



Canadian Environmental
Assessment Agency

Agence canadienne
d'évaluation environnementale

Guide to the Participant Funding Program

Canadian Environmental Assessment Act, 2012

Canadian Environmental Assessment Agency

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Document Information

Disclaimer This Guide is intended for information purposes only. It is not a substitute for the *Canadian Environmental Assessment Act, 2012* (CEAA 2012) or any of its regulations. In the event of any inconsistency between this Guide and CEAA 2012 or its regulations, the CEAA 2012 or regulations would prevail.

To ensure that you have the most up-to-date versions of CEAA 2012 and its regulations, please consult the [Department of Justice website](#).

Updates This document may be reviewed and updated periodically. To ensure that you have the most up-to-date version, please consult the [Guidance Materials](#) page of the Canadian Environmental Assessment Agency's website.

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Table of Contents

DOCUMENT INFORMATION	2
GUIDE OVERVIEW	5
Purpose of the Guide.....	5
Intended users of the Guide.....	5
Agency contact	5
PART 1: OVERVIEW OF THE PARTICIPANT FUNDING PROGRAM.....	6
1.1 What is the Participant Funding Program?.....	6
Description of the Program.....	6
Limits to funding	6
Benefits of participation	7
1.2 When is Funding Available?	7
Availability of funding.....	7
Participant funding for an environmental assessment by the Agency	7
Participant funding for an environmental assessment by a review panel	8
1.3 Who is Eligible for Funding?.....	8
Parties eligible for funding	8
Parties ineligible for funding	9
1.4 What Expenses are Eligible for Funding?.....	9
Expenses eligible for funding	9
Activities ineligible for funding	10
1.5 How Does the Program Work?.....	10
Determination of funding level.....	10
News release and public notice announcing the availability of Regular Funding	10
Notification of Aboriginal Funding availability	10
Timing for submitting the funding application form	10
Funding Review Committee	11
Decision on the funding requested and announcement	11
Administration of Contribution Agreement.....	11
Administration of payments	12
PART 2: APPLICANT INFORMATION	14
2.1 Certification and Signatories	14

Guide to the Participant Funding Program

Applicant information and certification.....	14
Duly Authorized Signatories	14
2.2 How and Where to Submit Your Application Form	14
How to submit an application form	14
Where to send your application.....	15
For more information	15
2.3 Checklist for Completing the Funding Application	16
Application Checklist	16

Guide Overview

Purpose of the Guide

This guide provides:

- an overview of the Participant Funding Program (PFP) for environmental assessments by the Canadian Environmental Assessment Agency (the Agency) or by review panels or joint review panels, pursuant to the *Canadian Environmental Assessment Act, 2012* (CEAA 2012); and
- a description of the process for the review of applications and the allocation of funds.

Intended users of the Guide

This Guide is intended for individuals and organizations interested in applying for funding to participate in an environmental assessment by the Agency, by a review panel or joint review panel conducted pursuant to CEAA 2012.

Agency contact

For additional information about the PFP or to obtain a copy of the Application Form, please contact:

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

Telephone: 1-866-582-1884

Fax: 613-948-9172

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

Website: www.ceaa-acee.gc.ca

Part 1: Overview of the Participant Funding Program

1.1 What is the Participant Funding Program?

Description of the Program

The Participant Funding Program (PFP) supports Aboriginal group and public participation in environmental assessments conducted by the Agency, by review panels and joint review panels pursuant to CEAA 2012.

CEAA 2012 sets out the roles and responsibilities and procedures for environmental assessments. Sections 57 and 58 of CEAA 2012 require the Agency to establish a participant funding program to facilitate the participation of the public in the environmental assessments it conducts as well as environmental assessments that have been referred to review panels.

Individuals, Aboriginal groups and incorporated not-for-profit organizations interested in participating in an environmental assessment are eligible to apply for funding. Funding is offered in support of participation opportunities posted on the Agency website (www.ceaa-acee.gc.ca) or described in Aboriginal consultation plans established for the project. Eligible activities include certain costs associated with reviewing and providing comments on technical documents describing the predicted environmental effects of the project and measures to prevent or reduce those effects.

Applicants can apply for PFP in one of two funding categories:

- Regular Funding provides financial assistance to individuals, incorporated not-for-profit organizations, and Aboriginal groups to participate in public participation opportunities provided during environmental assessments by the Agency, review panels or joint review panels.
- Aboriginal Funding provides funding to Aboriginal groups to assist them to prepare for and participate in Aboriginal consultation activities and public participation opportunities associated with environmental assessments by the Agency, review panels or joint review panels.

Note: Aboriginal Funding covers the same activities as those under the Regular Funding, in addition to those specific to Aboriginal consultation activities. As a result, Aboriginal groups in receipt of funding from Aboriginal Funding for a specific environmental assessment process are not eligible for participant funding under the Regular Funding for the same process.

Limits to funding

The Agency receives a fixed annual budget to administer the PFP. As a result, the PFP is administered in a manner that enables it to provide financial contributions to all qualifying applicants in a fair manner. It is not possible to

cover all expenses incurred and participants are encouraged to investigate other sources of funding or in-kind support.

Benefits of participation

Effective participation helps to ensure that concerns with respect to the potential effects of a project on the environment, Aboriginal people and on existing or potential Aboriginal or treaty rights are taken into consideration during the federal environmental assessment process.

Effective participation can:

- provide individuals and organizations with an opportunity to contribute to the planning of projects that may affect them;
- allow proponents and the Agency to better understand and address public interest and concerns regarding the environmental effects of a project;
- assist in identifying and preventing or mitigating potential adverse environmental effects by contributing community knowledge and Aboriginal traditional knowledge that may be applied in the environmental assessment; and
- inform the environmental assessment process and the decisions that come out of that process.

The PFP is an important tool in support of achieving these benefits.

1.2 When is Funding Available?

Availability of funding

Participant funding is available when a project is undergoing an environmental assessment by:

- the Agency;
- a review panel; or
- a joint review panel.

Participant funding for an environmental assessment by the Agency

An environmental assessment may be required for projects described in the [Regulations Designating Physical Activities](#). Once it has posted a notice on the [Canadian Environmental Assessment Registry Internet site](#) that an adequate project description has been received from the proponent, the Agency must determine within 45 days whether an environmental assessment is required. If an environmental assessment is required, it is initiated as an environmental assessment by the Agency.

The environmental assessment process begins with a comment period on the draft Environmental Impact Statement Guidelines. The availability of participant funding and information on how to apply for it will be announced approximately

30 days after the close of the comment period on the draft Environmental Impact Statement Guidelines.

Participant funding during an environmental assessment by the Agency is available to support:

- reviewing and providing written comments to the Agency on the Environmental Impact Statement Summary or Environmental Impact Statement produced by the proponent; and
- reviewing and providing written comments on the draft Environmental Assessment Report prepared by the Agency.

Participant funding for an environmental assessment by a review panel

The Minister of the Environment may refer the environmental assessment of a project to a review panel within the first 60 days of the environmental assessment. During this period, the environmental assessment is commenced by the Agency as described in the previous section.

The availability of participant funding and information on how to apply for it will be announced at the beginning of the review panel process.

Participant funding in an environmental assessment by a review panel is available to support:

- reviewing and providing written comments to the Agency on the draft joint review panel agreement (if applicable) and the draft terms of reference;
- reviewing and providing written comments to the Agency and /or review panel on the Environmental Impact Statement Summary or Environmental Impact Statement produced by the proponent; and
- preparing for and participating in the hearings held by the review panel.

1.3 Who is Eligible for Funding?

Parties eligible for funding

Individuals, Aboriginal groups and incorporated not-for-profit organizations (e.g. environmental groups, band councils) may apply for funding.

To be eligible for participant funding in relation to a specific project, applicants must demonstrate that they meet at least one of the following criteria:

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

Parties ineligible for funding

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

- have a direct commercial interest in the project; or
- represent a government, other than an Aboriginal government.

Any such groups with views regarding the environmental effects of the project may still participate in the environmental assessment process.

1.4 What Expenses are Eligible for Funding?

Expenses eligible for funding

The following expenses are eligible for funding under the PFP (for more detailed guidance on eligible expenses under the PFP, see *Expense Category Descriptions and Supporting Information Requirements* in Appendix B of the [Application Form](#)).

1. Professional Fees
 - a) Professional fees (for experts)
 - b) Staff salaries and benefits*
 - c) Legal fees
2. Travel expenses
3. Honoraria for Elders and ceremonial offerings
4. Administrative / Reporting costs and office supplies / telephone charges
5. Distribution of Information
 - a) Local collection / distribution of information
 - b) Rental of office space / meeting rooms
 - c) General media advertising / promotion
6. Other

*The Staff salaries category includes salaries and up to 20% in benefits of the salary of individuals employed for the purpose of researching and preparing materials related to the participation of the Recipient, providing that:

- the individual is not currently in receipt of a salary from the Recipient; or
- if the individual is in receipt of a salary from the Recipient, that the funds are designated temporarily to cover the costs of replacing the individual, so he/she can work full-time on activities related to the Recipient's participation; or
- if the individual is already in receipt of a salary from the Recipient, the funds are designated solely to cover time the individual dedicates to the participation in the environmental assessment or associated Crown consultation activities. 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.

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

Activities ineligible for funding

The PFP will not fund activities that duplicate services, studies or written materials being funded by other public or private sources. This includes information prepared by the Agency, the proponent or, in the case of an assessment by a review panel, the review panel.

Participant funding is not available to support review and comment on the draft Environmental Impact Statement Guidelines.

1.5 How Does the Program Work?

Determination of funding level

The Agency determines the total amount of participant funding available on a project-by-project basis. Determining factors include:

- the potential environmental effects of the project;
- the size and location of the project;
- the diversity of issues likely to be involved in the environmental assessment;
- the level of public interest in the project and its environmental effects; and
- other sources of funding (if applicable).

News release and public notice announcing the availability of Regular Funding

To notify the public that participant funding is available, the Agency places public notices in local media and distributes a news release to provincial media outlets. The news release and public notice are also made available on the [Canadian Environmental Assessment Registry Internet site](#).

Notification of Aboriginal Funding availability

Aboriginal Funding is directly linked to the Agency's Aboriginal consultation activities associated with a project. Aboriginal Funding availability is communicated by the Agency directly to those Aboriginal groups involved. This is done at the same time as the announcement for Regular Funding.

Timing for submitting the funding application form

A completed funding application form must be submitted to be considered for funding. The Application Forms are available on the [Participant Funding Program page](#) of the Agency's website.

The deadline for submitting a funding application is generally 30 days from the announcement of the availability of funding.

Only application forms received by the deadline will be considered.

Funding Review Committee

A Funding Review Committee (the Committee) reviews all funding applications and recommends funding allocations to the President of the Agency.

The Committee will review applications to determine whether the proposed activities align with the public participation and Aboriginal consultation opportunities set out by the Agency and determine if the associated expenses reflect the effort/resources required to support those activities. Based on that analysis, the Committee will recommend to the President the funding allocations to be provided.

Decision on the funding requested and announcement

The President of the Agency makes the final decision on the funding based on the Committee's report and recommendations, and any additional considerations identified by the Agency.

Based on the Committee's recommendations, some applicants may not receive funding. Others may be offered less than the amount they requested. Regardless of the outcome, applicants may still participate in the environmental assessment.

The Agency generally notifies applicants within three days of the President's funding decision. Funding decisions are made public and a report setting out the Committee's recommendations is sent to all applicants and posted on the [Canadian Environmental Assessment Registry Internet site](#).

Administration of Contribution Agreement

When funding is approved, the Applicant or the Applicant's designated representative(s) will be contacted by the Agency to finalize a Contribution Agreement. A Contribution Agreement is an undertaking between the Agency and the recipient of the funds.

The Contribution Agreement, signed by the Applicant (referred to in the Contribution Agreement as the "Recipient") and the Agency, will identify the conditions of the funding and the obligations of all signatories. The Contribution Agreement also:

- identifies the eligible costs;
- specifies the eligible activities in the approved work plan;
- specifies conditions for payment;
- specifies the effective date and duration; and
- requires the Recipient to be accountable for public funds received.

Due to the estimated nature of funding requests, an adjustment of up to 20 per cent within expense categories may be allowed. The Recipient must submit a written request with justification to modify the original eligible expenditures approved as part of Appendix A of the Contribution Agreement. The request must

be approved by the Agency and the total amount claimed must remain within the level of funding originally approved.

Note: Expenses incurred prior to both parties signing a Contribution Agreement cannot be reimbursed.

The Agency reserves the right to undertake, or have undertaken, a financial audit of the accounts and resources of the Recipient to ensure compliance with the provisions of the Contribution Agreement.

Administration of payments

The Contribution Agreement includes conditions of payment. There are two ways that funding can be provided to the Recipient: as an interim payment or a final payment.

Interim Payment: An interim payment can be made after some eligible expenses have been incurred by the Recipient for public participation activities set out in the approved work plan, but before all activities relating to the Recipient's participation have been completed. To request an interim payment, the Recipient must submit:

- a written request for an interim payment;
- copies of receipts and/or invoices accounting for all eligible costs incurred to date by the Recipient;
- an itemized statement of invoices and/or receipts in support of all eligible costs incurred by the Recipient; and
- a signature on the itemized statement certifying that the invoices and/or receipts submitted reflect the true cost of the expenditures incurred.

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

- a written request for a final payment;
- copies of receipts and/or invoices accounting for all eligible costs incurred to date by the Recipient;
- an itemized statement of invoices or receipts in support of all eligible costs incurred by the Recipient;
- a signature on the itemized statement certifying that the invoices and/or receipts submitted reflect the true cost of the expenditures incurred; and
- a copy of the Recipient's final deliverable (i.e. comments on the Environmental Assessment Report; or a final report, document or presentation produced during the Recipient's participation in the project).

If the Agency is of the opinion that invoices or receipts provided are not sufficiently detailed to determine the type of services rendered, the Agency will request that the Recipient certify in writing that these invoices or receipts reflect

Guide to the Participant Funding Program

the true cost of the expenditures incurred and an explanation of how they relate to the Recipient's participation in the environmental assessment process.

Part 2: Applicant Information

2.1 Certification and Signatories

Applicant information and certification

The Applicant must state whether he/she/it is an individual, a corporation, a Band, an Aboriginal government, a trust or limited partnership, or a legal entity applying on behalf of an unincorporated group or association. **The Applicant must have legal capacity to enter into legal contracts.**

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 Form.

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

If the amount of funding requested is \$20,000 or more, the Applicant (or their duly authorized signatory or signatories) must sign the declaration form for amounts owing in default to the Government of Canada (Appendix C of the Application Form).

Duly Authorized Signatories

The Agency requires confirmation that signatories of Contribution Agreements are duly authorized to act on behalf of the Recipient.

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

2.2 How and Where to Submit Your Application Form

How to submit an application form

Submit an application to the Agency after completing all items in the checklist ([Section 2.3](#)).

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

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

The Agency assumes no responsibility for misdirected or delayed submissions.

Where to send your application

Send your application and supporting documents either by:

- email at PFP.PAFP@ceaa-acee.gc.ca

or

- facsimile at 613-948-9172

or

- mail at: Participant Funding Program
Canadian Environmental Assessment Agency
160 Elgin Street, 22nd Floor
Ottawa, Ontario
K1A 0H3

For more information

For more information please contact us at:

Telephone: 1-866-582-1884

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

2.3 Checklist for Completing the Funding Application

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

Application Checklist

- ☐ The complete application is submitted on or before the [application](#) deadline.
- ☐ Section 2 (Applicant Contact Person) is complete.
- ☐ A category in Section 3 (Supporting Documents) has been selected and you have attached the appropriate resolution to the application or will be providing the appropriate resolution to the Agency within two weeks.
- ☐ 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.
- ☐ Section 4 (Eligibility Criteria) is complete.
- ☐ Section 5 (Administrative Information) is complete
- ☐ Section 6 (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 6 (Public Participation Opportunities) does not exceed the funding made available and indicated in the budget breakdown tables.
- ☐ There are no calculation errors in the budget and supporting information is provided corresponding with the detailed budget breakdown.
- ☐ Budget calculations are clearly explained where appropriate (e.g. per diems, salary rates).
- ☐ The Certification Form (Appendix A of the Application Form) is signed and dated by the individual who is applying for funding or by the duly authorized signatory of the organization or group that is applying for funding.
- ☐ If requesting \$20,000 or more in funding, the Declaration Form for Amounts Owing in Default to the Government of Canada (Appendix C of the Application Form) is signed and dated by the individual who is applying for funding or by the duly authorized signatory of the organization or group that is applying for funding.