



# *Guide to the Participant Funding Program*



***Canadian Environmental Assessment Act***

**Guide to the  
Participant Funding Program**

**Canadian Environmental Assessment Agency  
Training and Guidance**

**Original: April 2004  
Updated: August 2005**

## Note to Readers

---

**Document  
information**

This document may be reviewed and updated periodically by the Canadian Environmental Assessment Agency. To ensure that you have the most up-to-date version, please consult the [Guidance Materials](#) web page on the Agency's Web site at [www.ceaa-acee.gc.ca](http://www.ceaa-acee.gc.ca).

This document has been issued in French under the title: [\*Guide sur le Programme d'aide financière aux participants\*](#).

Catalogue No.: En106-60/2005E-PDF  
ISBN: 0-662-41354-7

---

# Table of Contents

|  |           |
|--|-----------|
| <b>GUIDE OVERVIEW .....</b>  | <b>1</b>  |
| <b>PART 1. OVERVIEW OF THE PARTICIPANT FUNDING PROGRAM.....</b>                          | <b>3</b>  |
| 1.1 WHAT IS THE PARTICIPANT FUNDING PROGRAM? .....                                       | 4         |
| 1.2 WHEN IS FUNDING AVAILABLE?.....  | 6         |
| 1.3 WHO IS ELIGIBLE FOR FUNDING?.....  | 8         |
| 1.4 WHAT EXPENSES MAY BE FUNDED? .....   | 9         |
| 1.5 HOW DOES THE PROGRAM WORK?.....  | 10        |
| <b>PART 2. HOW TO COMPLETE YOUR APPLICATION FORM.....</b>                                | <b>13</b> |
| 2.1 STEP 1. APPLICANT INFORMATION .....  | 14        |
| 2.2 STEP 2. DESCRIPTION OF PROPOSED ACTIVITIES .....                                     | 15        |
| 2.3 STEP 3. IDENTIFICATION OF THE FUNDING REQUEST .....                                  | 17        |
| 2.3.1 <i>Expense Category Descriptions and Supporting Information Requirements</i> ..... | 18        |
| 2.4 HOW AND WHERE TO SUBMIT YOUR APPLICATION .....                                       | 22        |
| 2.5 CHECKLIST FOR COMPLETING THE FUNDING APPLICATION FORM .....                          | 23        |
| <b>ANNEX A: PARTICIPANT FUNDING APPLICATION FORM.....</b>                                | <b>24</b> |

## Guide Overview

---

### Purpose of guide

This guide has been prepared by the Canadian Environmental Assessment Agency (the Agency) to provide:

- an overview of the objectives and operations of the Participant Funding Program (the program) for comprehensive studies, assessments by review panels and assessments by joint review panels; and
  - step-by-step guidance on applying for participant funding.
- 

### Focus of guide

This guide has been updated to reflect the expansion of the program to comprehensive studies, and to provide greater consistency, clarity and transparency during the review of applications and the allocation of funds.

*Note:* Although the Participant Funding Program does include funding for mediations, such situations are not covered in this guide. If you need information on funding for mediations, please [contact](#) the Agency's Manager of the Participant Funding Program.

---

### Intended users of guide

This guide is intended for individuals and organizations interested in applying for participant funding in a comprehensive study, assessment by a review panel or an assessment by a joint review panel being conducted pursuant to the *Canadian Environmental Assessment Act* (the Act).

---

### Contents of guide

This guide contains the following main parts:

| Part  | Page |
|---|------|
| <a href="#">Part 1. Overview of the Participant Funding Program</a> | 3    |
| <a href="#">Part 2. How to Complete Your Application Form</a>       | 13   |

---

**Agency contact** For additional information about the Participant Funding Program or the application form, please contact:

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

Tel: (613) 957-0700

Fax: (613) 957-0941

E-mail: [PF.PAFP@ceaa.acee.gc.ca](mailto:PF.PAFP@ceaa.acee.gc.ca)

Web site: [www.ceaa-acee.gc.ca](http://www.ceaa-acee.gc.ca).

---

## Part 1. Overview of the Participant Funding Program

---

**Purpose of  
Part 1**

Part 1 of the guide presents an overview of the objectives and operations of the Participant Funding Program.

---

**Contents of  
Part 1**

This part contains the following sections:

| <b>Section</b>   | <b>Page</b> |
|--|-------------|
| <a href="#">1.1 What Is the Participant Funding Program?</a> | 4           |
| <a href="#">1.2 When Is Funding Available?</a>               | 6           |
| <a href="#">1.3 Who Is Eligible for Funding?</a>             | 8           |
| <a href="#">1.4 What Expenses May Be Funded?</a>             | 9           |
| <a href="#">1.5 How Does the Program Work?</a>               | 10          |

---

## 1.1 What Is the Participant Funding Program?

---

**Description of the program**

The Participant Funding Program supports public participation in comprehensive studies, assessments by review panels and assessments by joint review panels that are being conducted pursuant to the *Canadian Environmental Assessment Act* (the Act). The program is administered by the Agency.

Under the program, funding is made available to individuals and not-for-profit organizations interested in participating in an environmental assessment. The funding can cover eligible expenses, such as travel costs and fees for experts, in support of their participation.

---

**Limits to funding**

The program provides financial contributions for a recipient's participation in the environmental assessment of a review panel or comprehensive study. It is not meant to cover all expenses incurred by the participant throughout the process.

Program 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.

---

**Context for the program**

The Act sets out the responsibilities for environmental assessments involving the federal government. The Act applies to projects for which the federal government has a decision-making authority — whether as proponent, land manager, source of funding or regulator.

One purpose of the Act under subsection 4(1) is,

*to ensure that there be opportunities for timely and meaningful public participation throughout the environmental assessment process.*

To support this purpose, the Act, under subsection 58(1.1), requires that a participant funding program is established to facilitate the participation of the public in comprehensive studies, mediations and assessments by review panels.

---



**Benefits of  
public  
participation**

Effective public participation can help ensure that public concerns and values are taken into consideration during the federal environmental assessment process.

Public participation can:

- provide interested persons and organizations with a fair opportunity to contribute to the planning of projects that may affect them;
- allow proponents and federal authorities to better understand and address public concerns and priorities;
- reduce the potential for adverse environmental effects by identifying community knowledge and Aboriginal traditional knowledge that may be applied in the environmental assessment; and
- build greater public trust in the environmental assessment process and in the decisions that come out of that process.

The Participant Funding Program is an important tool for promoting these benefits.

---

## 1.2 When Is Funding Available?

---

### When is funding available?

Participant funding is available when a project involving the federal government is undergoing:

- a comprehensive study;
- an assessment by a review panel; or
- an assessment by a joint review panel.

*Note:* Although the Participant Funding Program does include funding for mediations, such situations are not covered in this guide. If you need information on funding for mediations, please [contact](#) the Agency's Manager of the Participant Funding Program.

---

### Participant funding for a comprehensive study

A comprehensive study deals with those projects likely to have significant adverse environmental effects. Such projects tend to be large-scale and complex, such as major oil and natural gas developments, transportation projects, water projects, electrical generation projects, mining projects and pipelines. Types of projects requiring a comprehensive study are listed in the Act's [Comprehensive Study List Regulations](#).

After a preliminary scoping exercise, the Minister of the Environment determines whether the assessment will continue by means of a comprehensive study. The availability of participant funding is announced at that time.

While scoping in a comprehensive study must include an opportunity for public participation, participant funding is not provided for this initial phase where scoping occurs.

Participant funding in the comprehensive study is available:

- from the time the Minister issues his/her track decision indicating that the assessment will continue by way of a comprehensive study; and
  - during the period of public comment on the completed comprehensive study report.
-

**Participant funding for an assessment by a review panel**

An assessment by a review panel appointed by the Minister of the Environment is undertaken when the environmental effects of a proposed project are uncertain, are likely to be significant, or warrant an assessment by a review panel due to public concern.

In these cases, the availability of participant funding and information on how to apply for it are announced at the start of the assessment. Funding may be provided in phases 1 and 2, or only in Phase 2.

In Phase 1, funding may be awarded to help recipients:

- prepare for, and participate in, scoping meetings that may be held to identify issues that should be considered during the environmental assessment; and/or
- review draft guidelines outlining the issues to be addressed by the project proponent in the environmental impact statement.

In Phase 2, funding may be awarded to help recipients:

- review the environmental impact statement submitted by the project proponent; and/or
- prepare for and participate in public hearings convened by the review panel to consider the proposed project.

*Note:* Receipt of funding in Phase 1 does not guarantee funding for Phase 2. A separate application must be submitted for each phase.

**Related guidance**

For more information on an assessment by a review panel, please see the guide entitled [\*Procedures for an Assessment by a Review Panel\*](#).

**Participant funding for an assessment by a joint review panel**

In some circumstances, assessments by review panels may be conducted jointly with other jurisdictions (e.g., a province) or quasi-judicial bodies (e.g., the National Energy Board).

Given the variety of such assessments, participant funding considerations may be addressed as part of the agreement to establish such a joint review. Participant funding will usually be available only for a single phase, covering:

- the review of the environmental impact statement submitted by the project proponent; and/or
- preparation for, and participation in, public hearings.

## 1.3 Who Is Eligible for Funding?

---

### **Parties eligible for funding**

Individuals, Aboriginal organizations and incorporated not-for-profit organizations may apply for participant funding under the program.

Only parties who can demonstrate that they meet at least one of the following criteria will be eligible:

- 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 and organizations are ineligible for participant funding under the program if they:

- are a for-profit organization;
- have a direct commercial interest in the project; or
- represent another level of government, other than an Aboriginal government.

*Note:* Although these groups are ineligible for participant funding, they still may participate in the environmental assessment.

---

## 1.4 What Expenses May Be Funded?

---

### **Expenses eligible for funding**

The following expenses may be considered for funding under the program:

- travel expenses;
- local collection/distribution of information;
- professional fees;
- office supplies/telephone charges;
- rental of office space/meeting rooms;
- staff salaries;
- general media advertising/promotion; and
- purchase of information material.

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 ineligible for funding**

The program 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 responsible authority(ies), proponent, or, in the case of an assessment by a review panel, the review panel itself.

In addition, general operations and maintenance expenses are not eligible for funding under the program.

---

### **Related guidance**

For more detailed guidance on eligible expenses under the program, see section [2.3 Step 3. Identification of the Funding Request](#).

---

## 1.5 How Does the Program Work?

---

### **Determination of funding level**

The Agency first 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 assessment;
- participant funding levels that may have been established for similar projects in the past; and
- available resources.

---

### **Public notice announcing funding**

Once the amount of participant funding has been determined, a public notice announces the availability of funding.

The notice provides the following information:

- a brief description of the project;
- the purpose of the participant funding;
- the phases 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 application forms and information on the program.

The notice is distributed to local media, and is made available on the Agency Web site ([www.ceaa-acee.gc.ca](http://www.ceaa-acee.gc.ca)).

---

**Timing for submitting funding application form**

An application form must be completed to apply for funding from the program. The [application form](#) for the program is available in Annex A of this guide or from the Agency's Web site ([www.ceaa-acee.gc.ca](http://www.ceaa-acee.gc.ca)).

For a comprehensive study, the deadline for applications is normally three weeks from the announcement of funding.

For an assessment by a review panel, or a joint review panel with two phases, the deadline is normally four weeks from the announcement of the funding program.

For an assessment by a joint review panel with one phase, the time line will be tailored to the circumstances of the joint process, but will not normally be shorter than four weeks.

---

**Establishment of funding review committee**

A funding review committee (the committee) is established for each comprehensive study, assessment by a review panel or joint review panel. The committee, appointed by the Agency, usually consists of three individuals, including one Agency representative and at least one non-government member.

The committee reviews all funding applications and recommends funding allocations.

---

**Allocation of funding and announcement of awards**

The committee's recommendations are forwarded to the President of the Agency, who makes the final decision regarding the allocation of available funds.

As program funds are limited, it is usually the case that some applicants are not awarded funding, or are recommended for an award less than the amount for which they applied.

The Manager of the Participant Funding Program informs all applicants within three days of the President's funding decision.

The report of the committee is distributed to all applicants, and is made available on the Agency's Web site ([www.ceaa-acee.gc.ca](http://www.ceaa-acee.gc.ca)). A news release announces the allocation of participant funding.

---

**Administration of contribution agreement**

All funding recipients must sign a contribution agreement with the Agency.

The contribution 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.

Under the contribution agreement, recipients may request an advance payment of up to 75 percent of their total funding award, based on their work plan and a cash flow forecast for the fiscal year period.

The contribution agreement also requires funding recipients to seek the approval of the Agency before making any modifications to the original budget statements submitted with their applications.

Under the contribution agreement, recipients are also required to submit an audited financial statement for contributions greater than \$20,000, though the Agency reserves the right to request an audit on smaller contributions.

---



## Part 2. How to Complete Your Application Form

---

**Purpose of Part 2** Part 2 of the guide presents step-by-step directions for completing the application form for participant funding.

---

**Contents of Part 2** This part contains the following sections:

| Section   | Page |
|---|------|
| <a href="#">2.1 Step 1. Applicant Information</a>   | 14   |
| <a href="#">2.2 Step 2. Description of Proposed Activities</a>                              | 15   |
| <a href="#">2.3 Step 3. Identification of the Funding Request</a>                           | 17   |
| <a href="#">2.3.1 Expense Category Descriptions and Supporting Information Requirements</a> | 18   |
| <a href="#">2.4 How and where to submit your application</a>                                | 22   |
| <a href="#">2.5 Checklist for Completing the Funding Application Form</a>                   | 23   |

---

**Copy of the application form** For a copy of the application form, please refer to [Annex A](#).

---

## 2.1 Step 1. Applicant Information

---

### **Purposes of Step 1**

The purposes of Step 1 are:

- to identify the applicant and the phase in the environmental assessment for which funding is requested; and
  - to establish that the applicant is eligible for participant funding under the program.
- 

### **Applicant information and certification**

In Step 1 of the application form, identify yourself as either an individual or a representative of an organization.

Provide information on your organization to ensure that you are eligible for funding consideration. For example, please specify whether you applied or intend to apply for funds from other sources.

For information on who is eligible under the program, please see section [1.3 Who Is Eligible for Funding?](#) in this guide.

You must also certify that the information is accurate to the best of your knowledge, and agree to allow the Agency to provide copies of your application to members of the funding review committee. Please use the [certification form](#) provided in with the application form.

---

### **Identify your interest in the environmental assessment**

You must be able to demonstrate that you have at least one of the following:

- a direct, local interest in the project, such as a residence in the area or historical or cultural ties to the area likely to be affected by the project;
- community knowledge or Aboriginal traditional knowledge relevant to the environmental assessment; or
- expert information relevant to the anticipated environmental effects of the project.

You should provide sufficient information to support the statement.

---

## 2.2 Step 2. Description of Proposed Activities

---

### **Purposes of Step 2**

The purposes of Step 2 are:

- to identify how the applicant proposes to contribute to the environmental assessment; and
  - to provide supporting information on the applicant's capacity to carry out the proposed activities.
- 

### **Describe your proposed contribution to the environmental assessment**

In this section, provide a clear statement of why you want to participate in the environmental assessment (e.g., the objectives of participation).

Describe the proposed activities for which funding is requested. A work plan may be a convenient way of summarizing these activities.

You should describe how your proposed objectives and activities will contribute to the environmental assessment's understanding of the anticipated environmental effects of the project, as expressed in:

- the terms of reference (in the case of an assessment by a review panel or joint review panel); or
  - the description of the scope of the project, and the description of the factors to be taken into consideration and of the scope of those factors (in the case of a comprehensive study).
- 

### **Identify your capacity to carry out proposed activities**

Demonstrate that you have the ability to carry out the proposed activities in accordance with the time lines of the environmental assessment.

This could include:

- a description of your or your organization's relevant specific expertise and/or knowledge;
- a description of skills, capacity and/or experience of the organization; and
- past experience on environmental assessments of similar projects.

You should consider providing a detailed budget and work plan, to indicate that the proposed activities are practical in scale and realistic in terms of scheduling and cost.

---

**Describe your distinctive role**

Describe how you would be able to play an important and distinct role in the environmental assessment. This is important to help avoid duplication of effort and ensure that the funding supports participation from distinct perspectives since participant funding is limited and there are often applications from individuals or organizations with similar interests and objectives.

In some cases, one or more applicants may be able to jointly request funding to avoid duplication.

---

## 2.3 Step 3. Identification of the Funding Request

---

### Purposes of Step 3

The purposes of Step 3 are:

- to identify the requested funds; and
  - to provide supporting information on specific expenses, as necessary.
- 

### Identify your funding request and provide supporting information

Identify your funding requests in accordance with the expense categories described in this guide in [2.3.1 Expense Category Descriptions and Supporting Information Requirements](#). You should provide the requested supporting information.

---

### Provide supporting information

Provide detailed information to support your requests, in accordance with the supporting information requirements outlined in this guide in [2.3.1 Expense Category Descriptions and Supporting Information Requirements](#).

---

### Priority designations

The application form assigns a high, medium or low priority designation to each expense category. The funding review committee will assess requests as follows:

| Designation     | Review Process  |
|-----------------|---|
| High priority   | In reviewing all applications for funding, the funding review committee will give first priority to these expenses. Such expenses are generally associated with the kind of participation that the program seeks to support, such as participation of local parties in communities affected by the project, and of those parties with specific expertise that can contribute to the environmental assessment. |
| 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.   |

---

## 2.3.1 Expense Category Descriptions and Supporting Information Requirements

---

**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.

---

**Travel expenses**

The travel expense category includes expenses related to travelling to attend public participation events held as part of the environmental assessment. 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 ([www.tbs-sct.gc.ca](http://www.tbs-sct.gc.ca)).
  - You should 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**

The collection or distribution of the information comprises costs of activities related to collecting and/or distributing relevant information to specific local groups, such as community residents, First Nation members or an organization's membership.

Supporting information requirements:

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

**Professional fees (excluding legal fees)**

The professional fees category covers per diem fees and expenses for expert advice or assistance on environmental, technical or social issues relevant to the objectives of the environmental assessment.

This will include per diem fees or honouraria for experts providing Aboriginal traditional knowledge or community knowledge relevant to the environmental assessment.

Also covered are professional services, such as accounting services, directly related to your 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 environmental assessment;
  - per diem rate and number of days;
  - justification of per diem rate, if necessary;
  - related expenses; and
  - justification of the number of experts involved, if necessary.

---

**Legal fees**

The legal fees category includes the per diem fees and expenses for expert legal advice or assistance directly related to your participation. The costs for legal advice are eligible under the program, but legal representation at public hearings and other public participation events is not encouraged.

Supporting information requirements:

- An explanation of why legal research or representation is important to your participation in the environmental assessment.
  - For each legal expert:
    - a brief explanation of the individual’s expertise and the direct relevance of this expertise to the environmental assessment;
    - per diem rate and number of days;
    - justification of per diem rate, if necessary; 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 your participation in the environmental assessment.

Any operations and maintenance expenses that do not support your participation in the environmental assessment, including normal supplies and overhead, are not eligible for funding under the program.

Supporting information requirements:

- 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 your participation in the environmental assessment.

Any operations and maintenance expenses that do not support your participation in the environmental assessment, including normal rent and overhead, are not eligible for funding under the program.

Supporting information requirements:

- A summary of the need to rent the facilities and details on the event and rental costs.
- 

**Staff salaries**

The staff salaries category includes salaries of individuals employed for the purpose of researching and preparing materials related to your 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, that the requested funds are designated temporarily to cover the costs of replacing the individual, so he/she can work full-time on activities related to the your participation.

Supporting information requirements:

- For each individual:
    - a statement that the individual will be working full time on activities related to the your participation in the environmental assessment;
    - a brief explanation of the individual's expertise and the direct relevance of this expertise to the environmental assessment; and
    - salary expenses and duration.
-



**General media advertising and promotion**

The general media advertising and promotion category covers advertising for the purpose of publicizing your meetings and activities related to the environmental assessment (e.g., posters and newspaper advertisements).

The advertising must have a specific purpose not already addressed by other parties involved in the environmental assessment responsible for promoting awareness of the assessment and public participation opportunities (e.g., the responsible authority, the Agency, the review panel or the proponent).

Supporting information requirements:

- A brief explanation of how this action will contribute to the objectives of the environmental assessment, and the intended audience and costs.
- 

**Purchase of information material**

The purchase of information materials category is to cover the cost of materials relevant to your participation in the environmental assessment. This material is otherwise not available free of charge from the proponent, responsible authority, Agency, review panel or other party (e.g., maps, documents and reports).

Supporting information requirements:

- A brief explanation of how this action will contribute to the objectives of the environmental assessment.
- 

**Other expenses**

Any other expense item that you believe is needed to support the individual or group's participation in the environmental assessment may 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 environmental assessment.
-

## 2.4 How and Where to Submit Your Application

---

**How to submit your application**

Submit your application to the Canadian Environmental Assessment Agency (the Agency) after completing all items in the [checklist](#) (Section 2.5).

Applications must be received at the Agency by facsimile, electronic mail, or by mail on or before the closing date in order to be considered for funding. The closing date is provided in the Press Release inviting applicants to submit a request for funding.

An electronic version may be provided using the online application form found on the Agency Web site. If an electronic version is submitted via electronic mail, ensure that the Agency receives a paper copy with original signatures by mail or courier within a few working days of sending the electronic version. Do not bind the paper copy or use cerlox bindings or duotangs.

The Agency assumes no responsibility for submissions misdirected or delayed.

---

**Send your documents to:**

Send your documents to:

**Canadian Environmental Assessment Agency  
Participant Funding Program  
160 Elgin Street, 22<sup>nd</sup> Floor  
Ottawa, Ontario K1A 0H3**

**Facsimile: 1-613-957-0941**

**E-mail: [PFP.PAFP@ceaa.acee.gc.ca](mailto:PFP.PAFP@ceaa.acee.gc.ca)**

---

**For more information:**

For more information please contact us at:

**Telephone: 1-613-957-0700**

or

**E-mail: [PFP.PAFP@ceaa.acee.gc.ca](mailto:PFP.PAFP@ceaa.acee.gc.ca)**

Following receipt of a complete application package, the Agency will send the applicant an acknowledgement.

---

## 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**

- Step 1 (Applicant information) is completed with the detailed information recommended in the *Participant Funding Guide*.
  - Step 2 (Description of activities) is completed with the detailed information recommended in the *Participant Funding Guide*.
  - Step 3 (Funding request) is completed with the detailed information recommended in the *Participant Funding Guide*, and provides detailed information about budget costs.
  - The amount requested does not exceed the amount made available for the project indicated in the announcement.
  - 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).
  - Declaration-Amounts Owing in Default to the Government of Canada is completed and signed by an authorized person (only applies for requests above \$20,000).
  - Original copy mailed to the Agency is not stapled or bound.
  - The proposal is forwarded to the Agency in time to meet the closing deadline.
  - The application has been signed by a person authorized to represent the applicant.
-

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



## Participant Funding Program

### Application for Funding

|                          |
|--------------------------|
| <i>Official Use Only</i> |
| <i>Date Received:</i>    |
| <i>File Number:</i>      |

Please refer to "Part 2 How to Complete Your Application Form" of the guide entitled "Participant Funding Program" when completing this application.

### Step 1: Applicant Information

|   |                               |                         |
|---|-------------------------------|-------------------------|
| Name and location of project:   |                               |                         |
| Indicate which phase of environmental assessment you are seeking support for: |                               |                         |
| <input type="checkbox"/> Comprehensive Study                                  |                               |                         |
| <input type="checkbox"/> Phase I of the Review Panel                          |                               |                         |
| <input type="checkbox"/> Phase II of the Review Panel                         |                               |                         |
| <input type="checkbox"/> Mediations   |                               |                         |
| Name of applicant (individual or organization):                               |                               | Web site address:       |
| Legal name of applicant (if different):                                       |                               |                         |
| Mailing address:  |                               | City / Town:            |
| Province:   |                               |                         |
| Postal Code:  | Area Code / Telephone number: | Area Code / Fax number: |
| _____   | (    )                        | (    )                  |
| E-mail address:   |                               |                         |

If the application is for an individual or a law firm, indicate on whose behalf you are submitting this application.

- Applying on behalf of him/herself or law firm  
 Applying on behalf of an unincorporated entity

Name of unincorporated entity:

*(Note: Applications will not be accepted from unincorporated entities in their own name.)*

Name and title of contact person for corporation/ organization/ group/ association:

*If you represent an entity (incorporated or otherwise) supporting documentation, endorsing you as the entity's representation must be attached to this application.*

Language of correspondence

- English  
 French

Area Code / Telephone number:  
(if different)

( )

Area Code / Fax number:  
(if different)

( )

Is your organization incorporated?

- Yes  No

Federal No.:

Provincial No.:

Business number (Canada Customs and Revenue Agency):

GST/HST rebate number: \_\_\_\_\_

GST/HST rebate %: \_\_\_\_\_

Have you applied or will be applying for funds from other sources to participate at this stage of the environmental assessment process?

- No  
 Yes

If yes, please specify how much and the source.

Describe your or your organization's major goals and mandate.

Describe your interest in the environmental assessment.

## Step 2: Description of Proposed Activities

|   |
|---|
| <p>Describe your proposed contribution to the environmental assessment, including:</p> <ul style="list-style-type: none"><li>• the objectives of your participation;</li><li>• your proposed activities for which you are seeking funding; and</li><li>• how these proposed objectives and activities may contribute to the environmental assessment's understanding of the anticipated effects of the project.</li></ul> |
| <p>Identify your capacity to carry out the proposed activities.</p> <p>(Describe relevant experience, expertise and skills you or your organization have that will help you to carry out your proposed activities.)</p>   |
| <p>Describe why you believe your participation will bring an important and distinct perspective to the environmental assessment.</p>  |
| <p>Have you or your organization made an effort to cooperate with other individuals or organizations in preparing a funding application?</p> <p><input type="checkbox"/> No<br/><input type="checkbox"/> Yes</p> <p>If yes, please specify name of individual / organization</p>  |
| <p>How are the proposed activities incremental to your ongoing business?</p>  |



### Step 3: Funding Requested

Please summarize your request for funding of eligible expenses, using the following table (see part 2 of the guide entitled *Participant Funding Program* for information on each expense category):

| Priority | Expense Category                               | Funding Requested |
|----------|--|-------------------|
| High     | Local collection / distribution of information | \$                |
|          | Professional fees (excluding legal fees)       | \$                |
|          | Travel expenses                                | \$                |
| Medium   | Office supplies                                | \$                |
|          | Rental of office space / meeting rooms         | \$                |
| Low      | Staff salaries                                 | \$                |
|          | Legal fees                                     | \$                |
|          | General media advertising / promotion          | \$                |
|          | Purchase of information material               | \$                |
|          | Other (specify)                                | \$                |
|          | <b>TOTAL funding requested from CEEA</b>       | \$                |

**With respect to each expense, please provide additional information to support your request:**

Local collection / distribution of information:

Professional fees (excluding legal fees):

Travel expenses:

Office supplies:

Rental of office space / meeting rooms:

Staff salaries:

Legal fees:

General media advertising / promotion:

Purchase of information material:

Other:

**How did you learn about the availability of Participant Funding for this project? (Please check all that apply)**

- Government of Canada
- Government of Canada notice in newspaper
- Newspaper articles/ editorials
- Agency Web site
- Consulting Canadians Web site
- Other Web sites
- Regional Agency office
- E-mail to your organization
- Direct mail to your organization
- Radio broadcast
- Word of mouth
- Other (please specify): \_\_\_\_\_



## Participant Funding Program

### Application for Funding: Certification Form

#### Certification and Consent:

**I/we hereby certify that the information I/we have provided in this application is accurate to the best of my/our knowledge. In the event that a participant funding award is to be made based on this application, I/we agree that no funding will be payable unless I/we sign the Canadian Environmental Assessment Agency's standard Contribution Agreement. I/we understand that I/we was/were entitled to review a copy of the Contribution Agreement before signing this Application Form.**

**I/we hereby consent to the Agency providing a copy of this Application Form and of the aforementioned Contribution Agreement (once signed by me/us and by the Agency) to any person that the Agency deems appropriate in the circumstances. I/we further consent to the Agency making copies of any written submissions during the environmental assessment process, by me/us or by the corporation, organization, group or association that I/we represent and to use those copies for purposes related to the administration of the Canadian Environmental Assessment Act. The information collected will be subject to the *Access to Information Act*.**

Name

Title

---

Authorized signature

---

Date