



# Participant Funding Guide: Environmental Assessment of Diavik's Proposal to Deposit Processed Kimberlite into Pits and Underground Northern Participant Funding Program March 2019





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## 1 Preface

This document has been prepared specifically for use by participants seeking funding to participate in the Mackenzie Valley Environmental Impact Review Board's (MVEIRB) assessment of Diavik Diamond Mine Incorporated's proposed water license amendment entitled "Depositing Processed Kimberlite in Pits and Underground" (Diavik Amendment) under the relevant assessment provisions of the Mackenzie Valley Resource Management Act (MVRMA).

## 2 Purpose of this guide

This guide has been prepared by Crown-Indigenous Relations and Northern Affairs Canada (CIRNAC), with input from the MVEIRB, to provide:

- an overview of the objectives of and procedures for participant funding for the environmental assessment of the Diavik Amendment,
- step-by-step guidance on applying for participant funding associated with the assessment process; and,
- consistent, clear and transparent information regarding the process administered by CIRNAC to provide the funding necessary to allow affected parties to participate fully in the assessment process (i.e. participant funding).

## 3 Intended users of this guide

This guide is intended for eligible individuals (see Section 7.3) and organizations interested in applying for participant funding to facilitate their effective participation in the MVEIRB process.

## 4 Content of this guide

This guide contains the following main parts:

- Overview of participant funding for the assessment of the Diavik Amendment
- Guidance on how to complete your application



## 5 Contact

### Mackenzie Valley Environmental Impact Review Board

Application forms for participant funding will be distributed by the MVEIRB. Completed applications will be received by the MVEIRB. Applications can be submitted to the MVEIRB through Kate Mansfield (867-766-7062, [kmansfield@reviewboard.ca](mailto:kmansfield@reviewboard.ca)) or Catherine Fairbairn (867-766-7054, [cfairbairn@reviewboard.ca](mailto:cfairbairn@reviewboard.ca)).

For information about the details of the Northern Participant Funding Program, please contact:

### Crown-Indigenous Relations and Northern Affairs:

James Neary, Program Lead  
Environmental Assessment, Land Use Planning and Conservation  
Environment and Renewable Resources, Northern Affairs Organization  
15/25 Rue Eddy, 10th Floor  
Gatineau, Quebec  
K1A 0H4  
EALUPC 1-613-355-7285

[aadnc.aidefinancierparticipants-participantfunding.aandc@canada.ca](mailto:aadnc.aidefinancierparticipants-participantfunding.aandc@canada.ca) or  
[james.neary@canada.ca](mailto:james.neary@canada.ca)

## 6 Overview of Participant Funding

### 6.1 *What is Participant Funding?*

#### Description of Participant Funding

Participant funding supports effective public participation in impact assessments undertaken by the MVEIRB in accordance with the relevant provisions of the MVRMA. When, as in the case of this assessment process, participant funding is made available, it is administered by the federal department of CIRNAC with assistance from the MVEIRB.

Funding may be made available to individuals, Indigenous governments and groups, and incorporated not-for-profit organizations interested in participating in the assessment. The funding can cover eligible expenses not covered by other sources, including costs of conducting studies, travel costs and fees for experts, including Traditional Knowledge holders, to support participation.



## **Limits to Funding**

CIRNAC may provide financial contributions for participation in the assessment; however, it may not cover all expenses incurred by the participant.

Funding is limited and is based on a review of each participant's submission. Some applicants may not receive funding. Interested parties seeking funding are encouraged to investigate other sources of available funding. As well, applicants who partner with other organizations with complementary objectives will be considered a higher priority for receipt of funding.

## **Benefits of Participation**

Effective public and Indigenous participation can help ensure that public concerns and values, as well as Indigenous knowledge and rights and/or local knowledge, are taken into consideration during the assessment process.

Public participation can:

- provide interested persons and organizations with a fair opportunity to contribute to the planning and assessment of projects that may affect them;
- allow proponents, as well as regulatory and review agencies, to better understand and address public concerns and priorities;
- improve project planning;
- provide Indigenous people with an opportunity to discuss the potential impact(s) of the proposed project on their rights,
- reduce the potential for adverse effects by identifying Indigenous Traditional Knowledge and Inuit Qaujimaningit and how it may be applied in the assessment of the project,
- help ensure the values and views of people who may be affected by a project are given full and fair consideration; and,
- support public confidence in the MVEIRB's assessment processes and in the decisions that result from these processes.

Participant funding is an important tool for promoting these benefits.

## **6.2 *When Is Funding Available?***

Participant funding will be made available to Indigenous Peoples and organizations and other Northerners for the impact assessment of large, complex or controversial resource development or regional infrastructure projects. Some of the factors considered in determining the application of the program include the level of public concern, the scale, scope and complexity of the proposed project, and the extent of anticipated regional and transboundary impacts.



Announcements concerning the availability of participant funding in support of a project proposal undergoing an assessment will be made available at the earliest possible step in the assessment process.

### **6.3 Who is Eligible for Funding?**

#### **Parties Eligible for Funding**

Individuals, Indigenous organizations, and incorporated not-for-profit organizations may apply for participant funding. Only parties who can demonstrate that they meet at least one of the following eligibility criteria will be considered for participant funding:

- have a direct, local interest in the project, such as living or owning property in, or using the project area;
- have an interest in potential impacts to related claims and rights;
- have local community knowledge, Indigenous knowledge, or Inuit Qaujimaningit relevant to the assessment; or
- plan to provide expert information relevant to the anticipated impacts on the environment, the social, cultural, and economic well-being of residents and communities in the Mackenzie Valley, or the well-being and way of life of Indigenous peoples who use an area within the Mackenzie Valley.

#### **Parties Ineligible for Funding**

Individuals and organizations are ineligible for participant funding if they:

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

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

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

If you have questions about eligibility please contact CIRNAC (see: Section 5).



## **6.4 What Activities may be Funded?**

### **Activities Eligible for Funding**

The following activities may be considered for funding:

- engagement in the scoping phase (e.g., issue scoping sessions, scoping hearings, written reviews);
- review and comment on the draft Terms of Reference, draft Workplan and Developer's Assessment Report (DAR);
- preparation of information requests;
- review of the proponent's response to information requests;
- preparation for and participation in public engagement sessions, cultural impact sessions, technical sessions, and pre-hearing conferences;
- preparation of written interventions;
- preparation for and participation in the public hearings; and,
- preparation of written closing arguments.

### **Activities Ineligible for Funding**

Funding will not be provided for activities that duplicate services, studies or written materials being funded by other public or private sources. This includes information prepared by the responsible authority(ies), proponent, or, in the case of the assessment, by the MVEIRB itself.

## **6.5 What expenses may be funded?**

### **Expenses Eligible for Funding**

The following expenses may be considered for funding:

- travel expenses;
- local collection/distribution of information;
- professional fees (e.g. consultants, lawyers)
- office supplies/telephone charges;
- rental of office space/meeting rooms;
- staff salaries;
- general media advertising/promotion; and
- purchase of information material other than materials provided by the Board, the proponent, or another party to the EA.





In reviewing applications, the Application Review Committee will give higher priority to expenses associated with:

- supporting the informed participation of local parties; and
- the provision of value-added expertise by other parties.

### **Expenses Ineligible for Funding**

General operations and maintenance expenses are not eligible for funding under the program.

### **Related Guidance**

For more detailed guidance on eligible expenses, see Identification of the Funding Request (Section 8.4: Step 4).

## ***6.6 How Does The Participant Funding Process Work?***

### **Determination of Funding Level**

The total participant funding allocation for the assessment will be determined by CIRNAC. Factors that will be considered may include:

- the potential impacts of the project;
- the size, complexity 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 financial resources.

### **Public Notice Announcing Funding**

Once the MVEIRB has been advised by CIRNAC of the availability of participant funding, a public notice will be posted. 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 (e.g., scoping, technical review, public hearing, etc.);
- the role of the Application Review Committee;
- the deadline for applications; and
- how to obtain an application form and further information.



The notice will be referenced in the MVEIRB notice of assessment to local media and made available online by the MVEIRB at [www.reviewboard.ca](http://www.reviewboard.ca).

### **Timing for Submitting Participant Funding Application**

For the assessment of the Diavik Amendment, an application form for participant funding for the assessment must be received by MVEIRB no later than **April 5, 2019** to apply for funding. The application form associated with the assessment process is available in Annex A of this guide or from the MVEIRB's public registry ([www.reviewboard.ca/registry](http://www.reviewboard.ca/registry)) or from CIRNAC's Participant Funding website (<https://www.aadnc-aandc.gc.ca/eng/1545150205116/1545150241463>). Guidance on developing a funding request is also provided in the form of a suggested format for expense estimation.

### **Establishment of Application Review Committee**

An independent Application Review Committee (Review Committee) will be established by CIRNAC to review applications for participant funding related to the assessment. The Review Committee will consist of a minimum of three individuals who have a reasonable knowledge of the Project, are aware of the needs of interveners, and have no interests or stake in the Project. CIRNAC will work with the MVEIRB, the Government of the Northwest Territories and potentially affected Indigenous organizations to select the Review Committee. The Review Committee will then work independently to review funding applications, identify intervenors whose contribution is important for the assessment of the proposed project, and recommend a level of funding required to facilitate their participation.

The Review Committee is ultimately responsible for considering all applications and recommending funding allocations to CIRNAC. The Review Committee will provide a justification for their recommendations.

### **Allocation of Funding and Announcement of Awards**

The Review Committee's determinations and recommendations are forwarded to CIRNAC, who then determine final allocations and forwards recipient list and funding amounts to the MVEIRB. As funds are limited, some applicants may not be awarded funding, or may receive less than the amount for which they applied.

Upon receipt of the funding decision, the MVEIRB posts and distributes the list of successful applicants and amounts awarded on the MVEIRB's public registry ([www.reviewboard.ca/registry](http://www.reviewboard.ca/registry)).



## **Administration of Contribution Agreement**

All funding recipients must sign a contribution agreement. 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 (i.e. report how funding was used).

There are three funding types now available for potential Indigenous recipients: set, fixed and flexible contribution arrangements. Non-indigenous recipients are potentially eligible for set funding arrangements. Funding approach options are made available to recipients based on discussion between departmental officers and the recipient and considering factors such as the level of funding and recipient goals, priorities and capacity. Each funding agreement includes certain terms and conditions as outlined in CIRNAC's national funding agreement models.

There are key elements for each funding approach that may or may not be available depending on the type of funding agreement a recipient or organization enters into. These include the ability to do the following:

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

Further explanation of the funding approaches used by CIRNAC for Indigenous peoples and other northern stakeholders can be found at the following link:

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

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 may require funding recipients to seek the approval of CIRNAC before making any modifications to the original budget statements submitted with their applications.

Under the contribution agreement, recipients may also be required to submit an audited financial statement.

## **7 How to Complete Your Application Form**



This section of the guide presents step-by-step directions for completing the application form for participant funding.

This section contains the following sections:

- Step 1. Eligibility Checklist
- Step 2. Applicant Information
- Step 3. Description of Proposed Activities
- Step 4. Identification of the Funding Request
  - Expense Category Descriptions and Supporting Information Requirements
- How and where to submit your application
- Checklist for Completing the Funding Application Form
- For a copy of the application form, please refer to **Annex A**



## 7.1 Step 1. Eligibility Checklist (Section A)

The purpose of Step 1 is to:

- preliminarily assess whether an applicant meets the required program criteria of eligibility to acquire participant funding for the assessment.

### **Section A: Eligibility Checklist**

In Step 1 of the Application Form, complete the checklist. If an applicant meets the eligibility for funding requirements, they should proceed to Step 2.

## 7.2 Step 2. Applicant Information (Sections B – D)

The purpose of Step 2 is to:

- identify the applicant and phases of the assessment for which funds are being requested. For a detailed description of the steps involved in the assessment process, applicants are encouraged to review **Annex B**, as well as any project-specific correspondence issued by the MVEIRB.

### **Sections B & C: Applicant Information and Certification**

In Step 2 of the application form, if you are an individual seeking funding, complete **Section B**. If you are seeking funding on behalf of an organization, proceed directly to **Section C**. *If you represent an entity (incorporated or otherwise), supporting documentation endorsing you as the entity's representation must be attached to this application.*

### **Section D: Identify Your Interest in the Project**

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;
- knowledge of potential impacts on land claims or rights;
- local community knowledge, Indigenous Traditional Knowledge or Inuit Qaujimaningit (including Traditional Knowledge and local contemporary knowledge) relevant to the assessment;
- expert information relevant to the anticipated effects of the project.

You should provide sufficient information to support the above referenced statements.

The review committee also needs to know if the person or organization has applied for financial support from other sources. This information is required to fully understand an individual or organization's financial need and to help avoid duplication. If you have



applied for, or received funds, from any other source to participate in the assessment, please provide information relative to the funding source and the level of support.

### **7.3 Step 3. Description of Proposed Activities (Section E)**

The purposes of Step 3 are:

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

#### **Section E: Describe Your Proposed Contribution to the Assessment**

In this section, provide a clear statement of your proposed contribution to the assessment, including:

- the objectives of your participation;
- your proposed activities for each phase of the assessment (see Annex B) for which you are seeking funding; and
- how these proposed objectives and activities may contribute to the MVEIRB's understanding of the anticipated effects of the project.

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

#### **Identify Your Capacity to Carry Out Proposed Activities**

Demonstrate that you have the ability to carry out the proposed activities in accordance with the timelines of the assessment. This could include:

- a description of you or your organization's relevant specific expertise and/or knowledge;
- a description of skills, capacity and/or experience of the organization; and
- past experience in participating in hearings or reviews of similar projects.

#### **Describe Your Distinctive Role**

Participant funding is limited and there are often applications from individuals or organizations with similar interests and objectives.

Describe how you or your organization would be able to play an important and distinct role in the assessment. This is important to help avoid duplication of effort and ensure that the funding supports participation from your distinct perspective.

In some cases, applicants may wish to consider jointly requesting funding to



avoid duplication. Please indicate in your application any efforts you have made to cooperate with other individual(s) and/or organization(s).

#### **7.4 Step 4. Identification of the Funding Request (Sections F –P)**

The purposes of Step 4 are to:

- characterize and describe the purpose for the requested funds; and
- 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, specifically in the Expense Category Descriptions (F-P) and Supporting Information Requirements section.

You are requested to provide as much detailed information to support your application as possible. Incomplete applications could result in delays in funding or a complete rejection of the application.

#### **Priority Designations**

In order to reflect the priorities and values of applicants, the application form includes a prioritization scheme that allows individuals and organizations to assign a high, medium or low priority designation to each expense category. The Application Review Committee will review funding applications requests and expense types with the following understanding of priority:

##### **High Priority**

High priority expenses, in the view of the Application Review Committee, are those that are associated with expenses that directly relate to the provision of community and Traditional Knowledge, Inuit Qaujimaningit, and/or subject matter expertise to the assessment process. Such expenses may include: professional fees for expert advice, staff salaries, translation/interpretation services and travel expenses to assist in attending public participation events.

##### **Medium Priority**

Expenses assigned as medium priority, in the view of the Application Review Committee, are generally associated with expenses that facilitate interventions by funded participants in the assessment. Such expenses may include; office supplies, office space and meeting room rentals, and administrative and reporting costs.

##### **Low Priority**



Expenses assigned low priority, in the view of the Application Review Committee, are generally associated with expenses that help facilitate but do not directly support the applicant's participation. Such expenses may include; media advertising or promotional activities, and the purchase of information material.

The priority of an expense or expense category may be viewed differently by an individual or organization applying for funding relative to that of the Application Review Committee. If such a discrepancy exists please provide an explanation of why an expense priority level may be viewed differently and warrants consideration by the Application Review Committee.

### **7.5 Expense Category Descriptions 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.

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

#### **Section F: Travel Expenses**

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

Supporting information requirements are:

- Travel expenses must be reasonable and in accordance with federal government travel directives. Please refer to the Government of Canada Treasury Board Web site for these directives (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228>).
- You should explain why you must travel to the event, and, if applicable, why more than one person is needed to represent the organization.
- Itemized details should be provided regarding travel mode, accommodations and duration.

#### **Section G: Collection or Distribution of Information**

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





Supporting information requirements are:

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

### **Section H: Section 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 assessment.

This will include per diem fees or honoraria for experts providing Indigenous Traditional Knowledge or Inuit Qaujimaningit (including Traditional Knowledge and local contemporary knowledge) or community knowledge relevant to the assessment.

Also covered are professional services, such as accounting or translation/interpretation services, directly related to your participation.

Supporting information requirements are:

- For each expert, provide:
  - a brief explanation of the individual's expertise and the direct relevance of this expertise to the 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.

### **Section I: 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 expenses, but legal representation at public hearings and other public participation events is considered a low priority by the Application Review Committee.

Supporting information requirements are:

- An explanation of why legal research or representation is important to your participation in the assessment.
- For each legal expert, provide:
  - a brief explanation of the individual's expertise and the direct relevance of this expertise to the assessment;



- per diem rate and number of days;
- justification of per diem rate, if necessary; and
- related expenses.

## **Section J: Office Supplies and Communications Charges**

The office supplies category covers the cost of office supplies, such as photocopying, postage and communication charges such as telephone, teleconferencing, and information technology expenses, which support your participation in the Assessment.

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

Supporting information required is:

- A brief explanation of the need for the specific supplies.

## **Section K: 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 assessment.

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

Supporting information requirements are:

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

## **Section L: 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 devote their efforts to work activities related to your participation.

Supporting information requirements are:



- For each individual:
  - a statement that the individual's time will be spent on activities related to their participation in the Assessment (*i.e.* not using participant funding salary support for staff to work on other organizational priorities);
  - a brief explanation of the individual's expertise and the direct relevance of this expertise to the Assessment; and
  - salary expenses and duration.

### **Section M: General Media Advertising and Promotion**

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

The advertising must have a specific purpose not already addressed by other parties involved in the assessment whose responsibility is to promote awareness of the assessment and/or public participation opportunities.

Supporting information requirements are:

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

### **Section N: Purchase of Information Material**

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

Supporting information required is:

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

### **Section O: Other Expenses**

Any other expense item that is needed to support an individual's or group's participation in the assessment may be covered by this category.

Supporting information required is:

- A clear explanation of how this item will contribute to the objectives of the assessment.



## **Section P: Certification and Consent**

You must also certify that the information is accurate to the best of your knowledge, and agree to allow CIRNAC to provide copies of your application to members of the Application Review Committee. Please use the certification form provided with the application package.

## **Work Plan and Budget detailing expenses from (F-O)**

### ***7.6 How and Where to Submit Your Application***

#### **How to submit your application**

Submit your application to the MVEIRB after completing all items in the checklist (Section 7.7). Applications must be received at the MVEIRB by facsimile, electronic mail, or by mail on or before (the closing date) to be considered for funding. If you have any further questions or concerns about your application, **please contact James Neary ([james.neary@canada.ca](mailto:james.neary@canada.ca))** for assistance. All contact information can be found under section 6 entitled “Contact Information”.

The closing date provided in the public notice inviting applicants to submit a request for funding for this Assessment is **April 5, 2019**.

CIRNAC assumes no responsibility for submissions misdirected or delayed.



## **7.7 Checklist for Completing the Funding Application**

### **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**

1. Step 1 (Eligibility Checklist) is completed with the detailed information recommended in the Participant Funding Guide.
2. Step 2 (Applicant information) is completed with the detailed information recommended in the Participant Funding Guide.
3. Step 3 (Description of activities) is completed with the detailed information recommended in the Participant Funding Guide.
4. Step 4 (Funding request) is completed with the detailed information recommended in the Participant Funding Guide. Detailed information regarding costs and a proposed budget must be included in your submission.
5. There are no calculation errors in the proposed budget and supporting information is provided that details a breakdown of proposed costs.
6. Budget calculations are clearly explained where appropriate (e.g., per diems, salary rates).
7. 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).
8. The proposal must be submitted to the MVEIRB prior to the closing deadline.
9. The application has been signed by the applicant or a person authorized to represent the applicant.



## 8 Annex A: Participant Funding Application Form

Please refer to “How to Complete Your Application Form” of the guide entitled “Participant Funding” when completing this application.

### Step 1: Eligibility Checklist

<b>A Eligibility Checklist</b>		
1	Are you, your group or the organization you represent a for-profit organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you, your group or the organization you represent have a direct commercial interest in the development?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you, your group or your organization represent another level of government, other than an Aboriginal government?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If the answer to any of the above questions is yes, you are <u>ineligible</u> for participant funding. If not, proceed with A.2.</b>		
2	Do you have a direct, local interest in the development, such as living or owning property in the development area?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you have an interest in potential impacts to related claims and rights?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you have community knowledge, Indigenous Traditional Knowledge or Inuit Qaujimajatuqangit relevant to the environmental assessment?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Do you plan to provide expert information relevant to the anticipated environmental impacts of the project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	Voluntary Disclosure: Are you an Indigenous person or do you represent an Indigenous Organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If the answer to any of the above questions is yes, you are <u>eligible</u> for participant funding, proceed with A.3.</b>		
3	Do you, your group or the organization you represent have any involvement, personal, family, or business relationship with the proponent of the project for which the funding is being offered, and/or any government departments or agencies involved?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<b>If so, please explain (1 page maximum)</b>	
	Is the applicant a former public servant who is required to abide by <i>the Conflict of Interest and Post-employment Guidelines of the Values and Ethics Code for the Public Service</i> ?	<input type="checkbox"/> Yes <input type="checkbox"/> No



## Step 2: Applicant Information

<b>B For Completion by Individual Applicants (see instructions)</b>			
Surname (Last name)		Full given names	
Mailing Address		City/Town	Territory
Telephone Number	Fax Number	Email Address	Language of Correspondence

<b>C For Completion by Organization (see instructions)</b>			
Name of Organization or Unincorporated Entity			
Mailing Address		City/Town	Postal Code
Telephone Number	Fax Number	Email Address	Language of Correspondence
Is your organization incorporated? Yes <input type="checkbox"/> No <input type="checkbox"/>		Federal No.	Provincial No.
Business number (Canada Customs and Revenue Agency)		GST/HST rebate #	GST/HST rebate %
Describe your or your organization's major goals and mandate			

<b>D Project Information</b>	
Project Name	Project Location
Please specify which phases and steps of the assessment you intend to participate in:	
Describe your interest in the assessment	
Have you applied or will be applying for funds from other sources to participate in the assessment process? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please specify funding level and the source.	



## Step 3: Description of Proposed Activities

<b>E Description of Proposed Activities</b>
<b>Describe your proposed contribution to the assessment. Include your objectives, proposed activities and how they may contribute to the assessment.</b>
<b>Identify your capacity to carry out the proposed activities.</b>
<b>Describe relevant experience, expertise and skills you or your organization has that will help you to carry out your proposed activities.</b>
<b>Describe why you believe your participation will bring an important and distinct perspective to the assessment.</b>
<b>Have you or your organization made an effort to cooperate with other individuals or organizations in preparing a funding application? Yes <input type="checkbox"/> No <input type="checkbox"/></b>
<b>If yes, please specify the name(s) of individual(s) and/or organization(s).</b>
<b>How are the proposed activities related or contribute to your ongoing business? How do they affect your workload?</b>





## Step 4: Funding Requested

<b>F Travel Expenses</b>		
Item	Rationale	Estimated Cost
1)		
2)		
3)		
Summarize the objective of the travel		
No. of Travelers	Rationale for the number of travelers	

<b>G Collection or Distribution of Information</b>			
Activity	Priority Level (low/moderate /high)	Justification	Total Cost
1)			
2)			
3)			

<b>H Professional Fees</b>					
Name of Company/Firm/Individual	Priority Level (low/moderate /high)	Activity	Daily Rate	# of Days	Total Cost
1)					
2)					
3)					
Brief Explanation of each Company/Firm/Individual's expertise and relevance to the assessment:					
1) 2) 3)					
Justification of daily rate, if necessary:					
Related expenses:					
Justification of the number of experts involved, if necessary:					



<b>I Legal Fees</b>					
Name of Company/Firm/Individual	Priority Level (low/moderate /high)	Activity	Daily Rate	# of Days	Total Cost
1)					
2)					
3)					
<b>Brief Explanation of each Company/Firm/Individual's expertise and relevance to the assessment:</b>					
1)					
2)					
3)					
<b>An explanation of why legal research or representation is important to your participation in the assessment:</b>					
<b>Justification of per diem rate, if necessary</b>					
<b>Related expenses:</b>					

<b>J Office Supplies and Telephone Charges</b>			
Office Supplies and Telephone Supplies	Priority Level (low/moderate /high)	Justification	Total Cost
1)			
2)			
3)			

<b>K Office Rental Space and Meeting Rooms</b>			
Office Rental Space and Meeting Rooms	Priority Level (low/moderate /high)	Justification	Total Cost
1)			
2)			
3)			



<b>L Staff Salaries</b>				
Name of Individual	Priority Level (low/moderate /high)	Daily Rate	# of Days	Total Cost
1)				
2)				
3)				
Brief explanation of each individual's expertise and relevance to the assessment:				
1)				
2)				
3)				
For each individual, attach a statement that the individual will be working full time on activities related to their participation in the assessment.				

<b>M General Media Advertising and Promotion</b>			
Action/Item	Priority Level (low/moderate /high)	Justification	Total Cost
1)			
2)			
3)			

<b>N Purchase of Information Material</b>			
Action/Item	Priority Level (low/moderate /high)	Justification	Total Cost
1)			
2)			
3)			

<b>O Other Expenses</b>			
Action/Item	Priority Level (low/moderate /high)	Justification	Total Cost
1)			
2)			
3)			



Total Requested Funds: \_\_\_\_\_



**P 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 CIRNAC standard Contribution Agreement.

I/we hereby consent to CIRNAC providing a copy of this Application Form and of the aforementioned Contribution Agreement to any person that CIRNAC deems appropriate in the circumstances. I/we further consent to CIRNAC and the MVEIRB posting and distributing any written submissions I/we provide during the 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 assessment. All information collected in association with the Participant Funding Program will be subject to the *Access to Information Act*.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## 9 Annex B: Anticipated Process for impact assessment of proposed project

Information regarding the MVEIRB's process for the environmental assessment of the Diavik Amendment can be found at the following link

<http://reviewboard.ca/>

The draft scoping document which includes a draft workplan can be found at the following link:

[http://reviewboard.ca/upload/project\\_document/EA1819-01%20-%20Draft%20EA%20Scoping%20Document%20and%20Workplan%20-%20Diavik%20PK%20to%20Pits%20and%20Underground%20-%20Feb%202025\\_2019.pdf](http://reviewboard.ca/upload/project_document/EA1819-01%20-%20Draft%20EA%20Scoping%20Document%20and%20Workplan%20-%20Diavik%20PK%20to%20Pits%20and%20Underground%20-%20Feb%202025_2019.pdf)



