



National Energy
Board

Office national
de l'énergie

Participant Funding Program Guide

Issued: December 9, 2014

Canada

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Participant Funding Program Guide

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Purpose of this Guide

The purpose of this guide is to provide information on the National Energy Board's (NEB or Board) Participant Funding Program.

This guide explains:

- the purpose of the Participant Funding Program
- how to apply for funding
- where to get more information

Contact Information

For additional information about the Participant Funding Program, please contact:

Participant Funding Program
National Energy Board
517 Tenth Avenue SW
Calgary, Alberta T2R 0A8
Tel: 1-800-899-1265
Fax: 1-877-288-8803
E-mail: PFP.PAFP@neb-one.gc.ca
Website: www.neb-one.gc.ca

The NEB library is a good place for information about energy issues. You can contact the library at:

Tel: 403-299-4800
Toll-free: 1-800-899-1265
E-mail: library@neb-one.gc.ca

Updates

This document may be reviewed and updated periodically by the NEB. To ensure that you have the most up-to-date version, please consult the Board's website at www.neb-one.gc.ca.

Glossary

| | |
|--------------------|--|
| Applicant | Someone who applies for funding under the Participant Funding Program |
| Eligible Activity | An activity that can qualify for participant funding (see Section 4 – Eligible Activities) |
| Eligible Cost | A cost that can potentially be recovered through the Participant Funding Program (see Section 5 – Eligible Costs) |
| Eligible Recipient | Someone who applies for funding and meets the criteria for participant funding (see Section 3 – Eligible Recipient Criteria) |
| Envelope | The total amount of program funding available for a proposed project |
| Evidence | Reports, oral statements, photographs, and other material or information that parties provide to support their views and which form part of the Hearing record |
| Hearing | A type of assessment process the Board uses to gather and test information from various viewpoints in order to make a fair and objective assessment of an application under the Act. Hearings may be written or oral. Participant funding is only available for Hearings that have an oral component |
| NEB Act | Refers to the <i>National Energy Board Act</i> |
| Panel | Members of the National Energy Board who hold the Hearing and make the decision about the company's application for the proposed project |
| PFP | The Participant Funding Program |
| Proponent | The company or companies proposing the project |

The National Energy Board and Participant Funding

As an independent regulatory tribunal, the NEB provides high-quality energy-infrastructure project assessments and environmental assessments that contribute to informed decision making, in support of sustainable development.

The NEB recognizes the importance of hearing from those who may be directly impacted by a proposed project or who have relevant information or expertise. Public participation is also a fundamental objective of the federal environmental assessment (EA) process established by the *Canadian Environmental Assessment Act, 2012* (CEAA 2012).

The NEB is responsible for the PFP, a transfer payment program first established in 2010, for Hearings that have an oral component under the following sections of the NEB Act:

- certificate of public convenience and necessity for a pipeline (section 52)
- exempting orders respecting pipelines (section 58)
- certificate of public convenience and necessity for an international or designated interprovincial powerline (subsection 58.16)
- abandonment of an international or designated interprovincial powerline (subsection 58.34)
- abandonment of a pipeline (section 74)

Public participation is an important element of an open and balanced regulatory process. It strengthens the quality and credibility of the process. The public is an important source of local and traditional knowledge about a project's physical site and potential impacts. Through public participation activities, project proponents can obtain information, better understand and respond to public concerns, and inform the public about decisions.

Effective public participation facilitates consideration of public concerns and values during the assessment of a proposed energy project. Public participation can:

- provide interested persons and organizations with an opportunity to contribute to the planning of projects that may affect them
- allow proponents and regulators to better understand and address public concerns and priorities
- reduce the potential for undesirable project effects by identifying concerns or knowledge that may be relevant to a decision about the proposed project
- build greater public trust in the review process and in the decisions that result from that process

The objective of the PFP is to support effective public participation so that public concerns and values can be taken into consideration. **The program is not intended to cover the full cost of expenses.**

Participant Funding Opportunities

When the NEB receives a project description for a proposed project, it assesses whether the proposed project will require a public Hearing and whether the proposed project is eligible for participant funding. If a proposed project is eligible for participant funding, the NEB will determine the amount of funding (sometimes called the "envelope") based on:

- the size, location and possible effects of the proposed project
- the range of issues associated with the proposed project
- the number of Aboriginal groups in the proposed project area

- the level of public interest
- any maximum funding allocations* per recipient (individual or group)
- available resources, as allocated in annual budget

* The NEB has funding maximums on the total amount of funding available for each Eligible Recipient. These funding maximums are determined on an annual basis depending on available funds and anticipated level of interest. For more information about the funding maximums currently in effect go to the PFP program page on the NEB website.

Most projects eligible for participant funding have one deadline to submit applications for funding and decisions are made as applications are received up until the deadline. For certain major projects, there may be two separate funding phases and applications and funding decisions are made after each deadline has passed.

Funding is limited. The PFP has modest funding to help intervenors with the costs of their participation in the Hearing. The PFP is not intended to cover all the costs of participation, Eligible Recipients are encouraged to collaborate with others and seek out additional sources of funding.

The PFP funding envelope for a specific project will be announced to the public once it is approved. The amount of funding available and the deadline(s) to apply for funding will be announced on the NEB website and in local newspapers. Please ensure you submit your application by the applicable deadline(s).

Applying for Participant Funding

To apply for participant funding, you must complete the PFP Application Form provided on the NEB's website.

Step 1 > Before you apply, please read this guide.

Step 2 > Download the PFP Application Form from the NEB website or request a copy from the PFP (see contact information at the beginning of this guide).

Step 3 > Complete the PFP Application Form. Here are a few tips:

- Ensure you identify and provide contact information for an Authorized Representative.
- Answer the questions in any format you prefer. Provide sufficient detail to fully explain why you are asking for funds and how you will use them.
 - For example, PFP Application Forms are usually 10-15 pages long but you can provide more or less information. Your answers do not need to be long, they must stay focused on the question and sufficiently answer the question.
- You do not need to write everything in full sentences and paragraphs as your answers can be in point-form or tables.
- Be specific and provide details. For example, if you are requesting funds to pay an expert, include the expert's résumé.

Step 4 > Sign the Certification and Consent on the cover page.

Step 5 > Send in your completed PFP Application Form by mail, fax or email.

Completing the Application Form

The following information has been organized to correspond with each section of the PFP Application Form.

Sections 1 and 2 – Contacts and Signature

- Specify the proposed project for which you are requesting participant funding.
- You must provide current contact information for the Applicant, a Primary Contact, and the Authorized Representative. For groups, the contacts may all be different. In the case of some individuals, these contacts may be the same individual. If the contacts are the same, use the check boxes to indicate this.
- If you wish to correspond electronically, please ensure you have provided a valid email address for the Primary Contact.
- Please ensure the “Certification and Consent” section at the bottom of the page is signed by the Authorized Representative.

Section 3 - Eligible Recipient Criteria

The Eligible Recipient criteria are designed to ensure that you are eligible to apply for participant funding.

Note: Funding is conditional on applying for and obtaining intervenor status in the Hearing process. Obtaining intervenor status is a separate process with its own set of deadlines. For more information, see “Intervenor Status” under the “Funding Award” section of this guide.

3a) Recipient Type

The following individuals or groups can apply for participant funding:

- landowners or individuals living on or near the proposed project area
- unincorporated non-industry not-for-profit group or association
- incorporated non-industry not-for-profit organization;
- Aboriginal groups (e.g., First Nations, Métis, or Inuit)
- other affected groups or individuals (e.g., community organizations that would be affected by the project)

The following groups cannot apply for participant funding:

- for-profit organizations
- industry organizations
- groups of people with a direct commercial interest in the project
- government groups (except Aboriginal government groups)

Even though these groups are not eligible for funding from this program, they may still be able to participate in a hearing.

3b) Interest in the proposed project

Check all the statements that pertain to your interest and specify how you meet the criteria for each specified interest.

To apply for funding under the PFP, you must be able to demonstrate that you have at least one of the

following types of interests in the proposed project:

- You have a direct, local interest in the project. Specify:
 - Where you live or where your property is located relative to the proposed project area; or
 - Where your Aboriginal community or traditional territory is in relation to the project area.
- You have local community insights and/or Aboriginal traditional knowledge about the proposed project. Specify:
 - How you are familiar with the land near the proposed project area and if you have information or views about the potential impacts of the proposed project as a member of the local community; or
 - What Aboriginal traditional knowledge you have about the land near the proposed project area (e.g. your access to plants for traditional medicines may be affected by the proposed project).
- You have an interest in how the potential project may affect Aboriginal lands or rights. Specify:
 - Which Aboriginal territories, treaties or rights and how they may be impacted by the proposed project.
- You plan to provide expert information relevant to the proposed project. Specify:
 - The nature of your expertise (e.g. environmental, economic or engineering) and the information you plan to provide.

3c) List of Issues

Please identify all the issues that your planned participation will address and explain how the information you plan to provide will contribute to a better understanding of each issue. The List of Issues to be considered for the project can be found on the proposed project page of the NEB's website. Your proposed activities and costs must relate directly to one or more of the issues identified on the List of Issues to be considered for funding.

You do not need to provide detailed information on your proposed activities in this section, as these will be addressed in Section 4 – Eligible Activities.

3d) Unique information

Describe how the information you plan to provide is unique and will not otherwise be available or known during the Hearing process. Explain why you think your evidence will be different from the evidence presented in the Hearing process, whether (to the best of your knowledge) there are other existing available sources of similar information, and your efforts to identify or locate the sources of similar information.

- The NEB will not fund activities that duplicate services, studies or written materials funded by other public or private sources, including information prepared by the NEB or the proponent.
- If you share views with other applicants, you are encouraged to coordinate and collaborate with those applicants. Where possible, consider submitting a single funding application.

Section 4 - Eligible Activities

List all of the activities you plan to carry out for your planned participation in the Activity table provided in section 4 of the PFP Application Form. Only complete the sections that are relevant to your planned activities. You may add or remove rows to the table as needed. Your response will be used to assess the eligibility and reasonableness of your planned activities.

Activity Reference Numbers

The “Activity Ref #” column has been provided to help you link your activities to your budget through the use of a reference number. Use the “Activity Ref #” column to link your planned activities with your planned costs in the Budget table in section 5 of the PFP Application Form. You do not need to provide detailed budget details in the Activity table, as you will need to provide this information in section 5 of the PFP Application Form.

For **example**, if you are organizing a meeting(s) to gather information on how the project will impact a community, you would provide details of the meeting(s) in the Activities table and assign this activity a reference number (e.g. #1.1). This number would also be entered into the Activity Ref # column of the Budget table (see Section 5 – Eligible Costs of this Guide and section 5 of the PFP Application Form) for the corresponding costs associated with organizing and holding the meeting

Be specific and realistic

You need to explain how your planned activities are practical and realistic, how they support your participation in the Hearing, and how the information will help the Board understand the proposed project. You should demonstrate that your planned activities can be accomplished given the time available prior to the Hearing process and the limited PFP funding available.

Examples:

- If your group plans to send people to the Hearing, specify how many people will be travelling and why each person needs to attend.
- If you plan to have an expert prepare a report, include the expert’s résumé, a description of what information their report will include and why that information is important (you can refer to your answer in 3c or 3d, as necessary).
- If you plan to organize meetings and functions, include details of how many meetings you plan to have, the purpose of each meeting, who will attend, and the locations where they will be held.
- If you plan to collect or purchase information materials, clearly describe your rationale for doing so, and why this information is necessary for your planned participation at the Hearing (you can refer to your answer in 3c or 3d as necessary).

Eligible Activities

The PFP only applies to certain activities, referred to as “Eligible Activities”. The funding you request must pertain to one or more Eligible Activities. The following activities have been designated as Eligible Activities:

- activities associated with coordinating the collaboration of Eligible Recipients (e.g. meetings held to work with other Eligible Recipients to develop and test evidence and/or submit final argument)
- reviewing the project application and other important documents related to the Hearing process submitted by the project proponent
- preparing for and participation in the Hearing process (e.g. attending the oral component of the hearing, submitting evidence, submitting and/or responding to Information Requests, submitting

final argument)

Note: For major projects where there are two phases of funding, the PFP Application Form will have separate sections for each phase of funding.

Activity Table Example

| Describe the activities you plan to carry out and any value-added information you plan to prepare with the requested funding. | Activity Ref # |
|--|-----------------------|
| 1. Activities associated with coordinating the collaboration of interested parties to the hearing. | |
| Two meetings with each of the five communities to gather information for the report (total 10 meetings) | 1.1 |
| One meeting with representatives from the five communities to elect representatives to attend hearing | 1.2 |
| 2. Review of the application and Environmental Impact Statement submitted by the project proponent. | |
| Consultant and legal counsel to review and identify relevant portions that could impact five communities. | 2.1 |
| 3. Preparing for and participation in hearings | |
| Consultant to submit Traditional Knowledge and Land Use Study as evidence | 3.1 |
| Legal counsel to prepare Information Requests based on key concerns identified by the communities and consultant. | 3.2 |
| Legal counsel and elected Community Representative(s) to attend Hearing. | 3.3 |

Section 5 - Eligible Costs

Complete the Budget table(s) by listing all Eligible Costs for the Eligible Activities identified in section 4 of the PFP Application Form. You may add or remove rows to the table as needed.

You must provide the following information for each Eligible Cost:

- “Cost Description” – describe the nature of the cost and provide an explanation why this cost is required in support of your activity and participation (column).
- “Eligible Cost Type” – put in the cost type that best matches the nature of the Eligible Cost. Participant funding is only available for Eligible Costs. Refer to the Eligible Cost table below for examples.
- “Cost Details” – include specific cost calculation details and references to any supporting documentation you are providing in support of the cost calculation details.
- “Funding Requested” – the amount of funding you are requesting for the Eligible Activity. The funding Include any applicable taxes.
- “Activity Ref #” – links your costs with the associated planned activity you described in section 4 of the PFP Application Form.

Eligible Costs

The following costs are not considered Eligible Costs:

- Costs associated with Eligible Activities that duplicate services, studies, or documents being funded by other public or private sources.
- General operations, salaries, capital expenditures and maintenance expenses for Eligible Recipients.
- Lost income or general administrative expenses for Eligible Recipients.

The following costs are eligible for funding provided they relate to Eligible Activities and sufficient rationale is provided in the PFP Application Form:

| Eligible Cost Type | Required Supporting Documentation |
|--|---|
| A. Expert fees (e.g. an expert presents at community meetings and /or provides evidence in the Hearing on issues within their expertise). | Identify the professional’s name, expertise and relevance to your participation. Specify the daily or hourly rate and amount of time required. Provide the expert’s résumé. |
| B. Legal fees (e.g. legal counsel meets with you, helps you prepare for and/or represent you in the Hearing process). | Provide the name of the legal counsel/firm. Describe the nature of work and how it relates to the requested activity. Specify the daily or hourly rate and amount of time required. |
| C. Travel and incidentals (e.g. hotel, gas, and meals to travel to a community meeting or the Hearing) Funding is generally limited to a maximum of two (2) travelers per activity and a maximum of \$1250 per person. | Identify the travelers (applicant’s representative, elder, etc.) and why travel is necessary for the requested activity. Specify the number of people travelling, the locations travelling to and from (when known), the duration, travel expenses (transportation, meals, accommodation and incidentals). If details are not know at this time use the maximum travel per person. Actual payment will be based on supporting claim after travel has occurred and must be in accordance with the federal travel directive . Please review Appendix B, C, and E for approved rates in effect for your area. Call the NEB’s toll-free number to request a free copy from our librarian at 1-800-899-1265. |

| Eligible Cost Type | Required Supporting Documentation |
|---|--|
| D. Rental office space or meeting room (e.g. renting a room for a community meeting to discuss the issues associated with the proposed project) | Describe the need to rent facilities. Specify the rate and duration. Normal operating expenses such as rent and overhead are not eligible for funding. |
| E. Honoraria to attend meetings and functions (e.g. payment to an elder to speak at the Hearing about the Band's history and the land potentially affected by a proposed project.) | Identify the number of people and relevant knowledge they will provide, including Aboriginal traditional knowledge. Specify the rate, nature of the meeting, and what that person will be doing at the meeting. The person cannot be in receipt of any other salary or direct income for the activity for which the honorarium is claimed. |
| F. Collection or purchase of information (e.g. surveying community members to get their insights or buying reports or legal references that are not available free of charge.) | Provide a brief explanation of the need to collect or purchase information and how this is necessary for the requested activity. Explain how the cost was calculated. |
| G. Translation of materials (e.g. translating a research report into a local Aboriginal language).. | Provide a brief explanation of the need to translate, list which documents would be translated, and languages (from/to). Specify the provider and how the cost was calculated. |

You need to include any supporting documentation for your Eligible Activities and Eligible Costs. Ensure that all résumés referred to in your application are attached to the PFP Application Form.

Tip: Create and maintain a list of any supporting information you refer to in your PFP Application Form as you fill out the form. Check your supporting information against this list to ensure you have included all necessary documentation.

Budget Example

| Cost Description | Cost Type | Cost Details | Funding Requested | Activity Ref # |
|---|---------------|---|-------------------|----------------|
| 1. Activities associated with coordinating the collaboration of interested parties to the Hearing. | | | | |
| Consultant time to prepare and attend meetings. | A. Expert | 11 meetings x 10 hrs @ \$100/hr See résumé of [expert] and supporting explanation of relevance to activity | \$11,000 | 1.1 and 1.2 |
| Consultant drives to community meetings. | C. Travel | 10 trips x 100 km @ 57.5 cents/km (Ontario) | \$575 | 1.1 |
| Community representatives drive to meeting to elect Hearing representative(s). | C. Travel | 4 communities x 2 reps x 100 km @ 57.5 cents/km (Ontario) | \$460 | 1.2 |
| Lunch for participants. | C. Travel | 11 meetings x 10 participants x \$15 | \$1,650 | 1.1 and 1.2 |
| Community meetings. | D. Rental | 11 meetings x room rentals @ \$100/day | \$1,100 | 1.1 and 1.2 |
| Elders and related ceremonial costs for meetings. | E. Honoraria | 10 meetings x \$200/day | \$2,000 | 1.1 |
| Translator to facilitate meetings for 2 communities where [Aboriginal language] primarily spoken. | G. Translator | 4 meetings @ 6 hrs @ \$100/hr See info about [translator] | \$2,400 | 1.1 |
| 2. Review of the application and Environmental Impact Statement submitted by the project proponent. | | | | |
| Consultant to review and identify relevant issues that could impact five communities. | A. Expert | 25 hrs @ \$100/hr See supporting references above | \$2,500 | 2.1 |
| Legal counsel to review and identify relevant issues that could impact five communities. | B. Legal | 1 lawyer x 25 hrs @ \$200/hr | \$5,000 | 2.1 |
| 3. Preparing for and participation in Hearings. | | | | |
| Consultant to submit Traditional Knowledge and Land Use Study. | A. Expert | 50 hrs @ \$100/hr See supporting references above | \$5,000 | 3.1 |
| Legal counsel to prepare Information Requests. | B. Legal | 1 lawyer x 25 hrs @ \$200/hr | \$5,000 | 3.2 |
| Legal counsel prepare for and attend Hearing. | B. Legal | 1 lawyer x 25 hrs @ \$200/hr | \$5,000 | 3.3 |
| Legal counsel and elected Community Representative drive to and stay at nearest Hearing. | C. Travel | 2 people x 2 days x \$150 (hotel) and \$74 (meals) and 100 km @ 57.5 cents/km | \$563 | 3.3 |
| Elected community representative to attend Hearing. | E. Honoraria | 2 days x \$200/day | \$400 | 3.3 |
| A - Total | | | \$42,648 | |
| B – Applicable PFP Funding Maximum | | | \$80,000 | group |
| Requested PFP Funding = lesser of A and B | | | \$42,648 | |

Section 6 - Administrative Information

You must complete the Administrative Information section on the application form.

a) Usual Business Expenses

If your planned activities and costs are not incremental to your usual business expenses, you must explain which costs are currently covered by your usual business (e.g. salaries, general administrative costs) and why you believe they are eligible for funding. See Section 5 – Eligible Costs of this guide for more information about Eligible Costs.

b) Ability to carry out planned participation

Explain your ability to carry out the applied for activities. This information will be used to assess your capacity to effectively participate when making the funding determination. Briefly list any relevant skills, abilities, or experiences you have, which may include: similar work performed in the past, people with key knowledge you wish to draw upon or your ability to coordinate the planned activities. Explain the need to hire professionals (experts or legal).

c) Partnerships

You are encouraged to collaborate with others who share similar views and to submit joint applications, when possible. Please provide information about the applicants you are planning to work with and whether you are submitting a joint application or separate applications. If you are planning to divide your planned activities with other applicants, please identify how this collaboration will occur and the activities each applicant will be undertaking.

d) Additional Sources of Funding

If you have or intend to apply for funds from any other source(s) for the same activities and/or costs for which you have requested in your PFP Funding Application, please specify this. If you receive funding from other federal government sources, the NEB will adjust its level of funding to ensure that the total funding you receive does not exceed total eligible expenditures.

Note: If you have previously received participant funding from the NEB for other projects, you may be subject to the maximum annual funding limit.

e) Disclose the involvement of former public servants

You must disclose whether a former federal government employee helped you apply and if that employee is covered by the [Policy on Conflict of Interest and Post-employment](#). Call the NEB's toll-free number to request a free copy from our librarian at 1-800-899-1265.

f) Provide Your Organization's Information

As applicable, provide your organization's non-profit and legal status, GST/HST number and rebate, Aboriginal Band number, Canada Revenue Agency Business number, Provincial or Federal Incorporation number. Briefly describe your organization's mandate and legal status (incorporated/unincorporated, band, etc.).

PFP Application Survey

Please complete the survey as it will help the NEB evaluate the PFP's effectiveness in meeting program objectives, and to identify potential improvements in program administration.

Annex 1 – Declaration Form

You must complete a declaration form if the amount of funding you are requesting is more than \$20,000. The information provided in this declaration is collected in accordance with the Treasury Board Policy on [Transfer Payments](#).

Submitting the Application

Meet the deadline for applying

It is your responsibility to make sure your PFP Application Form is received **by the applicable deadline(s)**. The deadline(s) is posted on the Board's website and in the public notices regarding opportunities to participate in the PFP.

Format your application

Number all pages of your application and clip the pages of your application together with a paper clip or butterfly clip. Do not bind, coil bind, or staple your application. Do not use duo-tangs.

Use the checklist

Review the checklist provided at Appendix A of this guide before sending in your application.

Use any of these methods to send your application

- by email: pfp.pafp@neb-one.gc.ca
- by mail or courier:

National Energy Board

Attn: Manager, Participant Funding Program

517 Tenth Avenue SW

Calgary, Alberta T2R 0A8

- by fax: 1-877-288-8803

If you send it by email or fax, you must send us the paper copy a few working days after your email.

Funding Award

Funding Review Committee

The NEB establishes an independent Funding Review Committee (Committee) for each proposed project where funding is made available. The Committee usually consists of at least three people, including one person who works at the NEB and at least one person who is not connected to government. Committee members must be independent, which means they must have no interest or financial stake in the proposed project.

The Committee members:

- know the Participant Funding Program's terms and conditions
- understand the NEB Hearing process including how the public can participate
- have expertise related to NEB projects

The Committee will consider:

- your eligibility for participant funding
- your interest in the proposed project
- the potential for the proposed project to impact you
- how you propose to contribute to the regulatory process
- how you would play an important and distinct role in the regulatory process
- whether you have demonstrated that you will provide value-added information* relevant to the regulatory process;
- how important your participation will likely be to the Hearing (priority is provided to expenses associated with supporting the participation of local parties)
- whether anyone else has previously completed or is likely to do the same work
- the reasonableness of your requested costs
- whether you have funding from other sources

*Value-added information is defined as relevant information that contributes to a better understanding of the issues identified in the List of Issues.

The Funding Review Committee prepares a report recommending how to distribute the funds. The NEB's Executive Vice President, Regulatory, considers this report in making each funding award.

Award Notice

The PFP will inform you of its decision regarding the funding you are awarded in writing. Decisions will not be reconsidered except in the case that an error was made. If you believe there has been an error, you may request that the PFP conduct a review. If an error was made and has a material effect on the amount of the award, the award will be adjusted accordingly.

Awards are announced in a news release and on the NEB website. This means that the information provided in a PFP Funding Application may be made public if you are a successful applicant. The NEB also posts funding decisions on its website.

Contribution Agreement

If you are awarded funding, the NEB will send you a Contribution Agreement. You must sign the Contribution Agreement before you can receive any funding. If you are signing on behalf of a group, you must demonstrate that you have authority to represent that group. Participant funding will only be awarded for Eligible Activities conducted after your PFP Funding Application has been approved and a Contribution Agreement has been signed.

Intervenor Status * IMPORTANT

You must be granted intervenor status in the NEB Hearing to receive funding from the PFP. The decision on who can receive participant funding is separate from the NEB's decision on who qualifies as an intervenor in a Hearing. Your PFP Application Form, even if successful, does not guarantee that you will be successful at obtaining intervenor status. Please consider this possibility prior to incurring costs.

If you have already been granted intervenor status in the hearing, please inform the PFP under question 3b in the application form.

If you applied for participant funding but have not yet applied for intervenor status, please ensure that you do not miss the deadline for applying to participate. Information about the Application to Participate (ATP) process is posted on each proposed project page on the NEB website, including when the NEB will begin accepting applications to participate and a submission deadline. You can also contact a Hearing Process Advisor by calling 1-800-899-1265 (toll-free).

PFP Payments

Final Payment

A final payment claim can be submitted once all of the eligible expenditures have been incurred. To receive final payment for your costs, you must send a request to the NEB by the date set out in the Contribution Agreement, which is typically within 60 days of the end of the Hearing. A claim form template is provided on the NEB website.

To request a **final payment** you must submit the following documents:

- a completed claim form;
- a signed statement stating that the receipts show the true cost of the eligible expenditures;
- supporting receipts that clearly allow the PFP to assess the costs; and
- a full record of your participation (e.g., evidence submitted and/or Hearing days attended).

Interim payments

In certain cases, interim payments may be available at the discretion of the NEB. An interim payment may be made after some Eligible Costs have been incurred by the Eligible Recipient, but before all Eligible Activities have been completed. Up to 75 per cent of the total funding award may be issued. The remaining 25 per cent will only be issued as the final payment.

In order to request an interim payment, the successful applicant must submit:

- a written request stating the need for an interim payment and the impact of not providing the interim funding on your participation;
- a completed claim form;
- a signed statement stating that the receipts show the true cost of the eligible expenditures; and
- supporting receipts that clearly allow the PFP to assess the Eligible Costs incurred to date.

Advance payments

Advance funding is provided in exceptional circumstances at the discretion of the NEB prior to the conclusion of the Hearing. Advance payments are based on the Eligible Recipient's cash flow requirements. Up to 75 per cent of the total funding award may be issued, if required, for the successful applicant to begin their Eligible Activities. The remaining 25 per cent will only be issued as the final payment. It should be noted that an advance cannot be granted to cover expenses that have already been incurred. In cases where an initial advance payment has been made, supporting documents accounting for all expenditures to date must be provided before another advance payment can be made.

To request an advance, the applicant must submit:

- a written request stating the need for an advance payment and the impact of not providing the advance on your participation; and
- a schedule of expenditures (cash flow forecast).

Appendix A. Checklist

Please make sure:

- ☐ The complete application is submitted on or before the application deadline.
- ☐ If mailing, the documents are clipped together, **not** stapled or bound.
- ☐ Sections 1 and 2 are complete.
 - ☐ The Certification and Consent is signed by the Authorized Representative.
- ☐ Section 3 is complete and explains your eligibility.
- ☐ Section 4 describes your planned activities to be funded and how they will be carried out.
- ☐ Section 5 includes a completed budget for the costs to be funded, where:
 - ☐ The total requested funding does NOT exceed the funding cap of each deadline.
 - ☐ Budget calculations are clearly explained where appropriate (e.g. rates, duration).
 - ☐ There are no calculation errors in the budget.
 - ☐ Each budgeted cost is referenced to a planned activity in Section 4.
- ☐ All referenced supporting documentation is attached.
 - ☐ Résumés of hired experts.
 - ☐ Supplemental activity or cost descriptions and rationale.
 - ☐ Supplemental budget calculations or quotes.
- ☐ Administrative Information section is complete.
- ☐ Annex 1 Declaration Form is completed if the amount of funding requested is \$20,000 or more.