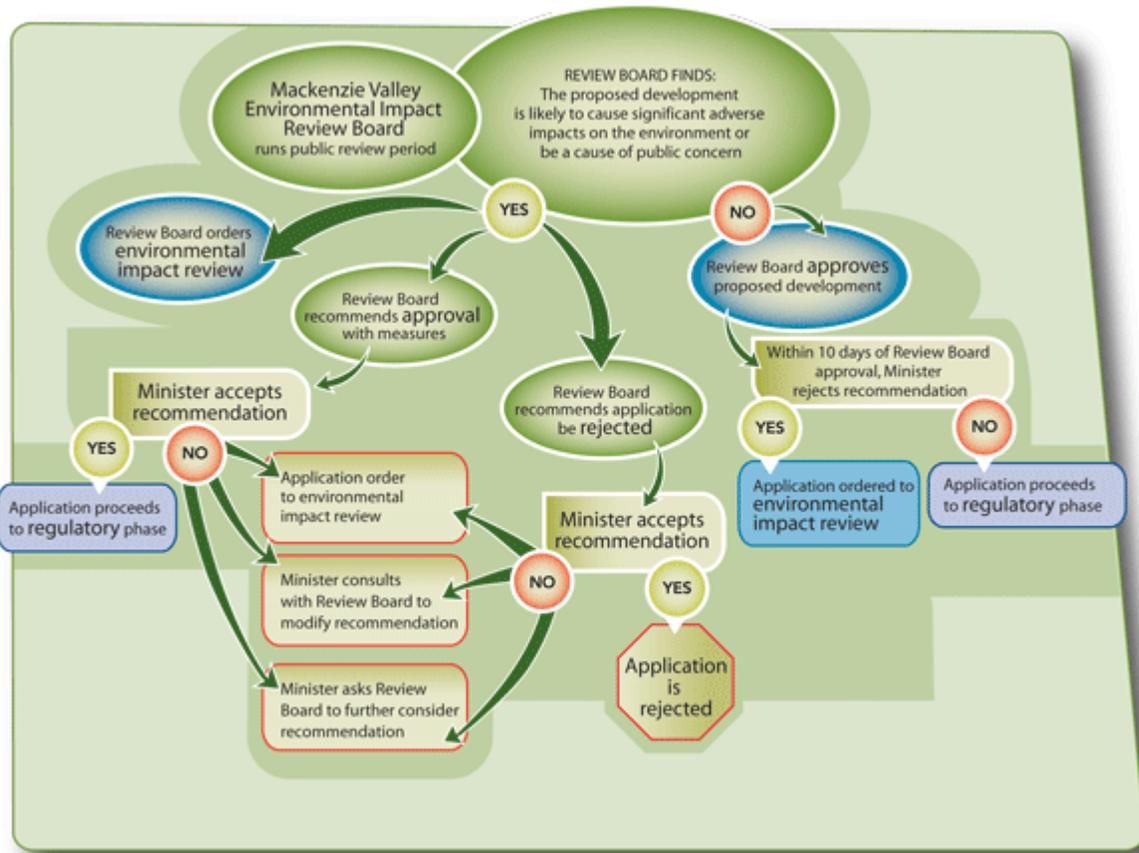
In order to assess the level of funding, please state whether you have applied for financial support from any other source to fund your participation in the assessment. Please provide information about the funding source and their level of support.

How to submit your application

Submit your application to aadnc.aidefinanciereparticipants-participantfunding.aandc@canada.ca after completing all items in the checklist on page 14. To be considered for funding, applications must be received by CIRNAC by electronic mail **on or before 11:59pm PST on March 26, 2021**. If you have any further questions or concerns about your application, please contact aadnc.aidefinanciereparticipants-participantfunding.aandc@canada.ca for direction.



Annex C: Anticipated Process for MVEIRB environmental assessment of proposed project



For more information on the Pine Point Mine Project, please refer to the project registry at <https://reviewboard.ca/registry/ea2021-01>.

For more information on the Mackenzie Valley Environmental Impact Review Board's (MVEIRB) general step-by-step processes, please refer to the MVEIRB's website at https://reviewboard.ca/process_information/step_by_step_information.

